



AGENDA - REGULAR MEETING OF COUNCIL

Monday, April 13, 2026 @ 2:00 PM

In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

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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 23, 2026 be adopted, as presented.*

C. **DELEGATIONS**

1. **Chase Nicklin**
In attendance, at the invitation of Council, for his achievements at the 2026 Paralympic Games.

D. **UNFINISHED BUSINESS**

Includes items carried forward from previous Council meetings.

E. **STAFF REPORTS**

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

1. **Quarterly Departmental Reports - Page 12**
Quarterly reports from Infrastructure Services, Development Services, and Parks, Recreation and Culture departments.

THAT Council receive the Quarterly Reports from Infrastructure Services, Development Services, and Parks, Recreation and Culture departments for the period January 1 – March 31, 2026 as information.

F. BYLAWS

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

1. **2026-2030 Financial Plan Amendment Bylaw No. 5138-1** - Page 43
THAT "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5138-1.

2. **OCP and Zoning Bylaw Amendments | 6123 & 6151 Russell Place** - Page 45
Report dated April 6, 2026 from the Manager of Planning requesting Council consideration of third reading of the proposed bylaws.
 - a. *THAT Council receive the minutes of the Public Hearing dated March 23, 2026 regarding "Official Community Plan Amendment Bylaw No. 5144" and "Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119".*
 - b. *THAT "Official Community Plan Amendment Bylaw No. 5144" be read a third time.*
 - c. *THAT "Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119" be read a third time.*

3. **City of Port Alberni Tax Rate Bylaw No. 5139, 2026** - Page 66
Report dated April 7, 2026 from the Chief Administrative Officer requesting Council consideration of the proposed financial plan amendment and tax rates bylaw.
 - a. *THAT Council amend the "City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138" as follows:*
 - *Lower line 11111 – General Purpose – Taxes – from \$38,066,192 to \$37,663,621.*
 - *Lower 28211 – Transfers to Reserve – Asset Management from \$1,143,571 to \$741,000.*
 - b. *THAT "City of Port Alberni Tax Rates Bylaw No. 5139, 2026" be now introduced and read a first time.*
 - c. *THAT "City of Port Alberni Tax Rates Bylaw No. 5139, 2026" be read a second time.*
 - d. *THAT "City of Port Alberni Tax Rates Bylaw No. 5139, 2026" be read a third time.*

G. CORRESPONDENCE FOR ACTION

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

1. **Alberni-Clayoquot Regional District | Emergency Access Route & Secondary Hwy.**
- Page 73

Letter dated March 30, 2026 from the Alberni-Clayoquot Regional District regarding collaboration in lobbying for an emergency access route and secondary highway.

THAT Council authorize Administration to advise the Alberni-Clayoquot Regional District that the City of Port Alberni is committed to full participation in the regional advocacy effort for an emergency access route and a secondary highway alternative to Highway 4, and will participate in any engagement, coordination, or advocacy framework established for that purpose.

2. **Agrohope Farms & Products Inc. | Letter of Support** - Page 75

Email dated April 7, 2026 from A. Jahangir requesting a letter of support for his proposal to the provincial government for a 2026 Small Business Emergency Crime Relief Fund.

H. PROCLAMATIONS

1. **Save Your Skin Foundation** - Page 78

Email dated March 23, 2026 requesting May 2026 be proclaimed as ‘Melanoma and Skin Cancer Awareness Month’ in Port Alberni.

THAT Council on behalf of Save Your Skin Foundation proclaim May 2026 as ‘Melanoma and Skin Cancer Awareness Month’ in Port Alberni.

I. CORRESPONDENCE FOR INFORMATION

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

1. **Correspondence Summary** - Page 81
 - a. Village of Pouce Coupe | Support for Resolutions – Protection of Fee Simple Property Rights & Transparency in Indigenous Negotiations
 - b. Alberni-Clayoquot Regional District | Keeping You Connected February 2026
 - c. AV Museum and Heritage Commission | March 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.

March 9, 2026

- Council releases for public consumption execution of a Stewardship Agreement between the City of Port Alberni (Alberni Valley Museum) and the Community Arts Council [CAC] of the Alberni Valley for the temporary storage and care of the CAC Permanent Art Collection for a term of up to one (1) year.

March 23, 2026

- Council releases for public consumption direction that Administration send a letter to the Town of View Royal confirming the City's interest in joining the proposed coalition of British Columbia municipalities and regional districts being coordinated by the Town of View Royal to explore a coordinated judicial review of recent provincial housing legislation (Bills 44, 47, 13, 15, and M216), subject to additional information.

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 97**
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. **Clean Team Funding Update 2026 - Page 98**
Report dated March 30, 2026 from the Manager of Community Safety and Social Development providing a Clean Team update.

THAT Council authorize a reduced Clean Team service model from May 16, 2026, to December 15, 2026, consisting of service delivery three days per week for three hours per day;

AND FURTHER, THAT Council direct Administration to fund the reduced service model at a cost of approximately \$46,200 from Line 22130.
2. **Royal Canadian Legion | Commemorative Crosswalk - Page 104**
Report dated April 1, 2026 from the Director of Infrastructure Services regarding installation of a commemorative crosswalk.

THAT Council authorize staff to proceed with the installation of a painted commemorative crosswalk honouring veterans, with funding provided from the Roads and Drainage Operating Budget, utilizing a basic design applied with standard traffic-grade paint.
3. **Appointment of Deputy Approving Officer - Page 110**
Report dated March 25, 2026 from the Director of Development Services/Deputy CAO requesting Council consideration of appointing a Deputy Approving Officer.

THAT Council for the City of Port Alberni appoint Brian McLoughlin, Manager of Planning, as the City of Port Alberni Deputy Approving Officer.

4. **2026 Celebrate PA! | July 1st Event** - Page 112

Report dated April 2, 2026 from the Manager of Culture seeking Council approval for a temporary road closure to facilitate Celebrate PA!

THAT Council authorize the temporary closure of Harbour Road and lower Argyle Street on July 1, 2026 from 6:00 am to 5:00 pm, and the Harbour Quay on June 30, 2026 at 5:00 pm to July 1, 2026 at 5:00 pm for the purpose of hosting the 2026 Celebrate PA event, subject to:

- *notification to Emergency Services and BC Transit;*
- *advance communication to affected residents and businesses;*
- *all traffic control measures being implemented in accordance with City requirements and applicable safety standards; and*
- *event coordination being carried out by City staff with the support of relevant municipal departments.*

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 23, 2026 @ 12:00 p.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Mayor S. Minions
Councillor D. Dame @ 2:55 p.m.
Councillor D. Haggard
Councillor C. Mealey
Councillor C. Solda
Councillor T. Verbrugge

Regrets: Councillor T. Patola

Staff: A. McGifford, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
R. Macauley, Director of Finance
J. Macdonald, Director of Infrastructure Services
S. Darling, Director of Corporate Services

The meeting was called to order at 12:00 p.m.

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

- Section 90 (1)(c)** labour relations or other employee relations;
- Section 90 (1)(d)** the security of the property of the municipality;
- Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90 (1)(f)** law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and
- Section 90 (1)(g)** litigation or potential litigation affecting the municipality.

CARRIED

The meeting adjourned at 3:35 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE 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

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

Regrets: Councillor D. Dame
Councillor T. Patola

Staff: A. McGifford, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
S. Darling, Director of Corporate Services
R. Macauley, Director of Finance
K. Bodin, Director of Human Resources
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)
J. Pelech, Manager of Information Services

Gallery: 9

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.

CARRIED

B. ADOPTION OF MINUTES

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

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

F. BYLAWS

1. 2026-2030 Financial Plan | Amendment

MOVED AND SECONDED, 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.*

CARRIED | Res. No. 26-80

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

MOVED AND SECONDED, THAT the "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be now introduced and read a first time.

CARRIED | Res. No. 26-81

MOVED AND SECONDED, THAT "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be read a second time.

CARRIED | Res. No. 26-82

MOVED AND SECONDED, THAT "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be read a third time.

CARRIED | Res. No. 26-83

G. CORRESPONDENCE FOR ACTION

H. PROCLAMATIONS

1. Port Alberni International Twinning Society

MOVED AND SECONDED, THAT Council, on behalf of the Port Alberni International Twinning Society, proclaim May 30, 2026 as Abashiri Twinning Day in Port Alberni.

CARRIED | Res. No. 26-84

I. CORRESPONDENCE FOR INFORMATION

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

- 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

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

CARRIED | Res. No. 26-85

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. Council and Regional District Reports

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

CARRIED | Res. No. 26-86

L. NEW BUSINESS

1. Alberni Valley Heritage Commission | 2025 Alberni District Fall Fair Survey Report

MOVED AND SECONDED, 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.

CARRIED | Res. No. 26-87

2. Parks, Recreation and Culture | Summer Pop-Up

MOVED AND SECONDED, THAT Council authorize the Parks, Recreation and Culture 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.

CARRIED | Res. No. 26-88

3. Multiplex Air Handling Unit Failures | Emergency Replacement Funding

MOVED AND SECONDED, 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.*

CARRIED | Res. No. 26-89

4. **Occupancy Bylaw and Rental Accommodation Bylaw**

MOVED AND SECONDED, THAT Council direct administration to review, redraft, and provide a report with guidance on the materials included for the proposed occupancy bylaw;

AND FURTHER, THAT Council direct Administration to investigate and report on the feasibility of a recreational vehicle parks and campground bylaw, including a review of comparable bylaws from other municipalities as part of the Occupancy Bylaw review.

CARRIED | Res. No. 26-90

MOVED AND SECONDED, 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.

MOVED AND SECONDED, THAT Council amend the motion to include a defined six-month notice period following the completion of Council's consideration of the Occupancy Bylaw and Rental Accommodation Bylaw process before enforcement actions are taken at 3723 Redford Street.

CARRIED | Res. No. 26-91

Motion as amended

MOVED AND SECONDED, THAT Council direct the Community Safety and Social Development department to suspend enforcement of the Zoning Bylaw, for a period of six-months as it relates to the property located at 3723 Redford Street, with the suspension to commence following Council's completion of its consideration of the Occupancy Bylaw and Rental Accommodation Bylaw and the implementation of any related recommendations arising from that process.

CARRIED | Res. No. 26-92

MOVED AND SECONDED, THAT Council direct Administration to review, redraft and provide a report with guidance on the materials included for the proposed Rental Accommodation bylaw.

CARRIED | Res. No. 26-93

5. **Appointment of Chief Election Officer and Deputy Chief Election Officers**
MOVED AND SECONDED, 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.*
- CARRIED | Res. No. 26-94**
6. **Exempt Employee Lieu Time Provision Policy**
MOVED AND SECONDED, 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.*
- CARRIED | Res. No. 26-95**

M. QUESTION PERIOD

Sherri

Inquired regarding the approval process of Temporary Use Permits.

N. Andersen

Inquired about public input, Council procedures, and consistent application of rules.

T. Wotyshyn

Inquired regarding the approval process of Temporary Use Permits.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 2:42 p.m.

CARRIED

Mayor

Corporate Officer

INFRASTRUCTURE SERVICES

ENGINEERING

OVERVIEW

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

Key Activities

In the 1st quarter of 2026, the Engineering team completed the following routine tasks:

Productivity Metric	Q1
CEMETERY (MARKER INSTALLS & INTERMENT SURVEYS)	15
DEVELOPMENT REVIEWS	10
LOT SERVICING APPLICATIONS	12
FIELD INVESTIGATIONS & INSPECTIONS	10
PERMITS ISSUED	11
OTHER UTILITY (HYDRO, GAS ETC.) CO-ORD./APPROVAL	249
REGULATORY APPLICATIONS & REPORTS	2

Geographic Information Services (GIS)

The GIS technologist supports operations and projects throughout the department through continuous update and improvement of our GIS databases for Public Works assets and development of maps for projects and programs.

As of April 1st, the GIS function will be relocated with the organizational structure, from Infrastructure Services to Finance. The GIS team will continue to provide services to Infrastructure Services but will also begin providing services to other departments with GIS needs. This new reporting structure better aligns with the multi-departmental demand for GIS services and be a direct connection between GIS and asset management.



Regulatory Reporting

Engineering staff completed and submitted a progress report on elimination of combined sewer overflow (CSO) to the Ministry of Environment and Parks, as required by the Operating Certificate for the wastewater treatment plant. Engineering also assisted the Finance Department in compiling asset data needed for annual regulatory reporting.

Master Planning

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

Project	Progress this Quarter
Transportation Master Plan	<ul style="list-style-type: none"> • Future growth conditions traffic modelling completed. • Round 2 public survey completed. • Round 2 Engagement Summary Report in progress. • Development of draft MP recommendations continues. • Project 75% complete.
Parks, Recreation & Culture Master Plan	<ul style="list-style-type: none"> • Round 2 Engagement Summary Report development ongoing. • Draft Master Plan report development ongoing. • Project 80% complete
Wastewater, Stormwater, and CSO Master Plan	<ul style="list-style-type: none"> • Wastewater Master Plan and Stormwater & CSO Master Plan now being developed as a single Master Plan document • Pump Station assessments completed. • Two technical memos completed in draft in Q1 • Project 55% complete.
Drinking Water Master Plan	<ul style="list-style-type: none"> • Assessment of existing conditions continues. • Project 10% complete.

Capital Projects

The following is a summary of capital project work completed in Q1 2026:

Project	Progress this Quarter
Franklin River Road Watermain Replacement	Design finalized, tender posted, and contractor awarded. Hazelwood Construction to begin work in April 2026, with expected completion by August 2026.
Josephine Sanitary Forcemain Replacement	Design for phase 1 (directional drilling) completed, phase 1 tender posted and contract awarded. Construction expected to commence in June 2026. Phase 2 (cut and fill) design completed to 95%, Tender expected to be posted in Q2 2026.



Argyle 1st to 3rd Ave Redevelopment	Design completed and contract awarded. Knappett Industries to begin work in September 2026 with expected completion by Spring 2027.
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Other Activities

- Traffic control equipment condition assessment completed for Gertrude/Stamp & Roger intersection.
- Completed 2025 sewer flow monitoring project in Wallace sewer catchment area.
- Retained Totem Tree Service to remove a number of trees from the Kitsuksis Dike west embankment slope. These trees were creating a bank stability hazard.
- Working with Roads & Drainage staff, Engineering completed an assessment of the potential for additional on-street parking spaces in the Uptown core.

PUBLIC WORKS

OVERVIEW

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

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

Public Works Administration

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

Key Activities

In Q1 2026, plans were finalized with BC Transit for multiple bus shelter improvements at locations across the City. Public Works staff were busy preparing these sites for additional upgrades including



standardizing the size and location of shelters to improve safety and accessibility. A new request for standing offer for Traffic Services was issued and completed in addition to awarding the annual roadway crack sealing contract. Public Works recorded 20 callouts in Q1 2026 (Water 10, Sewer 5, Roads 3, Other

Water Utility Operations

OVERVIEW

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

Key Activities

Below are some of the routine, recurring tasks completed by the team in Q1:

Customer Service	each	71
Water Quality Testing	each	135
Water Main Flush	KM	10
Control Valve Maintenance	#	46
Service Repairs	each	4
Service turn on/off	each	10
Locate Service	each	7
New Service	each	3
Meter Repair/Replace	each	85
New Meter Pit	each	16
Hydrant Maintenance	each	22
Main Repair	each	1

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

In addition, a few notable tasks completed by the team in the first quarter includes:

- New security fence at Johnston Reservoir
- Removed logs and debris floating at Bainbridge Lake log boom
- China Creek Dam major clean out of gravel above dam
- Rebuild Hypochlorite pumps at Water Treatment Plant
- New section of water main on 4th Avenue & Mar Street



Sewer Utility Operations

OVERVIEW

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

Key Activities

Below are some of the routine, recurring tasks completed by the team in Q1:

Storm Customer Service	each	12
Sani Customer Service	each	22
Catch Basin Maintenance	each	179
Catch Basin Install	each	2
Catch Basin Repair	each	4
Plugged Sani Service	each	12
Plugged Storm Service	each	1
Wastewater Analysis	each	32
Sanitary Main Inspection	metres	950
Sanitary Manhole Repair	each	3
Sanitary CSO	hours	14
Sani IC Install	each	5
Sanitary new service	each	4
Sanitary service video	each	4

In addition, a few notable tasks completed by the team in the first quarter includes:

- Check valve rebuilt at Argyle Pumphouse
- New CSO sensor installed at Argyle CSO Outfall
- Repair Josephine Mag Meter Transmitter
- WWTP UV reactors cleaned & descaled





Figure 1: New Storm Connection Installation on David Street

Roads & Drainage Operations

OVERVIEW

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



Key Activities

Customer Service	each	147
Potholes	each	674
Gravel Road Maintenance	metres	453
Lane Maintenance	metres	6158
Lane Grading	metres	2411
Shoulder Maintenance	metres	2927
Dust Mitigation	metres	0
Curb & Gutter	hours	187
Sidewalk Replace	metres	35
Sidewalk Repair (hazard)	each	40
New Sidewalk PAID	metres	5
Blvd & Median Maintenance	metres	369
Sidewalk Maintenance	metres	2168
Sidewalk Inspections	metres	5109
Vegetation Control	locations	27
Flail Mowing	km's	19
Litter Pick-Up	hours	124
Roadside Dumping	locations	13
Street Sweeping	km's	998
Sweeper Pile	each	32
Ice Mitigation	hours	126
Snow Removal	hours	16
Snow Pile Remove	hours	0
Snow clear walkway	hours	25
Bridge Maintenance	metres	334
Streetlight Repair	each	13
Streetlight New	each	0
Holiday lights	hours	13
Traffic Barrier Maintenance	hours	14
Sign Maintenance	hours	233.58
New Sign Install	hours	3
BC Transit Bus Sign	hours	11.89
BC Tran Shelt Maintenance	hours	20
Line Painting	km's	0
Road Marking	locations	0
Traffic Signal Maintenance	each	0
Parking Lot Maintenance	hours	8



Bylaw Assistance	hours	37.67
Emergency Service Requests	hours	38.17
Cem Interment(s)	each	7
Cem Marker	each	8
Ditch Maintenance	metres	0
Water Course Maintenance	hours	17
PW Building Maintenance	hours	0
PW Yard Maintenance	hours	46.62



Figure 2: Sidewalk Construction for Upgraded BC Transit Shelter

Fleet & Solid Waste Operations

OVERVIEW

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

Fleet

Mechanics work on everything from compact cars to excavators and even the generators that provide electricity to our facilities when the power goes out. They are often involved in winter storm preparation and ensure our snowplows and other snow removal equipment are maintained and operational. Staff

can take on major repair work as required in day-to-day operations. Our mechanics are also licenced to carry out provincially regulated vehicle inspections and can assist utilities in the repair and maintenance of pumps at our lift stations and pump houses when called upon.

Key Activities

A few highlighted activities from Q1:

TASK	MEASUREMENT	#
A Service	each	23
B Service	each	6
Trailer Service	each	2
CVI	each	9
Generator Inspections	each	51

In addition, a few notable tasks completed by the team in the first quarter includes:

- Received two new garbage collection trucks that were ordered in 2024
- Developed contamination remediation plan for Recycle BC to lower overall collected contamination rate
- Inspection Facility shop audit passed with CVSE
- Continuous work getting seasonal Parks & Public Works equipment ready for spring (mowers, trimmers, saws, blowers, and power washers)





Figure 3: New Garbage Collection Truck

Solid Waste Collection

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

Key Activities

Carts Delivered	each	121
Cart Repairs	each	36
Recycle BC Audits	each	1
Carts tipped	each	127682



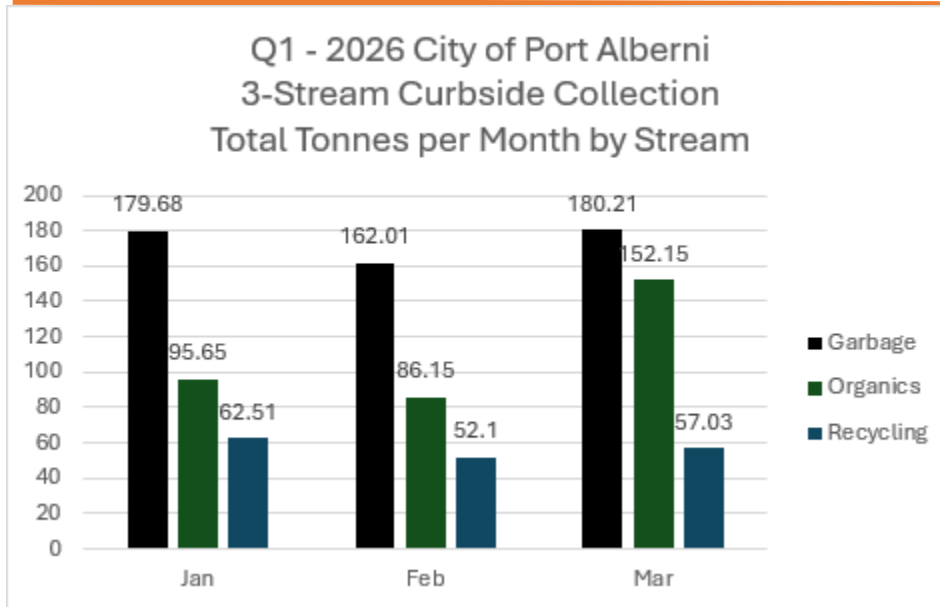


Figure 4: Q1 Solid Waste Total Collection by Type in Tonnes



DEVELOPMENT SERVICE DEPARTMENT

PURPOSE

To provide Council with an overview of departmental operations of Development Services Department for the quarter ending March 31, 2026.

OVERVIEW

Staffing

The Department has hired a new **Planning Technician** following a retirement. The new **Planning Technician** started in Q1 of 2026. The Development Services Department has also successfully hired a new building inspector to replace a pending retirement. The new building inspector will start in Q2.

2042 Official Community Plan

Staff have engaged Uplift Communications to prepare communications materials and to design the draft OCP document. Uplift Communications is currently working on the City's Master Plans, and this will align the 2042 OCP branding with those projects. The City is working on finalizing a draft OCP document, with policy development to address key topics and integrate community ideas where appropriate. New design guidelines are also being finalized for the general form and character of development, as well as development in environmentally sensitive and hazard areas. City staff plan to have a draft Official Community Plan document prepared in the Q2 of 2026 and public engagement to start in late Q2 2026.

Somass Lands Development

Staff continue to coordinate with Matthews West as they undertake pre-development work on the Somass Lands project. A Flood Hazard Assessment and an Environmental Detailed Site investigation were completed. An architectural firm continued work on a conceptual Masterplan to articulate a strategic framework for the transformation of the lands.

Permits, Subdivisions, and Land Use Applications

The following permits and development approvals were completed in Q1:

1. The City has issued thirty-six (36) permits with a construction value of \$3.3 million, including seven (7) new residential units through Q1.
 - Average processing time for Standard Building Permits and for Complex Building Permits is currently 8 to 10 weeks.
2. Approval of a Development Permit under DP 25-04: 5224 Argyle Street to construct a single storey clinic and pharmacy building.
3. Approval of a Development Permit under DP 25-05: 3830 5th Avenue. This project consists of 5 townhouse and 1 apartment building totally 122 dwelling units.



4. The Approving Officer has issued one (1) Preliminary Layout Review letter and gave final approval to two (2) subdivisions through Q1.

Reports to Council

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

1. OCP and Zoning bylaw amendments for the BC Housing Supportive Housing project on 3027 2nd Avenue were given 3rd reading and final adoption on January 12th.
2. OCP and Zoning bylaw amendments for Rainbow Gardens, Senior Affordable housing project on 6123 and 6151 Russell Place were given 1st and 2nd reading on February 23rd. A Public Hearing was held on March 23rd.
3. Temporary Use Permit TUP 25-05 application for 3048 3rd Avenue was not considered by Council on January 12th. TUP 25-05 was denied on March 9th.
4. Temporary Use Permit TUP 24-01 application for 3868 Wood Avenue was not postponed by Council on January 26th. TUP 24-01 was approved, subject to conditions on February 23rd.
5. Temporary Use Permit TUP 25-02 application for 3723 Redford Street was denied on January 26th. A request to reapply for a similar TUP for 3723 Redford Street was denied on March 9th.
6. Temporary Use Permit TUP 25-04 application for 2907 3rd Avenue was denied on January 26th.

New Development Applications

Staff completed preliminary review and intake on the following new development applications in Q1:

- Two (2) **Rezoning** application for a total of two (2) in 2026.
- Two (2) **Subdivision** applications for a total of two (2) in 2026.
- One (1) **Development Permit** application for a total of one (1) in 2026.
- One (1) **Temporary Use Permits** for a total of one (1) in 2026.
- Zero (0) **Official Community Plan amendment** applications for a total of zero (0) in 2026.
- Zero (0) **Development Variance Permit** applications for a total of zero (0) in 2026.

Business Licensing and Property Search Requests

Forty (40) new business licenses were approved and issued in Q1, including:

- Two (2) short-term rentals/bed and breakfasts.
- Ten (10) special event licenses.
- Eighteen (18) intercommunity licenses

Thirty-seven (37) Property Search request were completed in Q1, for a total of One Hundred and thirty-seven (37) in 2026.

COMMUNICATIONS

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

- Temporary Use Permit 25-05 – 3048 3rd Ave (ads, mailed letters were issued twice)
- Temporary Use Permit 24-01 – 3868 Wood Avenue (ads, mailed letters)



- Temporary Use Permit 25-02 – 3723 Redford Street (ads, mailed letters)
- Temporary Use Permit 25-04 – 2907 3rd Ave (ads, mailed letters)
- March 23rd Public Hearing for OCP and Zoning bylaw amendments on 6123 and 6151 Russell Place (Ads, mailed letters and sign)

LINKAGE TO CORPORATE STRATEGIC PLAN

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

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

SUMMARY

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

LOOKING FORWARD

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

ATTACHMENTS



PARKS, RECREATION AND CULTURE

PURPOSE

To provide Council with an overview of departmental operations for the quarter ending March 31, 2026.

OVERVIEW

The first quarter of 2026 highlighted strong community engagement, proactive infrastructure improvements, and expanded program delivery across all divisions.

- **Parks:** Benefiting from minimal snowfall, crews accelerated trail maintenance, bridge replacements, and park pressure washing, while successfully securing a BC Hydro re-greening grant for the second consecutive year.
- **Recreation:** The division expanded its team with two new programmers and delivered high-impact programs, including a Teen Night for over 100 youth and 60 aquatic classes serving 346 participants.
- **Facilities:** Critical safety upgrades were completed at the McLean Mill National Historic Site, City Hall renovations advanced on schedule, and a vital new fire alarm panel was installed at the Parks Yard.
- **Culture:** The division supported the community through the HEART program (serving 159 participants), finalized 2026 CIP funding, and engaged the public through heritage surveys and immersive exhibitions like the *Refuge Canada Tent*

COMMUNICATIONS

The department maintained active public and stakeholder communication throughout the quarter:

- **Notices:** Community Investment Program (CIP) award notices were officially issued to local organizations on February 19, 2026.
- **Presentations:** The Port Alberni Community Heritage Commission presented its public engagement survey findings and recommendations to City Council on March 16, 2026.
- **Event Promotion:** The department actively promoted numerous community initiatives, including the Family Arts Festival, Seedy Saturday, and the Port Alberni Film Fest Winter 2026 Series

LINKAGE TO CORPORATE STRATEGIC PLAN

- **Responding to Demographic Change:** The Parks Department's successful acquisition of the BC Hydro re-greening grant supports the Strategic Plan's goal to continue a proactive tree-planting program and green city streets. Furthermore, trail maintenance and bridge replacements connect the community with safe, accessible pathways.
- **Enabling the New Economy:** By hosting and supporting events like the Family Arts Festival's Youth Market and Seedy Saturday, the department fosters local vendors, young entrepreneurs, and community resilience.
- **Provision and Maintenance of Quality Services:** Upgrades to City Hall and the installation of a fire alarm panel at the Parks Yard ensure the highest and best use of City-owned assets and prioritize worker safety.



- **Fostering a Complete Community:** Initiatives like Teen Night at the Multiplex and the subsidized HEART program ensure that recreation remains inclusive, safe, and accessible for all residents, reducing financial barriers

SUMMARY

The first quarter of 2026 was highly productive for the Parks, Recreation, and Culture Department. Favorable weather allowed for early advancement on parks maintenance and infrastructure repairs. Recreation and Culture divisions saw robust participation in foundational programs and special events, emphasizing community connection, youth engagement, and accessible services. Concurrently, the Facilities division successfully completed major safety and operational upgrades to protect City assets and ensure safe environments for staff and residents alike.

LOOKING FORWARD

Provide information regarding upcoming measurables in the next reporting quarter

ATTACHMENTS

Upcoming deliverables and milestones for the next reporting quarter include:

- **Operational Shifts:** Parks will transition to peak-season operations, moving to a 7-day-a-week schedule in April to manage spring growth, irrigation startups, and increased park usage.
- **Community Events:** Hosting the *Meet Your Community Welcome Event* (April 18) and the *40th Anniversary Celebration of the Port Alberni–Abashiri Twinning Agreement* (May 30).
- **Infrastructure:** Completion of the Multiplex chiller system upgrade by June 30, and further structural assessments and air handling unit replacements at the facility.
- **Program Expansion:** The introduction of adult swim lessons, new children's programming (e.g., *Brilliant Builders Club*), and inclusive adult wellness programs like *Chair Supported Yoga*.



PARKS

OVERVIEW

During the first quarter of 2026, the City of Port Alberni Parks Department experienced minimal snowfall, which allowed crews to focus on broader maintenance and infrastructure improvements. This included significant progress on trail maintenance such as bridge replacements, trail trimming, and trailhead renovations. The mild weather also created opportunities to complete pressure washing at multiple park sites, improving overall cleanliness and presentation. In addition, the department successfully secured a re-greening grant from BC Hydro for the second consecutive year, providing valuable support toward ongoing environmental and tree restoration initiatives.

Key Activities

Key Activities (Q1 2026)

Horticulture

- Tree pruning and planting
- Tree grant application for 2026
- Planting plans and planting layout
- General garden bed and shrub maintenance

Operations

- Snow removal and de-icing (as required)
- Holiday season decoration removal
- Turf mowing and trimming
- Trail counter data collection
- Trail inventory data collection
- Park furniture upgrades
- Beach wood removal (Esso Park, John Douglas Park at teepis)

Projects

- Trailhead renovations
- Playground installation planning

Sports Fields

- General maintenance
- Start of sports field pre-season maintenance





Attached below are some stats on trial sensor installed in February 2026

Week of	Roger Street/Dolan	Somass Waterfront	Quay to Quay Bridge	Blair Park Dyke	Scott Kenny Trail
February 2 nd	1135	882	597	1798	221
February 9 th	1520	1188	765	2499	334
February 16 th	1229	911	544	1927	480
February 23 rd	1456	1186	728	2469	374



LOOKING FORWARD

Looking ahead to the second quarter of 2026, the City of Port Alberni Parks Department will transition into its peak operational season as spring conditions drive increased growth and park usage. Crews will begin full irrigation system start-up and shift focus to regular turf mowing as grass growth accelerates. Beginning in April, Parks will operate seven days a week with the support of seasonal staff to meet service demands. Core activities will include garden weeding, tree maintenance, park inspections, and continued irrigation management, along with the installation of additional trail counters to better monitor usage. The department will also advance key projects such as playground upgrades and equipment preventative maintenance, while maintaining sports fields through fertilizing, overseeding, and comprehensive in-season care to ensure high-quality playing surfaces throughout the community.



Looking Forward (Spring Readiness)

- Seasonal staff start March 30, 2026, helping accelerate spring clean-up and turf mowing.
- Parks staff scheduled 7 days/week as of April 9th, until October, dependent on staffing levels.

Horticulture

- Garden weeding
- Garden planting
- Tree pruning and trail pruning

Operations

- Parks inspections
- Turf mowing and trimming
- Irrigation start-up
- Parks trail counter data collection
- Install 2 additional trail counters to strengthen trail network use data
- General infrastructure repairs
- Equipment preventive maintenance
- Trail mowing

Projects

- Playground upgrade

Sports Fields

- Annual sports field start-up maintenance
- Field fertilizing
- Field overseeding



RECREATION

OVERVIEW

Key Activities

Recruitment & Onboarding

- We are pleased to announce the hiring of 2 new Recreation Programmers, Keenan and Justin. Both bring a diverse background in recreation, sport & special events. We are excited for this next chapter for our Recreation Team!

Special Events

- **Youth Event – Teen Night at the Multiplex | January 30, 2026 | AV Multiplex (Attendance: 100+ youth/teens)**
 - Teen Night brought together youth for a free, high-energy evening of recreation and connection at the AV Multiplex. Teens enjoyed skating, free food, Bingo games with prizes, an interactive escape room, and a lively photo booth to capture the night. The event created a welcoming space for teens to socialize and engage with peers while connecting with community organizations in a fun, safe environment.

Aquatics

- **Q1 Swimming Lessons**

	Lesson Level	Registered (waitlist)	Classes Offered
Parent & Tot Programs	Jellyfish	13	3
	Goldfish	11	3
	Seahorse	24	3
Preschool Programs	Octopus	24	4
	Crab	30	5
	Orca	18	3
	Sea Lion	18	3
	Narwhal	9	2
School Aged Programs	Swimmer 1	34	6
	Swimmer 2	48	7
	Swimmer 3	44	6
	Swimmer 4	30	6
	Swimmer 5	21	3
	Swimmer 6	11	2
Advanced Programs	Stay Strong Swimming	7	1
	TOTAL	346	60



Q1 delivered a total of 60 classes serving 346 participants across all program categories. Strong participation was seen in foundational and early-development levels. Staff actively adjusted class offerings to respond to program demand, prioritizing additional capacity in high-interest lesson levels where possible.

Arena - Q1 Arena Programs

Lesson Level	Registered	Sessions Offered
Skating Development Programs (<i>O.W.L, Ice Hawk, Home School Lessons</i>)	84	18
Hockey Development Programs (<i>Private lessons, Level Up, Timbits</i>)	201	150
Camps (<i>Seasonal & Pro Day</i>)	n/a	n/a
Adult Hockey Programs	21	2

Q1 Arena Programs provided a wide range of opportunities for participants to build skills, confidence, and enjoyment on the ice through both skating and hockey-focused experiences. Adult Hockey programs continued to provide accessible recreational ice time, connection, and skill development.

Recreation Programming - Q1 Child/Youth Programs

Registered Program	Registered	Programs Offered
Birthday Parties (Glenwood & Multiplex)	51	
Alberni Trail Riding Program	<i>*Seasonal</i>	
General Arts	<i>*Hosted 3 private pottery parties</i>	
Music & Dance	30	3
Cooking & Baking	n/a	n/a
Pro-D Day Camps	65	2
Sport & Fitness	<i>*Hosted weekly youth development training with AVMHA</i>	
All Seasonal Camps - Spring Break, Summer & Winter Camps - <i>Total Daily Registrations</i>	<i>*Seasonal</i>	
Outdoors	<i>*Seasonal</i>	
Education & Leadership	n/a	n/a



Q1 Popular offerings included birthday parties, Pro-D Day camps, music and dance programs, and ongoing youth sport development opportunities delivered in partnership with Alberni Valley Minor Hockey Association.

- **Q1 Adult Programs**

Registered Program	Registered	Programs Offered
General Arts	104	14
Group Fitness	137	14
Yoga	93	8
Music & Dance	10	1
Cooking & Baking	n/a	n/a
Education & Workshops	n/a	n/a
Outdoors	10	1
Alberni Trail Riding Program	<i>*Seasonal</i>	

Q1 Adult Group Fitness and Yoga programs remained especially popular, reflecting strong interest in active and wellness-based programming, while our General Arts offerings provided opportunities for social connection and creativity.

LOOKING FORWARD

Special Events

Meet Your Community Welcome Event / April 18

- Attend our FREE Community welcome event! Learn about our community and connect with local businesses and organizations in attendance.
- Hosted in Collaboration with Port Alberni Neighborhood Welcome

Pride Week: Roller Night / June 4

- A free night of disco rollerblading! Dress in bright colours and enjoy funky music and laser lights! All individuals welcome to this event!
- Hosted in collaboration with Alberni Valley Pride Society



Slip n Slide into Summer / June 20

- Join us on at Williamson Park for a family-friendly afternoon packed with water-soaked fun! Race down giant Slip 'n Slides, splash around at our water tables, enjoy yard games, food, beverages and cold treats, and tons of kid-friendly activities!
- Hosted in Collaboration with Remax Mid-Island Realty

Aquatics

Swim Lessons

With a strong return of aquatics staff from post-secondary, spring and summer offerings will be more robust, allowing for expanded program delivery and capacity. As part of this enhancement, adult swim lessons are scheduled to be introduced in Q2.

Advanced Leadership Courses

- Bronze Medallion / July 6 – 10
- Bronze Cross / July 13 – 17
- Standard First Aid (full course) / June 20
- Standard First Aid (recert) / April 26

Recreation Programs

Our Recreation team continues to use their creativity to incorporate new programs for the community. Some upcoming new programs include:

- **Mini Movers Gym Play - Ages 0-5**
 - Geared to support active play and social connection for young children and caregivers, featuring visits from community partners
- **Brilliant Builders Club – age 8-12**
 - Focuses in exploring STEM (Science, Technology, Engineering, and math) concepts through hands-challenges and experiments.
- **After School Gym Play - ages 8-12**
 - Participants will engage in a variety of sports, games, and gym play activities, enabling children to try new skills, work as a team, and experience movement in different ways. The focus is on participation, exploration, and fun with some light competition
- **Strength Toning for Women – Ages 16+**
 - An opportunity for women to come together, build strength, and improve muscular endurance. Modifications offered so all fitness levels feel supported.
- **Chair Supported Yoga – Ages 16+**

A gentle, accessible approach to yoga designed for everybody and all abilities. This class offers a safe way to increase your range of motion while building functional strength, flexibility, mobility, and balance.



FACILITIES

Key Activities

McLean Mill Site Cleanup and Safety Upgrades

All major safety improvement work at the McLean Mill National Historic Site has now been completed. This includes securing high-risk areas through new fencing, removal of the deteriorated train platform, general site cleanup, and improved access controls. Hazardous materials have been removed, and remaining equipment has been reorganized with support from the Industrial Heritage Society. Final site safety signage is currently being prepared and will be installed shortly to complete the project.

Enhancing City Spaces: Recent Improvements

At the time of writing, the City Hall renovation project remains on pace and on budget, with construction scheduled for completion by the end of April. This work will create much-needed expansion space, including five new offices at City Hall. These upgrades support improved functionality and long-term operational efficiency while remaining cost-effective and aligned with departmental needs.

Parks Yard Fire Panel Installation

A new Edwards FireShield Plus fire alarm panel has been installed at the Parks Yard facility, significantly improving life-safety conditions for staff. The building previously had no fire alarm system, and the addition of a modern panel—complete with heat and smoke detectors—provides critical early detection and alerting capabilities. This upgrade enhances worker safety, supports emergency response readiness, and brings the facility in line with current safety standards.

Annual Summary

FACILITY	BUDGETED	YTD ACTUAL	\$ Variance	% Variance
Planning & Engineering Building	107,537	21,450	803	-0.74 %
<i>Changes to time encoding, extra carpentry and electrical support to setup the new work spaces.</i>				

** All other facilities on or under budget.

Trends

Vandalism & Prevention*	Q1 2024 = \$4,642	Q1 2026 = \$7,851 (69.13% Increase)
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* Largely due to vandalism events at the Multiplex, and EPFH.

Multiplex Dehumidifier Installation and Chiller Upgrade

The chiller at the Multiplex has now been replaced. Upcoming work includes upgrading the new chiller system, replacing one of the main brine pumps, and adding a surge drum to improve reliability and efficiency. The overall project is underway and remains on track for completion by June 30.





Air Handling Unit Replacements and Structural Assessment at the Multiplex

Looking ahead, staff will be addressing two major facility priorities at the Alberni Valley Multiplex. Following the recent failure of two critical air handling units—serving the Upper Lobby and the Bulldogs dressing room—replacement work is moving forward to restore reliable ventilation, heating, and cooling to these areas. This project will ensure consistent building performance and support uninterrupted programming.

In addition, structural engineers have been engaged to assess cracking observed near the dressing room tunnel. This evaluation will determine the cause of the cracking and identify any required repair work to maintain the safety and long-term integrity of the building. Findings and recommended next steps will be brought forward once the assessment is complete.



CULTURE

OVERVIEW

To provide Council with an overview of departmental operations for the quarter ending March 31, 2026.

Key Activities

HEART PROGRAM

The HEART Program provides subsidized recreation opportunities for Port Alberni residents who meet Statistics Canada low-income thresholds, helping to reduce financial barriers and promote equitable access to recreation services across the community. As of March 31, 2026, the program serves 159 participants, reflecting ongoing demand for subsidized recreation support.

COMMUNITY INVESTMENT PROGRAM (CIP)

A comprehensive review of the Community Investment Program (CIP) identified several opportunities to improve program efficiency, enhance support for community organizations, and strengthen transparency and impact measurement. The CIP Review Committee met on December 18, 2025, to finalize its 2026 funding recommendations. Council reviewed and approved the committee's recommendations at its January 19, 2026, meeting, and CIP award notices were issued on February 19, 2026.

Key CIP investment activities this quarter include:

Kinsmen Club of Port Alberni | Heritage Dinner | February 8th, 2026

The Kinsmen Heritage Dinner was held in Port Alberni in February 2026, continuing a tradition that has taken place for more than 60 years to honour local seniors and celebrate the community's shared history. Presented by the Kinsmen Club of Port Alberni, the event brought together elders, volunteers, and community members for an evening of fellowship, food, and live entertainment, including performances by local fiddlers and folk singers. The dinner was supported through community partnerships, with the City of Port Alberni providing the Echo Community Centre as the venue, reflecting the longstanding collaboration between the Kinsmen and the City in recognizing the contributions of older residents to the Alberni Valley community.

Alberni Valley Food Security Society | Seedy Saturday 2026 | February 14th, 2026

Seedy Saturday 2026 took place on February 14, 2026, at the Echo Community Centre in Port Alberni and was presented by the Alberni Valley Food Security Society (AV Food Security) as a community celebration of local food growing and seed sovereignty. The family-friendly event brought together gardeners, food producers, and community members to exchange seeds, access practical gardening information, and connect with local vendors in preparation for the upcoming growing season. Programming included a seed exchange table, educational resources, and children's activities, reinforcing AV Food Security's mandate to promote resilient local food systems and community food security in the Alberni Valley.



Alberni Arts (CAC) – 2026 Family Arts Festival | February 14–15, 2026

The Family Arts Festival was held in Port Alberni on February 14–15, 2026, at the Glenwood Centre as a free, family-friendly celebration of creativity presented by Alberni Arts (the Community Arts Council of the Alberni Valley). Taking place over Family Day weekend, the festival invited children, youth, and caregivers to participate in hands-on art-making stations, workshops, live music and performances, cultural storytelling, and interactive activities designed for all ages and skill levels. A highlight of the event was the Youth Market, which provided young artists and entrepreneurs with an opportunity to sell handmade goods and gain real-world experience, reinforcing the festival’s focus on accessibility, youth engagement, and community connection. Organizers estimate over 400 people attended the Festival each day.

PORT ALBERNI COMMUNITY HERITAGE COMMISSION

The Port Alberni Community Heritage Commission completed a major public engagement effort during the 2025 Alberni District Fall Fair, where members connected with nearly 1,000 visitors and collected over 100 survey responses. The survey revealed strong community support for inclusive heritage programming, improvements to cultural infrastructure, and greater visibility for heritage initiatives. Respondents identified key barriers such as lack of awareness and accessibility challenges, while also expressing interest in diverse cultural events, Indigenous cultural sharing, and public art. Several culturally significant sites were also highlighted by participants. The Commission presented its findings and recommendations to City Council on March 16, 2026, helping to inform future heritage planning and strengthen community engagement in cultural development.

In addition, the Commission is please to volunteer at the Abashiri Twinning Celebration on May 30, where members will serve as the official cake handlers, welcoming and assisting visitors as part of the festivities.

MCLEAN MILL NATIONAL HISTORIC SITE

Approximately 90% of the planned safety improvements are complete. The contractor will finish the remaining items in the upcoming weeks and will ensure all work meets required standards prior to project closing out. New safety signage is currently in production and will be installed as part of the remaining works to support visitor awareness and site safety.

Work is also underway on re-interpretive signage, which will provide updated information and improved storytelling for visitors. Installation is planned for later in the year following completion of content and design.

VANCOUVER ISLAND REGIONAL LIBRARY

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



ALBERNI VALLEY MUSEUM - KEY ACTIVITIES

ANNUAL STATISTICS	2026 to date	2025	2024*
Hours Open to the Public	413	1,710	1,976
Total Gallery Attendance	3,824	18,591	15,944
Total Reach	5,946	26,818	17,222
Programs	50	195	168
Instructional Hours	801	3,894	2,125
Volunteer Hours	696	2,950	2,100

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

AVM Exhibition | *Re.Collection – works from the Alberni Arts Permanent Collection* | January 15 – February 28 | During January and February 2026, the AVM hosted **Re.Collection** (January 15–February 28), an exhibition showcasing works from the Community Arts Council of the Alberni Valley’s collection, which had been in the organization’s care for more than 40 years. The exhibition marked the Arts Council’s 60th anniversary and provided the public with an opportunity to view the collection. Featuring works by artists from the Alberni Valley and beyond, including prominent Canadian artists such as Norval Morrisseau, **Re.Collection** invited visitors to reflect on the region’s artistic legacy and consider how these works continue to shape local cultural identity today.

Current Exhibition | *Refuge Canada Tent* | March 13 – April 25 | In March and April, the museum is showcasing the **Refuge Canada Tent** exhibition, an immersive, bilingual travelling exhibit examining Canada’s refugee history and contemporary refugee experiences. Using oral histories, archival photographs, and interactive elements, the exhibit explored Canada’s role in global refugee movements and highlighted the challenges faced by refugees seeking safety and belonging.

Together, these Q1 exhibitions demonstrated the Alberni Valley Museum’s commitment to presenting programming that connects local history with national and global stories, fostering reflection, dialogue, and community learning.

ANNUAL PROGRAM STATISTICS

Category	2026 to date		2025		2024*	
	Programs	Attendance	Programs	Attendance	Programs	Attendance
Curriculum-linked education	9	185	26	419	12	416
Family/Children	18	199	89	2,619	52	1,007
Adult	19	513	65	1,311	70	1,554
Special events/Collaborations	4	225	13	8,227	34	2,830
Total:	50	1,104	193	12,576	168	5,391

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

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



Highlights

During Q1 2026, the Alberni Valley Museum delivered educational programming that supported municipal objectives related to heritage preservation, public learning, and cultural engagement. Programming included exhibition-linked interpretation, public lectures, and self-guided learning resources that increased understanding of local, Indigenous, and national histories.

As part of the AVM After Dark lecture series, the museum presented several well-attended evening lectures for older youth and adults, including *The Teachings of Mutton: A Coast Salish Woolly Dog*, which supported reconciliation-informed learning through Indigenous knowledge-sharing; *Tales from the Wild Coast: The Life and Legacy of Cougar Annie*, examining the role of women and settler resilience in Vancouver Island history; during Black History Month, *The Brown Baby Project* explored the stories of mixed-raced children born to Black soldiers and white women during and after the World Wars; and *Red Lights & Black Hearts*, an adult-focused lecture exploring lesser-known aspects of local social and legal history.

In March 2026, the museum also delivered Spring Break programming, including the Spring Break Sampler at the Museum, offering hands-on, place-based learning experiences in local history, culture, and natural heritage.

This quarter, the Alberni Valley Museum also presented the **Port Alberni Film Fest Winter 2026 Series**, a community engagement initiative that brought selected independent and Canadian films to local audiences at the Savoy Theatre. Screenings during the quarter included *Eleanor the Great* (January 18, 2026), *Out Standing* (February 22, 2026), and *DJ Ahmet* (March 15, 2026), supporting access to culturally relevant cinema while generating revenue for the museum's education, outreach, and archival programs.

Collectively, these initiatives supported accessible learning opportunities, fostered cultural awareness, and reinforced the Alberni Valley Museum's role as a civic asset supporting lifelong learning, heritage stewardship, and meaningful community engagement.

Key revenue highlights in Q1 include:

- The 2026 YCW funding from the Canadian Museum's Association for two summer students in the amount of \$12,600 has been approved.
- In addition, BC Arts Council 2026 operating funding of \$65,000 has been received.

LOOKING FORWARD

40TH ANNIVERSARY CELEBRATION — PORT ALBERNI ⇄ ABASHIRI | May 30th – June 15th, 2026

On May 30, the City will host the main community celebration of the 40th anniversary of the Port Alberni–Abashiri Twinning Agreement at Echo Centre, bringing together culture, history, and community connection in a family-friendly afternoon. Activities will include hands-on Japanese cultural crafts,



customs, and children’s activities, cake and treats, and access to the Echo Atrium Garden, along with cultural performances and drumming that reflect the shared heritage and respect between Japanese and Nuu-chah-nulth communities.

A highlight of the event will be a live video link with Abashiri, timed to greet the city as morning begins in Japan, followed by an official civic ceremony featuring welcomes, mayoral remarks from both cities, presentations of commemorations, and a Japanese cultural showcase. Complementing the May 30 celebration, exhibits and displays running from June 1–15 at the Alberni Valley Museum, Echo Centre, and City Hall will share the story of the twinning relationship through photographs, artefacts, and personal accounts, spotlighting four decades of friendship, cultural exchange, and student connections, while reaffirming the City’s commitment to future exchange and community partnerships.



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 23rd day of March, 2026.

READ A SECOND TIME this 23rd day of March, 2026.

READ A THIRD TIME this 23rd day of March, 2026.

FINALLY ADOPTED this day of , 2026.

Mayor

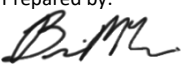

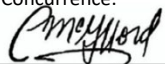
Corporate Officer



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

	2026	2027	2028	2029	2030
Revenue					
Taxes					
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
Fees and Charges					
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
Rentals	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>
Expenses					
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
Other Municipal Purposes					
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>
Revenue Over (Under) Expenses Before Other	<u>(17,074,175)</u>	<u>1,054,556</u>	<u>1,109,560</u>	<u>(899,376)</u>	<u>4,057,464</u>
Other					
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>
Balanced Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Date: April 6, 2026
 File No: 6123 & 6151 Russell Place
 To: Mayor and Council
 From: A. McGifford, CAO
 Subject: **DEVELOPMENT APPLICATION – OCP and Zoning Bylaw Amendments for Property at 6123 & 6151 Russell Place, Port Alberni**
 LOT 1, SECTION 9, ALBERNI DISTRICT, PLAN 15459 (PID: 001-868-128)
 LOT 2 SECTION 9 ALBERNI DISTRICT PLAN 15459 (PID: 001-823-591)
 Applicant: D. Firouzli Architecture Inc. dba West Coast Native Health Care Society

Prepared by:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  A. McGifford, CAO
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RECOMMENDATIONS(S)

- a. THAT Council receive the minutes of the Public Hearing dated March 23, 2026 regarding “Official Community Plan Amendment Bylaw No. 5144” and “Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119”.
- b. THAT “Official Community Plan Amendment Bylaw No. 5144” be read a third time.
- c. THAT “Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119” be read a third time.

PURPOSE

To consider revised bylaw amendments that would enable development of 31 units of seniors housing at Tsawaayuus (Rainbow Gardens).

BACKGROUND

The West Coast Native Health Care Society has submitted a development proposal for additional housing at 6123 Russell Place, within the Tsawaayuus (Rainbow Gardens) complex. The proposal is intended to deliver affordable and subsidized housing for seniors living independently. The location would support aging in place by enabling residents to remain in the community and, if they choose, transition to the on-site care facility as their needs change. Official Community Plan (OCP) and Zoning Bylaw amendments are required to enable the development. The draft bylaws would establish a new institutional zone (P3 Care Campus) to enable the co-location of a care facility with accessory seniors’ housing on the same property.

Status of the Application

- March 24, 2025 - Council gave 1st and 2nd readings to the amending bylaws.
- May 12th, 2025 - Public Hearing was held.

Location	At the corner of Russell Pl. and Russell St. approximately 120m north of River Rd. / Highway 4
Current Land Use	<i>Institutional (INS)</i>
Current Zoning	<i>P1 Institutional</i>
Proposed Zoning	<i>P3 Care Campus</i>
Total Area	20,283 m ² (5 acres)

- June 23rd, 2025 - Council directed Administration to work with the applicant on lower density options for the development.
- August 11th, 2025 - Council supported a revised 2-storey design and directed Administration to prepare updated bylaws for consideration.
- February 23rd, 2026 - Updated bylaws were given 1st and 2nd readings by Council.
- March 23, 2026 – A Public Hearing was held.

Figure 1 – Subject Property Map



ALTERNATIVES/OPTIONS

1. THAT “Official Community Plan Amendment Bylaw No. 5144” be read a third time.

THAT “Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119” be read a third time.

THAT Council receive the minutes of the Public Hearing dated March 23, 2026 regarding “Official Community Plan Amendment Bylaw No. 5144” and “Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119”.

2. Council can choose to not give 3rd reading to the bylaws.
3. Council can request additional information from Administration.

ANALYSIS

Below is a summary of proposed amendments to the OCP and Zoning Bylaw:

1. Amend the text of the OCP to support care facilities having accessory residential units, and limited accessory services on land designated Institutional.
2. Amend the Zoning Bylaw text to add a new P3 Care Campus zone on Institutional land.
3. Amend the Zoning Bylaw map to change 6123 and 6151 Russell Place from P1 Institutional to P3 Care Campus.

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

- Align the City’s OCP and Zoning Bylaw with an historical practice of permitting housing to be built on Institutional land where a care facility is located.
- Enable affordable housing to be built in-line with the City’s [2024 Interim Housing Needs Report](#), including rentals for people who are living independently, but expect to require care in the future.
- Rezone the Tsawaayuus (Rainbow Gardens) complex to enable future development of affordable seniors rental housing at 6124 Russell Place.
- Provide a zoning option for future care facilities to co-locate with rental housing.

Official Community Plan

An OCP amendment is required because the current plan does not include policy support for residential uses on lands designated Institutional (INS). Specifically, the OCP text amendment would:

- a) Add support for residential units and limited accessory services as part of a care facility on lands designated Institutional (INS).
- b) Add support for the co-location of rental housing with care facilities on Institutional (INS) lands as part of a care facility campus.

Proposed changes to OCP Section D: Plan Policies are summarized in Table 2.

Table 2 - Proposed OCP Text Amendments to Section D: Plan Policies	
OCP Section	Proposed Text Amendment (new text in blue)
Section D: Plan Policies 3.1 Public Administration / Institutional	Council Policy ... 2. Care facilities in areas designated Institutional (INS) may include limited accessory services intended to meet the daily needs of residents, and accessory residential dwelling units (including multi-residential). This may include dwelling units for seniors, or for those living independently but expecting to require supportive care in the future. The City recognizes that people require different forms of housing at various stages of life, and this policy supports a spectrum of housing in the community.
Section D: Plan Policies 4.0 Residential Affordable Housing 6123 &	...The Plan does not support concentration of specialty housing such as specialty senior’s housing in a single location. Rather, it promotes integration of such housing throughout the community in order to provide greater housing diversity. However, the Plan supports co-location of housing with a care facility on institutional lands as part of a care facility campus.

Zoning Bylaw Text and Map Amendment

An amendment to the Zoning Bylaw is required to establish a new P3 Care Campus zone, and to reclassify the Rainbow Gardens properties on the Zoning Bylaw map. A complete description of the P3 Care Campus zone is provided in the attached amending Bylaw No. 5119.

Transportation Impact Assessment

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

- The neighborhood road network can accommodate traffic created by the new housing.
- Infrastructure for active transportation in the vicinity of the site is not suitable for all ages and abilities.
- Public transportation service in the area is limited.
- There is a bus stop available within a 5-minute walk of the site; however, it has limited amenities for passengers.

IMPLICATIONS

There is strong demand for adequate and affordable seniors’ housing in the community, as identified in the [2024 Interim Housing Needs Report](#) and [data inventory](#). The bylaw amendments would:

- Help preserve existing supportive and non-market housing, and provide options for building more in the future.
- Allow rental housing in Port Alberni to be co-located with care facilities on lands designated Institutional (INS) in the OCP.
- Enable 31 rental housing units at Rainbow Gardens, representing approximately 17% of Port Alberni’s immediate need for non-market housing.
- Enable more housing options for aging in place.
- Support a broader range of housing options that enable seniors to age in place

COMMUNICATIONS

A Public Hearing was held at 6:00 P.M. on March 23, 2026 in the City Hall Council Chambers. Full minutes are attached to this report. Below is a summary of concerns:

- Concern for scale/density of proposed development
- Concern for traffic safety on Russel Street, Highway 4, and area surrounding the development
- Concern for removal of green space, walking paths, and general lack of park space
- Concern for reduced parking and greater traffic congestion
- Concern for commercial vehicles making deliveries to the property
- Concern for disturbances during construction
- Concern for tsunami risk and evacuation of residents

BYLAWS/PLANS/POLICIES

Official Community Plan Bylaw No. 4602

The proposed amendment would do the following:

- a) Add text to *Section D: Plan Policies, 3.1 Public Administration / Institutional* to support residential rental units and limited accessory services as part of a care facility on lands designated Institutional (INS).
- b) Add text to *Section D: Plan Policies, 4.0 Residential – Affordable Housing* to support the co-location of rental housing with care facilities on Institutional (INS) lands as part of a care facility campus.

Zoning Bylaw No. 5105

The proposed amendment would do the following:

- a) Add text to *Section 5: Establishment of Zones* to create P3 Care Campus as a new zone.
- b) Change the Zoning Bylaw map to rezone 6123 & 6151 Russell Place from P1 Institutional to P3 Care Campus.

2024 Interim Housing Needs Report

There is high demand for adequate and affordable seniors housing in the community as indicated by the [2024 Interim Housing Needs Report](#) and [data inventory](#). Up to 50% of senior households in Port Alberni are experiencing core housing need. This development proposal would deliver 31 affordable rentals.

A total 1,220 dwellings units are needed over the next 5 years to meet Port Alberni’s immediate housing needs. This includes 176 units of deep subsidy and supportive rental, and 206 units of non-market rental.

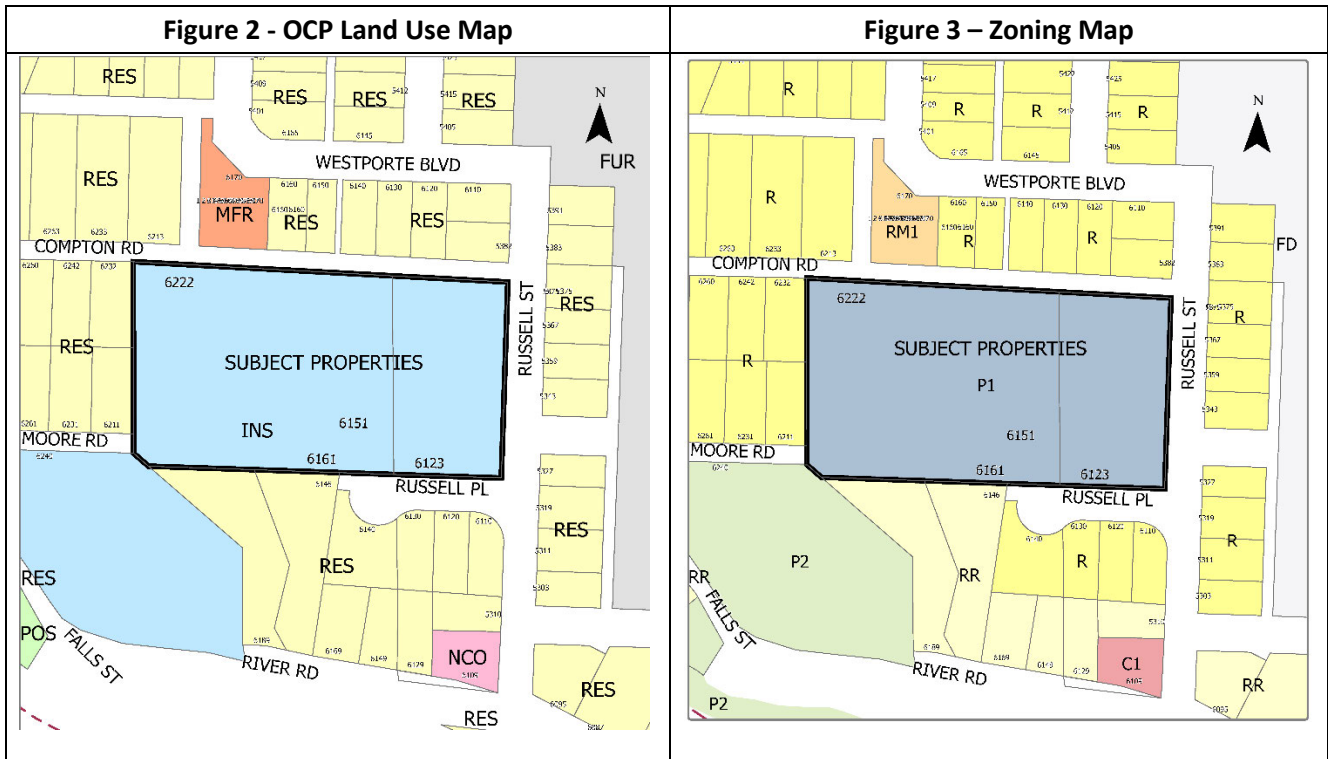
SUMMARY

The City has received an application for OCP and Zoning Bylaw amendments, that would establish a new institutional “P3 Care Campus” zone for care facilities with accessory rental housing, and limited services to support their residents. The proposed amendments would also rezone the Tsawaayuus (Rainbow Gardens) complex at 6123 and 6151 Russel Place to enable future development of affordable rental housing for seniors.

ATTACHMENTS/REFERENCE MATERIALS

1. *OCP Land Use and Zoning Maps*
2. *Official Community Plan Amendment Bylaw No. 5144*
3. *Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119*
4. *Preliminary Development Plans – 6123 Russel Place*
5. *Public Hearing Minutes – March 23, 2026*

ATTACHEMENT 1 – OCP Land Use and Zoning Maps



CITY OF PORT ALBERNI

BYLAW NO. 5144

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

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

1. Title

- 1.1 This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment Bylaw No. 5144**".

2. Official Community Plan Text Amendment

- 2.1 Add the following text to Section D: Plan Policies, 3.1 Public Administration / Institutional as 3.1.2 of Council Policy, and re-number subsequent list items:
- “2. Care facilities in areas designated Institutional (INS) may include limited accessory services intended to meet the daily needs of residents, and accessory residential dwelling units (including multi-residential). This may include dwelling units for seniors, or for those living independently but expecting to require supportive care in the future. The City recognizes that people require different forms of housing at various stages of life, and this policy supports a spectrum of housing in the community.”
- 2.2 Add the following text to the end of Section D: Plan Policies, 4.0 Residential, Affordable Housing:
- “However, the Plan supports co-location of housing with a care facility on institutional lands as part of a care facility campus.”

READ A FIRST TIME this 23rd day of February, 2026.

READ A SECOND TIME this 23rd day of February, 2026.

A PUBLIC HEARING WAS HELD this 23rd day of March, 2026.

READ A THIRD TIME this day of , 2026.

FINALLY ADOPTED this day of , 2026.

Mayor

Corporate Officer

CITY OF PORT ALBERNI

BYLAW NO. 5119

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5105

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

1. **Title**

1.1 This Bylaw may be known and cited for all purposes as “Zoning Amendment (6123 & 6151 Russell Place), Bylaw No. 5119”.

2. **Zoning Text Amendment:**

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

“P3 – Care Campus”

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

P3 – CARE CAMPUS

5.33 The purpose of this zone is to establish areas for institutional care facilities with accessory uses intended to meet the needs of residents. This includes accessory residential dwellings for those living independently, or semi-independently, but expecting to require care in the future.

5.33.1 Permitted Uses

Principal Uses

Community Care facility
Hospital

Accessory Uses

Childcare centre
Dormitory
Medical service
Multi-residential dwellings
Office
Personal Services
Parking Lot
Semi-detached dwelling
Single detached dwelling

5.33.2 Site Development Regulations

Minimum Lot Area	2000 m ²	(10,764 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	50%	
Minimum Setbacks (Exterior Lot Lines):		
Front yard	4.0 m	(13.1 ft)

<i>Rear yard</i>	9 m	(29.5 ft)
<i>Side yard</i>	4 m	(13.1 ft)
Minimum Setbacks (Interior Lot Lines)	1.5 m	(4.9 ft)
Maximum <i>Floor Area Ratio</i>	0.8	
Maximum <i>Height</i>		
Principal <i>Building</i>	12.5 m	(41.0 ft)
Accessory Residential <i>Building</i>	12.5 m	(41.0 ft)

5.33.3 Conditions of Use

- a) The following properties zoned P3 are restricted to a maximum building height of nine (9) metres, and a maximum two (2) building storeys:
- 6123 Russel Place (PID: 001-823-591)
 - 6151 Russel Place (PID: 001-868-128)
- b) Occupancy of accessory residential dwelling units is restricted to *Residential Rental Tenure*.
- c) Abutting parcels zoned P3, and designated Institutional in the Official Community Plan, may be considered a single Care Campus.
- d) Accessory residential dwellings are permitted in a building that does not contain a *Principal Use*.
- e) Groups of single and semi-detached or multi-residential dwellings are permitted, as an exception to Section 6.1 of this Bylaw.
- f) *Useable Open Space* of 3.0 m² per unit must be provided as a common outdoor amenity area on any property with accessory residential dwellings. The common outdoor amenity area shall:
- Be available for all residents of the principal buildings;
 - Provide for pedestrian amenities, greenery, recreational space, and other leisure activities normally occurring outdoors.
 - Not be located within a required exterior *setback*.
- g) Required number of on-site parking spaces for accessory multi-residential dwellings may be calculated at the rate specified for *Seniors Housing* in Section 7.9, where tenure for affordable seniors housing is specified in a housing agreement under Section 483 of the Local Government Act.
- h) Community care facilities for seniors may include an accessory beauty shop or other provision of personal services, limited to 16 m² (172 ft²) in floor area and 2 service chairs.
- i) A *landscape buffer* must be provided along any side or rear boundary of a lot in a P3 zone that abuts an R, RR, RM, or A zone.
- Notwithstanding Section 6.7.4, *screening* not less than 1.5 m (4.9 ft) and not more than 1.8 m (6.0 ft) in height shall be provided

3. Zoning Map Amendment

- 3.1 The properties, legally described as Lot 1, Section 9, Alberni District, Plan 15459 (PID: 001-868-128) located at 6151 Russell Place, and Lot 2, Section 9, Alberni District, Plan 15459 (PID: 001-823-591) located at 6123 Russell Place shown outlined in heavy black line on Schedule "A" attached hereto and forming part of this bylaw, are hereby rezoned from 'P1 Institutional' to '**P3 Care Campus**' zone.
- 3.2 Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw No. 5105 is hereby amended to denote the zoning outlined in Section 2 above.

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

READ A SECOND TIME this 23rd day of February, 2026.

A PUBLIC HEARING WAS HELD this 23rd day of March, 2026.

READ A THIRD TIME this day of , 2026.

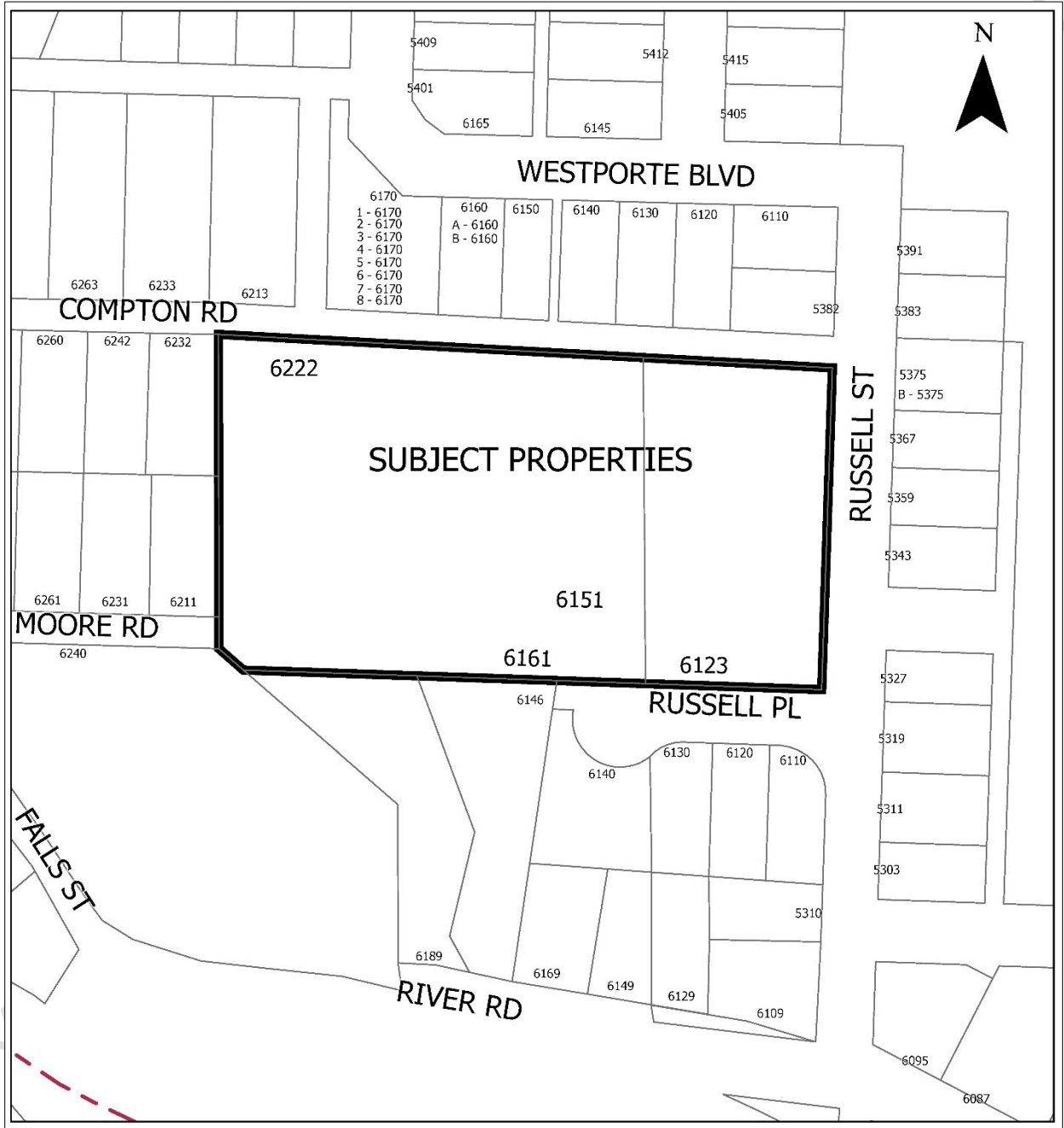
APPROVED BY THE MINISTRY OF TRANSPORTATION this day of , 2026.

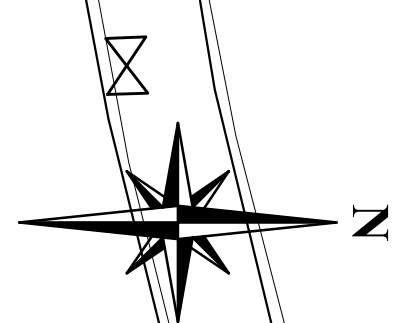
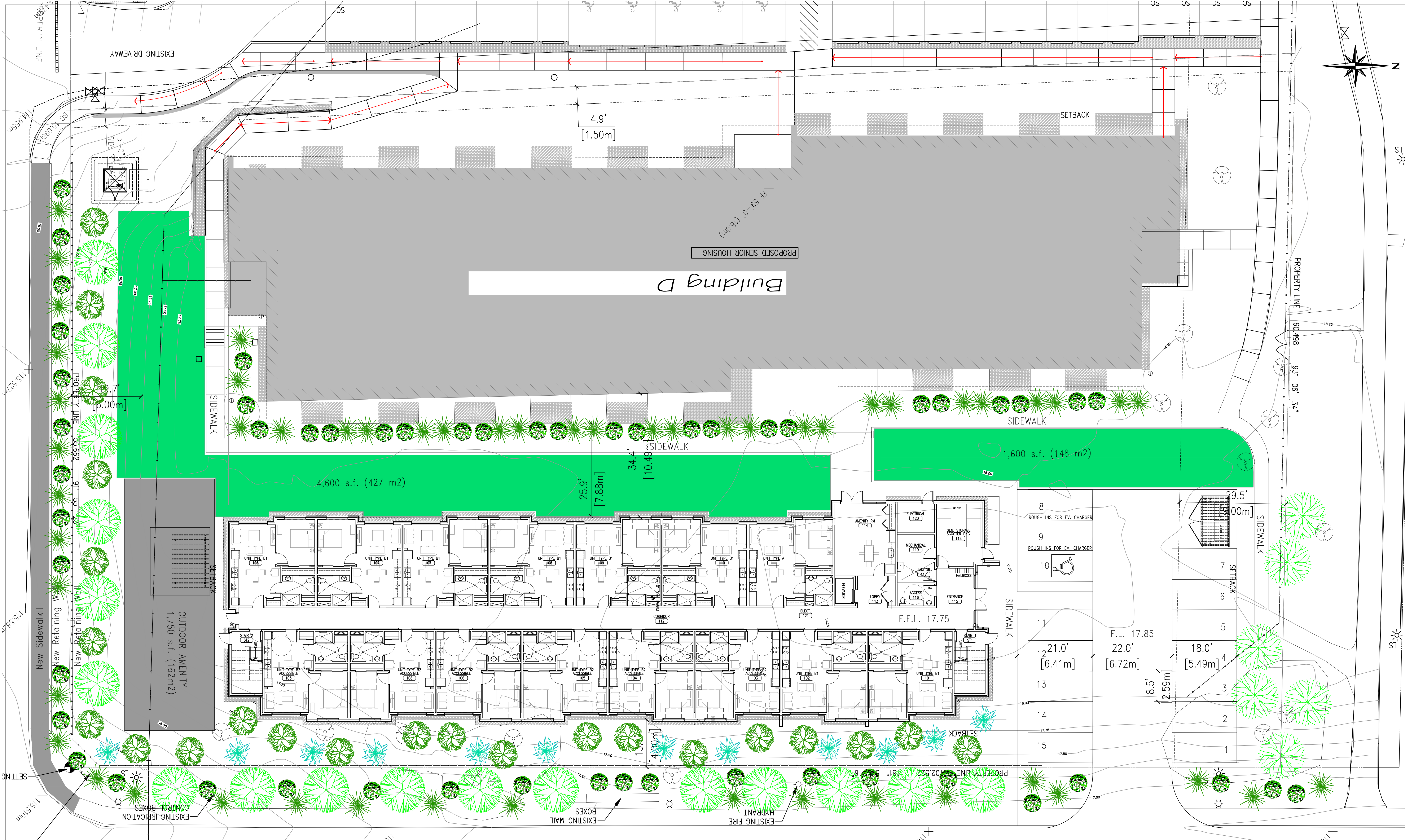
FINALLY ADOPTED this day of , 2026.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5119
Site Plan



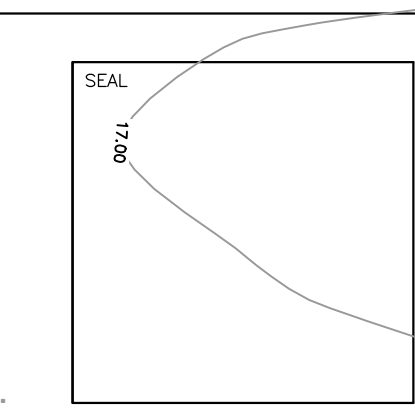


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Written dimensions prevail over printed dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and the office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO.	DATE	REVISIONS
1	1/21/26	ISSUED FOR PERMIT

D-ARCHITECTURE
AREA DRIVE, NANAIMO, BC V9V 1N4
 T: 250-993-1991, F: 250-993-1991, E: INFO@DARCHITECTURE.COM
 B. GARDNER ARCHITECTURE INC.



PROJECT
5350 RUSSELL STREET
 PORT ALBERNI, BC

CLIENT
RAINBOW GARDENS
 RG 31

SHEET TITLE
OVERALL SITE PLAN

SHEET NO.
A1.1

REVISION
 56

SCALE
 3/64" = 1'-0"

CHECKED
 DATE
 21 JAN 26

PROJECT
5350 RUSSELL STREET
 PORT ALBERNI, BC

CLIENT
RAINBOW GARDENS
 RG 31

SHEET TITLE
OVERALL SITE PLAN

SHEET NO.
A1.1

REVISION
 56

PROJECT NO.
 2964

REGULAR COUNCIL AGENDA - APRIL 13, 2026

INTERIOR WALL TYPES	
1	5/8" TYPE X GYPSUM BOARD 2x4 WOOD STUDS @ 16" OR 24" O/C ACOUSTIC BATT INSULATION 1" AIR SPACE 2x4 WOOD STUDS @ 16" OR 24" O/C ACOUSTIC BATT INSULATION 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W1g REQUIRED STC: 50
2	2 LAYERS 5/8" TYPE X GYPSUM BOARD 2x4 WOOD STUDS @ 16" O/C STAGGERED ON COMMON 2x6 PLATE ACOUSTIC BATT INSULATION 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W6g REQUIRED STC: 50
3	5/8" TYPE X GYPSUM BOARD 2x6 WOOD STUDS @ 16" OR 24" O/C ACOUSTIC BATT INSULATION RESILIENT METAL CHANNELS @ 24" O/C 2 LAYERS 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W4g REQUIRED STC: 50
4	2 LAYERS 5/8" TYPE X GYPSUM BOARD 2x6 WOOD STUDS @ 16" O/C ACOUSTIC BATT INSULATION RESILIENT METAL CHANNELS @ 24" O/C 2 LAYERS 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W6g REQUIRED STC: 55

INTERIOR WALL TYPES	
5	5/8" TYPE X GYPSUM BOARD 2x6 WOOD STUDS @ 16" O/C ACOUSTIC BATT INSULATION 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W1g NO REQUIRED STC RATING FOR UNIT INTERIOR WALLS
6	5/8" TYPE X GYPSUM BOARD 2x4 WOOD STUDS @ 24" O/C ACOUSTIC BATT INSULATION 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W1g NO REQUIRED STC RATING FOR UNIT INTERIOR WALLS
7	5/8" GYPSUM BOARD 2x6 WOOD STUDS @ 24" O/C ACOUSTIC BATT INSULATION 5/8" GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W1g NO REQUIRED STC RATING FOR UNIT INTERIOR WALLS
8	5/8" GYPSUM BOARD 2x4 WOOD STUDS @ 24" O/C ACOUSTIC BATT INSULATION 5/8" GYPSUM BOARD SEE PLANS FOR WALL TYPE INTERIOR
9	5/8" GYPSUM BOARD 2x4 or 2x6 (AS REQUIRED) WOOD STUDS @ 16" OR 24" O/C WALL FOR PLUMBING

EXTERIOR WALL TYPES	
A	CEMENT FIBREBOARD PANEL 3/4"x2-1/2" CCA PLYWOOD STRAPPING 4" R16 MINERAL WOOL RIGID INSULATION ACOUSTIC BATT INSULATION ADHERED VAPOUR FERMEABLE MEMBRANE PLYWOOD SHEATHING - SEE STRUCTURAL 2x6 WOOD STUDS @ 16" o/c R24 BATT INSULATION 6 MIL. POLY VAPOUR BARRIER 5/8" TYPE X GYPSUM BOARD
B	AS PER TYPE A ABOVE EXCEPT CLADDING, 6" CEMENT FIBREBOARD HORIZONTAL SLONG
C	AS PER TYPE A ABOVE EXCEPT CLADDING, PREFINISHED METAL CLADDING
D	HARDEPANEL SIDING 1/2" MIN. PLYWOOD STRAPPING BREATHABLE MOISTURE BARRIER 1/2" PLYWOOD SHEATHING 2x6 WOOD STUDS @ 16" o/c 1/2" PLYWOOD SHEATHING BREATHABLE MOISTURE BARRIER 1/2" MIN. PLYWOOD STRAPPING HARDEPANEL - SMOOTH FINISH NOTE: EACH STUD CAVITY TO BE VENTED @ TOP & BOTTOM OF WALL
E	DRAIN MAT R20 RIGID INSULATION WATERPROOFING CONCRETE WALL - SEE STRUCTURAL R10 RIGID INSULATION SEALED TO PROVIDE VAPOUR BARRIER 1x4 WOOD FURRING @ 16" O/C 5/8" GYPSUM BOARD

- ### WALL ASSEMBLY NOTES
- FOR EXTERIOR CLADDING (INCLUDING STONE VENEER) FASTENING REQUIREMENTS SEE CLADDING STRUCTURAL ENGINEER.
 - FOR LOCATION OF SHEAR WALLS SEE STRUCTURAL DRAWING.
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 - SEE STRUCTURAL DRAWINGS FOR ADDITIONAL LAYER(S) OF PLYWOOD AS REQUIRED FOR SHEAR WALLS.
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**ADDITIONAL WALL TYPES
SEE DRAWINGS A5.1 - A5.3**

FLOOR PLAN LEGEND

	EXTERIOR ELEVATION NUMBER (SEE A3 SERIES DRAWINGS) SHEET NUMBER
	BUILDING SECTION NUMBER (SEE A4 SERIES DRAWINGS) SHEET NUMBER
	DETAIL NUMBER (SEE A7 SERIES DRAWINGS) SHEET NUMBER
	ROOM NAME & NUMBER SEE ROOM FINISH SCHEDULE
	DOOR &/OR SCREEN NUMBER SEE DOOR SCHEDULE
	EXTERIOR WINDOW NUMBER SEE WINDOW SCHEDULE
	TOP OF FLOOR ELEVATION
	EXTERIOR WALL BELOW
	EXTERIOR WALL/BEAM/ROOF ABOVE

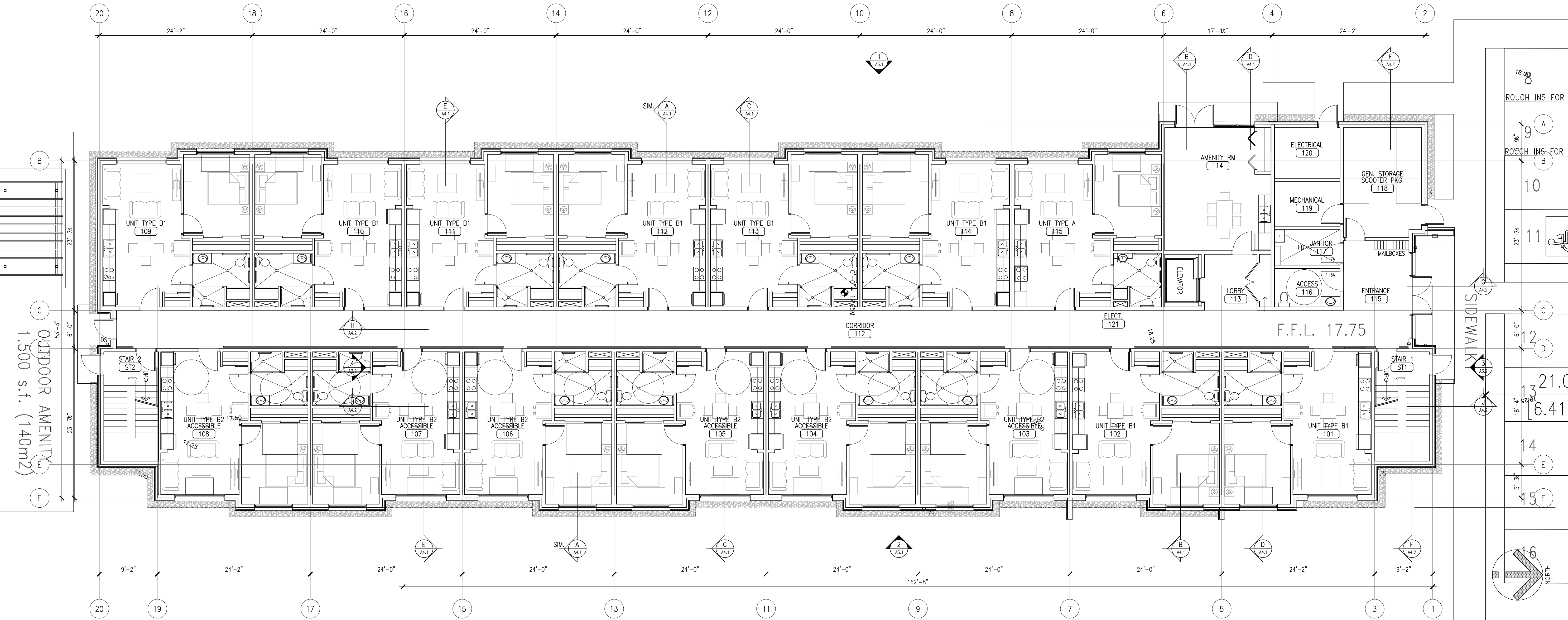
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 - CONFIRM WINDOW AND DOOR ROUGH OPEN SIZES WITH SUPPLIERS. SIZES ON DRAWINGS ARE NOMINAL.
 - SEE SERIES AS DRAWINGS TYPICAL UNIT PLANS & STAIR PLANS FOR ADDITIONAL DIMENSIONS, NOTES & WALL TYPES.

**TYPICAL UNIT, STAIR & ELEVATOR
PLANS - SEE DRAWINGS A5.1 - A5.3**

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NO.	DATE	REVISIONS
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D-ARCHITECTURE
6377 IDARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
RAINBOW GARDENS
RG31
5350 RUSSELL STREET
PORT ALBERNI, BC

CLIENT
The WestCoast Native Healthcare Society

CONTRACTOR
IWCD

PROJECT NO. 2964

SHEET TITLE
MAIN FLOOR PLAN

SCALE
1/8" = 1'-0"

DRAWN
D.F.

CHECKED
D.F.

DATE
JUL 7/24

SHEET NO.
A2.1

REVISION

INTERIOR WALL TYPES	
1	5/8" TYPE X GYPSUM BOARD 2x4 WOOD STUDS @ 16" OR 24" O/C ACOUSTIC BATT INSULATION 1" AIR SPACE 2x4 WOOD STUDS @ 16" OR 24" O/C ACOUSTIC BATT INSULATION 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W1g REQUIRED STC: 50
2	2 LAYERS 5/8" TYPE X GYPSUM BOARD 2x4 WOOD STUDS @ 16" O/C STAGGERED ON COMMON 2x6 PLATE ACOUSTIC BATT INSULATION 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W6g REQUIRED STC: 50
3	5/8" TYPE X GYPSUM BOARD 2x6 WOOD STUDS @ 16" OR 24" O/C ACOUSTIC BATT INSULATION RESILIENT METAL CHANNELS @ 24" O/C 2 LAYERS 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W4g REQUIRED STC: 50
4	2 LAYERS 5/8" TYPE X GYPSUM BOARD 2x6 WOOD STUDS @ 16" O/C ACOUSTIC BATT INSULATION RESILIENT METAL CHANNELS @ 24" O/C 2 LAYERS 5/8" TYPE X GYPSUM BOARD FIRE SEPARATION: 1 HOUR FRP BCBC TABLE A-9.10.3.1.A.W6g REQUIRED STC: 55

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**ADDITIONAL WALL TYPES
SEE DRAWINGS A5.1 - A5.3**

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	BUILDING SECTION NUMBER (SEE A4 SERIES DRAWINGS) SHEET NUMBER
	DETAIL NUMBER (SEE A7 SERIES DRAWINGS) SHEET NUMBER
	ROOM NAME & NUMBER SEE ROOM FINISH SCHEDULE
	DOOR &/OR SCREEN NUMBER SEE DOOR SCHEDULE
	EXTERIOR WINDOW NUMBER SEE WINDOW SCHEDULE
	TOP OF FLOOR ELEVATION
	EXTERIOR WALL BELOW
	EXTERIOR WALL/BEAM/ROOF ABOVE

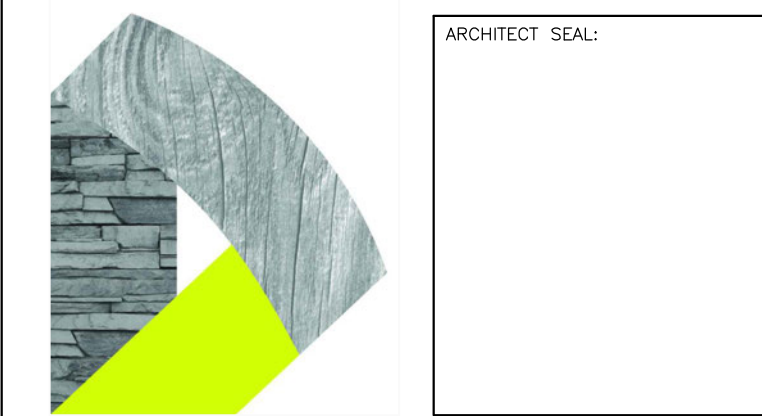
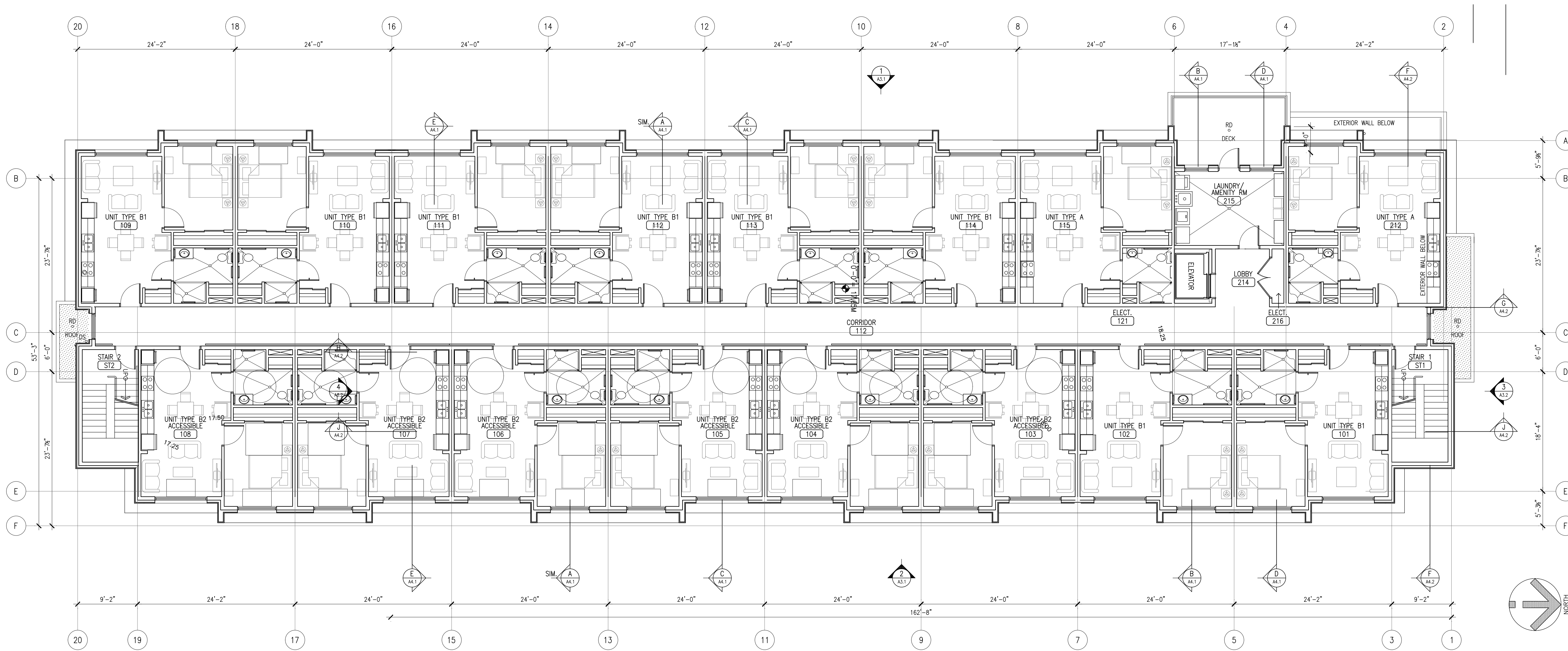
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TYPICAL UNIT, STAIR & ELEVATOR PLANS - SEE DRAWINGS A5.1 - A5.3

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6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
**RAINBOW GARDENS
RG31**
5350 RUSSELL STREET
PORT ALBERNI, BC

CLIENT
**The WestCoast Native
Healthcare Society**
TSWANANULS • STAIRS • HILARIS

CONTRACTOR
IWCD

PROJECT NO. 2964

SHEET TITLE
SECOND FLOOR PLAN

SCALE
1/8" = 1'-0"

DRAWN
D.F.

CHECKED
D.F.

DATE
JUL 7/24

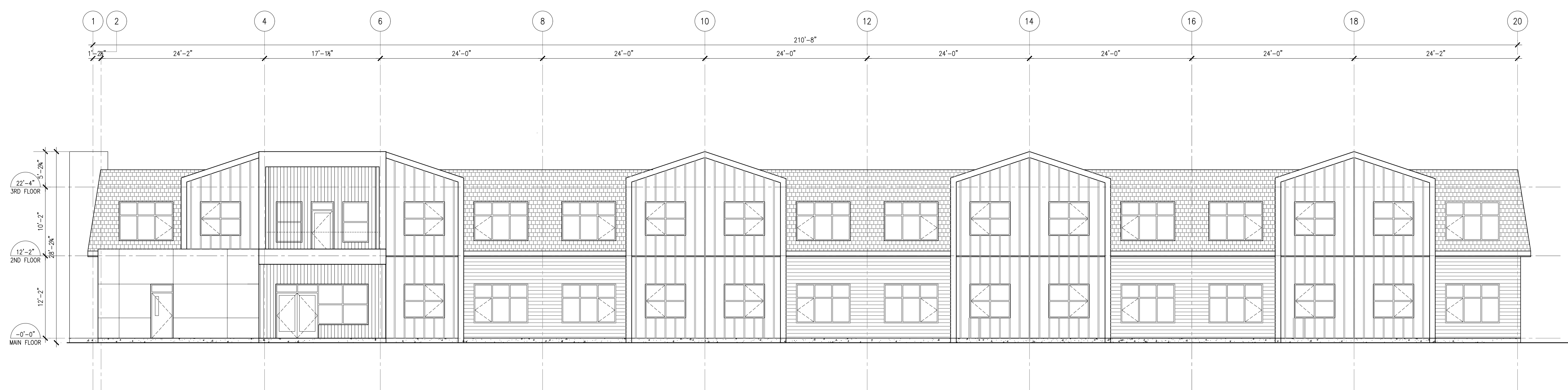
SHEET NO.
A2.2

REVISION

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WEST EXTERIOR ELEVATION 1
1/8"=1'-0" A2.1



EAST EXTERIOR ELEVATION 2
1/8"=1'-0" A2.1

ELEVATIONS LEGEND

- HARSHWEL SONG
SMOOTH FINISH
@ BLACK WATER
- HARSHWEL SONG
SMOOTH FINISH
PEARL GRAY
- PREFINISHED METAL CLADDING
WESTWIND METAL BR0300X 12
COPPER PERRY
- PREFINISHED METAL CLADDING
VERTICAL CORRUGATED
CHICKEN GREY
- PREFINISHED METAL CLADDING
VERTICAL CORRUGATED
COLOUR TBD
- CULTURED STONE VENEER
COLOUR TBD
- CONCRETE FACED INSULATION
PAINT FINISH TBD
- ROOF MEMBRANE
- PREFINISHED ALUMINUM SOFFIT
@ BLACK WATER
- PREFINISHED ALUMINUM GUARDRAIL
@ TINTED GLASS PANELS
- VINYL OR ALUMINUM WINDOW
@ OPENING CASSETTE
@/RECT SCREEN
- VINYL OR ALUMINUM WINDOW
VERTICAL SLIDER
@/RECT SCREEN
- STEEL, VINYL OR ALUMINUM DOOR
SEE DOOR OR WINDOW SCHEDULE



ARCHITECT SEAL:

D-ARCHITECTURE
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DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
RAINBOW GARDENS
RG31
5350 RUSSELL STREET
PORT ALBERNI, BC

CLIENT: THE WEST COAST NATIVE HEALTHCARE SOCIETY
CONTRACTOR: IWCD
PROJECT NO.: 2964

SHEET TITLE
EXTERIOR ELEVATIONS

SCALE:
1/8"=1'-0"
DRAWN:
CHECKED:
D.F.
DATE:
JUL 7/24

SHEET NO.
A3.1
REVISION

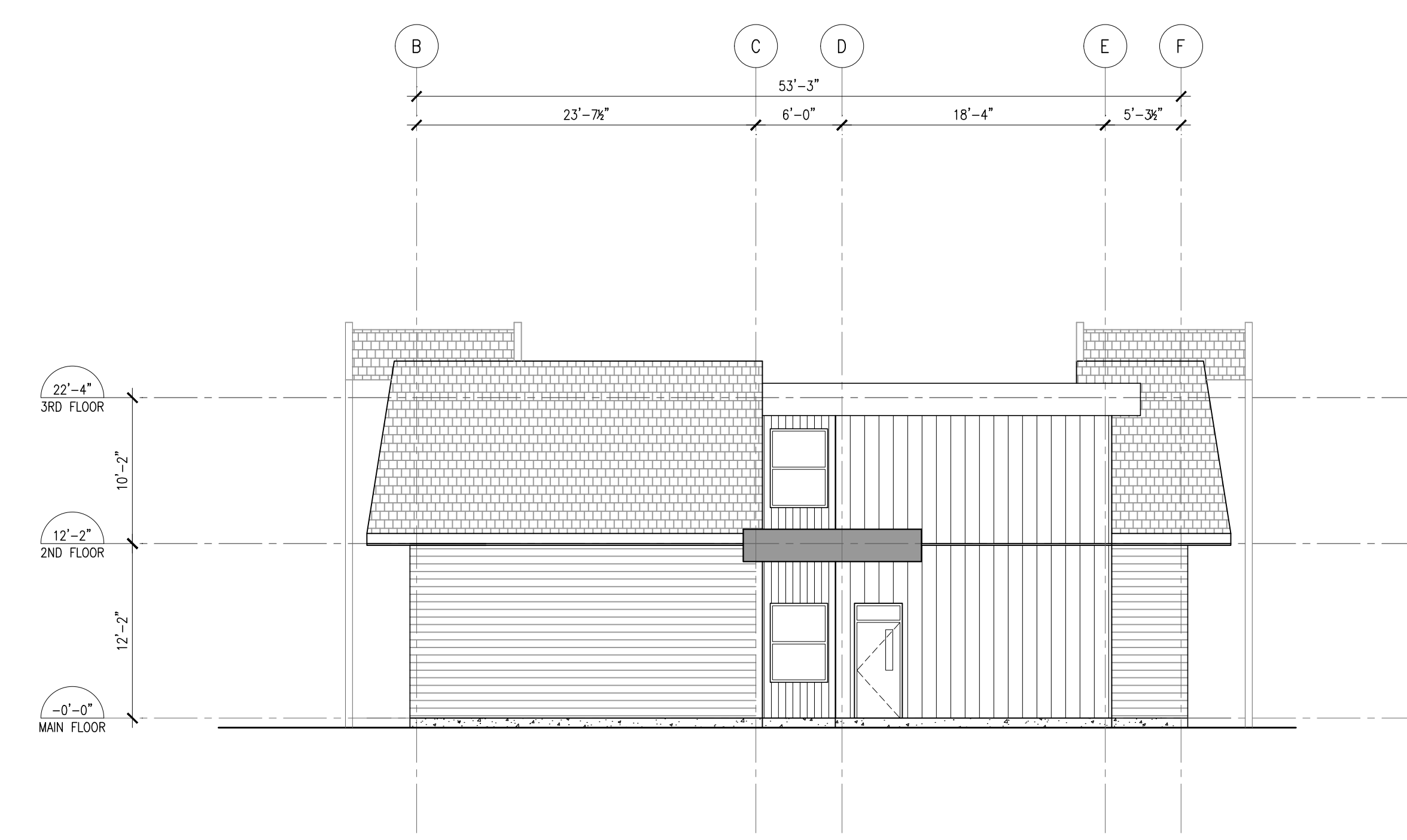
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NORTH EXTERIOR ELEVATION 3
1/8"=1'-0" A2.1



SOUTH EXTERIOR ELEVATION 4
1/8"=1'-0" A2.1

ELEVATIONS LEGEND

	HARDWELD SONG SMOOTH FINISH A1 BLACK WATER
	HARDWELD SONG SMOOTH FINISH PEARL GRAY
	PREFINISHED METAL CLADDING WESTFORM METAL BR3000K 12 COPPER FINISH
	PREFINISHED METAL CLADDING VERTICAL CORRUGATED CHOCOLATE GREY
	PREFINISHED METAL CLADDING VERTICAL CORRUGATED COLOUR TBD
	CULTURED STONE VENEER COLOUR TBD
	CONCRETE FACED INSULATION PAINT FINISH TBD
	ROOF MEMBRANE
	PREFINISHED ALUMINUM SOFFIT A1 BLACK WATER
	PREFINISHED ALUMINUM GUARDRAIL W/TEMPERED GLASS PANELS
	VINYL OR ALUMINUM WINDOW W/ OPENING CASSETTE W/INSET SCREEN
	VINYL OR ALUMINUM WINDOW VERTICAL SLIDER W/INSET SCREEN
	STEEL, VINYL, OR ALUMINUM DOOR SEE DOOR OR WINDOW SCHEDULE



ARCHITECT SEAL:

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RG31
5350 RUSSELL STREET
PORT ALBERNI, BC

CLIENT TSWANANULUS • STAWANS • HILAPSTAS	CONTRACTOR
PROJECT NO. 2964	

SHEET TITLE
EXTERIOR ELEVATIONS

SCALE
1/8"=1'-0"
DRAWN
D.F.
CHECKED
D.F.
DATE
JUL 7/24

SHEET NO.
A3.2
REVISION

PUBLIC HEARING REPORT
Monday, March 23, 2026 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

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

Regrets: Councillor T. Patola

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

Gallery: 20

CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

CARRIED

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

1. Description of the Application:

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

- The applicant is seeking bylaw amendments that would enable development of 31 units of seniors housing at Tsawaayus (Rainbow Gardens).

The proposed bylaws are:

- i. "Official Community Plan Amendment Bylaw No. 5144".

If amended, this bylaw:

- Adds text to *Section D: Plan Policies, 3.1 Public Administration / Institutional* to support residential rental units and limited accessory services as part of a care facility on lands designated Institutional (INS); and
- Adds text to *Section D: Plan Policies, 4.0 Residential – Affordable Housing* to support the co-location of rental housing with care facilities on Institutional (INS) lands as part of a care facility campus.

ii. "Zoning Amendment (6123 and 6151 Russell Place) Bylaw No. 5119".

If amended, this bylaw:

- Adds text to *Section 5: Establishment of Zones* to create 'P3 Care Campus' as a new zone; and
- Changes the zoning bylaw map to rezone 6123 and 6151 Russell Place from 'P1 Institutional' to 'P3 Care Campus'.

2. **Background Information from the Development Services Department:**

The Manager of Planning provided background information regarding the proposed amendment by way of summarizing the report of March 16, 2026.

3. **Correspondence:**

- Email dated March 3, 2026 from J. Krog
- Email dated March 11, 2026 from D. Appleton, WHNCS President

4. **Late Correspondence Regarding the Matter:**

- Email dated March 19, 2026 from R. Terepocki
- Email dated March 20, 2026 from M. Cramner
- Email dated March 23, 2026 from D. Hunter
- Email dated March 23, 2026 from R. Williams
- Letter dated March 23, 2026 from L. Martin
- Letter dated March 23, 2026 from F. Bauder
- Letter dated March 23, 2026 from K. Edgar
- Letter dated March 23, 2026 from C. Augest
- Letter dated March 23, 2026 from F. Prest
- Letter dated March 23, 2026 from R. Williams

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

Inquired about delivery/service vehicles related to the site location and attendance at inappropriate times:

The Applicant replied on behalf of the developer that the location meets requirements and that waste services are managed by a private service provider, noting that there is the ability to change scheduled pick-ups if required.

Inquired about the interference and accessibility with the existing walkway.

The Applicant explained changes in the walkway and that they will ensure a loop walkway is provided, including access between the two buildings.

Inquired about future plans for additional buildings

The Applicant shared that the requirement for outdoor amenities has been met, and that additional green space will be available in a corner area away from the intersection.

Noted reduction to two-stories to the building in the revised application.

6. Questions/Comments from Public:

The Applicant summarized changes to proposed structure:

- Three to two stories
- Rental units reduced by 4
- Traffic study completed; parking moved away from intersection
- Open space requirement increased

M. Lovesar

Expressed concerns about loss of greenspace, traffic speed in area, removal of playground structures. *Councillor Mealey will bring the issues forward to the Traffic Advisory Committee.*

D. Hunter

Expressed concerns that the revised proposal still does not address the concerns that led to the original rejection, particularly with respect to neighbourhood fit, traffic, parking, and evacuation risk. They also questioned the accuracy of the 2024 traffic study, requested updated analysis during the summer months, and stated that Westporte has already made sufficient compromises.

R. Williams

Expressed concerns that the proposal would negatively affect current tenants by reducing privacy, worsening existing traffic and parking challenges, and disrupting wheelchair access from Rainbow Gardens. They also raised concerns about construction impacts, servicing capacity for sewer and water, and the lack of park space.

M. Carter

Opposed the expansion, stating it would further block sightlines, increase construction noise and debris, and repeat impacts experienced during the previous development. Also raised concerns about the larger building footprint, limited reduction in units, lack of park and green space, and whether the revised application meets Council's intent for a meaningful reduction.

K. Edgar

Questioned the need for another similar building, noting that comparable recent developments in the community have already created challenges like those raised during the hearing. They also raised concerns about impacts on neighbouring seniors at Rainbow Gardens from children using nearby green space and asked for clarification on whether the proposed building would function like Rainbow Gardens or as a rental building.

Staff response: Staff advised that the proposed housing project consists of rental units intended for seniors. Staff further noted that the zoning and Official Community Plan amendments would permit the rental housing to be located with a care facility on the same site, which is why it is being described as a care campus.

G. Walerius

Raised concerns about whether the zoning would permit supportive housing, as well as limited parking on Russell Street due to existing constraints such as mailboxes, fire hydrants, and driveways. Also asked about evacuation access during a tsunami warning, advance notice and assessments for nearby residents before construction, and whether traffic

management measures such as professional oversight and a flashing crossing light to River Road would be required.

Council spoke to emergency planning evacuation plans and congestion in specific areas of the emergency evacuation plans. *Councillor Mealey will bring the issues forward to the Traffic Advisory Committee.*

E. Bonny

Expressed concerns regarding lack of green space, speed of traffic in the area. *Councillor Mealey will bring the issues forward to the Traffic Advisory Committee.*

J. Cook

Stated that deliveries are limited to Rainbow Gardens and said speeding traffic on Russell Street is already a concern. Suggested that an additional exit road could help reduce congestion caused by drivers avoiding the Falls Street and River Road intersection and encouraged keeping an open mind about the proposal.

R. Fraser

Noted that this is the third development application for the property in ten years and that their understanding is that Westporte was established as a residential neighbourhood. Expressed concern that continued expansion must be carefully balanced, as feels the area was not designed to accommodate this level of growth.

R. Williams

Expressed concerns regarding access for emergency vehicles.

Council

Inquired about emergency vehicle access, and the process for ensuring access issues are addressed.

Staff response: Fire access will be reviewed during the Development Permit. PAFD will be involved in that process. The development will also be designed to meet BC Building Code and BC Fire Code.

Inquired about current existing parking stalls and proposed future stalls.

Staff response: 15 stalls in development application.

Inquired about parking stalls in use

A. Van Volsen, Rainbow Gardens Resident Manager, explained parking stall use on the Rainbow Garden site.

Inquired about emergency evacuation plans.

A. Van Volsen shared that there is currently a fire safety plan proposed for the new development.

Inquired about waiting list and new applications for residency at Rainbow Gardens.

A. Van Volsen shared that there are 85 persons on a waiting list, 40 of which are in the last few months.

Inquired about low-income thresholds.

A. Van Volsen explained the economic model of the Rainbow Gardens complex.

Council

Inquired about funding for proposed build.

J. Jessup, Development Consultant addressed suspension of Community Housing funding from BC Housing, accessing federal funding and funding for Indigenous housing.

Council

Noted concerns about cigarette butt litter and other refuse from construction workers, and said that if the project proceeds, the applicant should work with the builder to provide a designated area and ensure regular clean-up to support good neighbour relations. Also stated that the previously agreed gazebo should be delivered.

7. Closing Remarks from the Chair:

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

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

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

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

K. Edgar

Inquired about homeless counts in the City.

Council shared information about the Housing Needs Assessment and the Point in Time Homeless count reports on the City website.

M. Lovesar

Spoke regarding damage to neighbouring homes from previous construction at Rainbow Gardens.

J. Carneghy

Expressed concerns regarding commercial traffic in the area, loss of green space in the area.

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

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

8. Termination of the Public Hearing:

MOVED and SECONDED, THAT this Public Hearing terminate at 7:11 pm.

CARRIED

Sara Darling
Director of Corporate Services

Date: April 7, 2026
File No: 0640-30-April 13, 2026
To: Mayor & Council
From: A. McGifford, CAO
Subject: **City of Port Alberni Tax Rates Bylaw No. 5139, 2026**

RECOMMENDATION

- a. THAT Council amend "City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138" as follows:
 - Lower line 11111 - General Purpose – Taxes – from \$38,066,192 to \$37,663,621.
 - Lower line 28211 - Transfers to Reserve – Asset Management from \$ 1,143,571 to \$741,000.
- b. THAT "City of Port Alberni Tax Rates Bylaw No. 5139, 2026" be now introduced and read a first time.
- c. THAT "City of Port Alberni Tax Rates Bylaw No. 5139, 2026" be read a second time.
- d. THAT "City of Port Alberni Tax Rates Bylaw No. 5139, 2026" be read a third time.

PURPOSE

To present the proposed 2026 municipal tax rates, provide information on the allocation of tax rate shares across the classes and seek Council consideration of the required amendment to the Financial Plan Bylaw and first three readings of "City of Port Alberni Tax Rates Bylaw No. 5139, 2026".

BACKGROUND

Property taxation is the most important single source of municipal revenue. It is regulated by the province through the *Community Charter*. The revenue to be raised from property taxation is determined by Council through its financial planning process and reflected in the "City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138". Due dates, penalties, interest, and reporting dates fall under *Community Charter* regulations.

The property tax rates use the assessed values as the basis to calculate property tax revenue. Tax rates are expressed in dollars per thousand. Assessed property values are provided by BC Assessment, independent of a municipality. Sections 165 and 197 of the *Community Charter* legislates that a Council must pass a financial plan bylaw and a tax rates bylaw before May 15th of each year. Further, Council must adopt its "City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138" prior to adopting its tax rate bylaw.

Council does not have authority to set taxes for specific properties. The tax rates are applied to each class of property and are consistent for each property in each class. For example, if the tax rate for Class 1 Residential is \$6.1515, then all Class 1 Residential properties will be subject to this rate.

Within the *Community Charter* the City tax rates need to be established for municipal revenues that allow for the municipality to meet its taxing obligations. The "*City of Port Alberni Tax Rates Bylaw No. 5139, 2026*" includes the City's General Municipal taxes, off street parking and debt rates, but also includes taxes that are set by other organizations. These rates are within *Schedule "A"* and set out in the proposed bylaw:

- Alberni-Clayoquot Regional District
- Alberni-Clayoquot Regional Hospital District
- Vancouver Island Regional Library

There are other rates that are set by each of the following organizations and do not form part of the City's tax bylaw, but are provided and included on the annual tax notice:

- School taxes for the province
- Municipal Finance Authority
- BC Assessment

The other governments/jurisdictions provide either a tax rate or a dollar amount to support their tax requisitions. The single process of the City collecting the other tax authorities' tax requisitions is more efficient and economical than each of the jurisdictions sending out its own tax notices.

ALTERNATIVES/OPTIONS

1. THAT Council amend the "*City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138*" as follows:
 - a. Lower line 11111 - General Purpose – Taxes – from \$38,066,192 to \$37,663,621.
 - b. Lower line 28211 - Transfers to Reserve – Asset Management from \$ 1,143,571 to \$741,000.

THAT "*City of Port Alberni Tax Rates Bylaw No. 5139, 2026*" be now introduced and read a first time.

THAT "*City of Port Alberni Tax Rates Bylaw No. 5139, 2026*" be read a second time.

THAT "*City of Port Alberni Tax Rates Bylaw No. 5139, 2026*" be read a third time.

2. Provide any alternate direction and plan a special meeting(s) of Council to consider alternate direction.

ANALYSIS

BC Assessment provides each municipality with a Completed Assessment Roll at the start of the year, on which estimated property tax rates are calculated. Actual tax rates are calculated on the Revised Roll or the latest supplementary to the Revised Roll. The Revised Roll, received March 31, 2026, includes Property Appeal Review Panel decisions, and may include further adjustments or corrections as the appeal process continues for some properties.

The Revised Roll reflects a shift in the assessed values between Major Industry (Class 4) and Light Industry (Class 5), including a reduction in assessed value within Class 4. This change affects the distribution of tax burden among property classes and requires recalculation of the tax rates to maintain the intended tax levy.

If Council supports the recommendations, the asset management reserve contribution associated with non-market change (NMC) will be reduced by \$402,571 in 2026. As a result, an amendment to the "*City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138*", is required.

The estimated tax increase including NMC was 6.82%. Reducing the asset management reserve contribution by \$402,571 lowers the increase to 5.70% for taxation.

The proposed tax rates set out in “*City of Port Alberni Tax Rates, Bylaw No. 5139, 2026*”, are consistent with the amended Financial Plan and result in an effective 7.84% property tax levy increase for the Average Single-Family Residential property at this time.

IMPLICATIONS

The following table provides the detailed summary of each classification in 2026 for the City of Port Alberni from the updated Revised Roll provided by BC Assessment on March 31, 2026. These values have been used to calculate the tax rates as laid out in the “*City of Port Alberni Tax Rates, Bylaw No. 5139, 2026*”.

Table 1: 2026 Revised Roll Assessed Values and Proposed Tax Rates and Share

Class	2026 Revised Roll Class Values	Proposed Municipal Tax Rates	% of Tax Share
01 - Residential	3,805,575,300	6.1515	61.81%
02 - Utilities	3,240,500	35.4572	0.30%
03 – Supportive Housing	2	6.1515	0.00%
04 - Major Industry	91,675,600	63.3549	15.33%
05 - Light Industry	27,589,000	54.2869	3.95%
06 - Business & Other	432,442,275	16.1994	18.50%
08 - Rec/Non-Profit	6,366,300	6.1515	0.10%
09 - Farm	86,817	6.1515	0.00%

The following table compares the City’s tax burden by class in 2006 and 2026 and illustrates the long-term shift in taxation burden away from industrial classes toward other classes, primarily residential. In 2026, the combined tax burden for Major and Light Industry classes is 19.29% down from 21.49%, while the Residential class now represents 61.81% of the municipal tax levy.

Table 2 – Taxation Burdens in Port Alberni Comparing 2006 and 2026

Property tax breakdown per class	2006 Tax Burden Allocation	2026 Tax Burden Allocation	Change
Residential	40.60%	61.81%	21.21%
Utilities	0.50%	0.30%	-0.20%
Major Industry	40.60%	15.33%	-25.27%
Light Industry	0.90%	3.95%	3.05%
Business & Other	17.25%	18.50%	1.25%
Non-Profit	0.15%	0.10%	-0.05%
Farm	0.00%	0.00%	0.00%
Municipal and Debt Tax Levy Total	100.00%	100.00%	

COMMUNICATIONS

Finance and Communications will collaborate on a summary of the adopted Tax Rates Bylaw for public communications, including the property tax newsletter distributed with annual tax notices.

BYLAWS/PLANS/POLICIES

- Under Section 165 and 166 of the *Community Charter*, the City must develop a five-year financial plan and undertake a public consultation process before the plan is adopted
- *"City of Port Alberni Tax Rates Bylaw No. 5139, 2026"*
- *"City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138"*

SUMMARY

Council for the City of Port Alberni began its financial planning process in September of 2025. A number of meetings have been held throughout the past few months [RCM’s & CoW’s] to discuss, debate and allow for direct public consultation and input. Following receipt of the updated 2026 Revised Roll from BC Assessment, staff are recommending an amendment to the Financial Plan Bylaw to reduce the taxation requirement and the related transfer to the Asset Management Reserve.

Council is now asked to consider the amendment and provide three readings of the *"City of Port Alberni Tax Rates Bylaw No. 5139, 2026"* which establishes the tax rates required to support the amended Financial Plan.

ATTACHMENTS/REFERENCE MATERIALS

- *Draft "City of Port Alberni Tax Rates Bylaw No. 5139, 2026"*
- [Historical Tax Rate Information](#)

c: S. Darling, Director of Corporate Services

CITY OF PORT ALBERNI

BYLAW NO. 5139

**A BYLAW FOR THE LEVYING OF TAX RATES FOR MUNICIPAL,
REGIONAL HOSPITAL DISTRICT, REGIONAL DISTRICT AND OFF-STREET
PARKING PURPOSES FOR THE YEAR 2026**

WHEREAS Section 197 of the *Community Charter, R.S.B.C. 2003 c. 26* requires a Council, on or before May 15th in each year, to adopt a bylaw to impose tax rates on all taxable land and improvements according to their assessed value in order to provide the money required for all lawful general purposes of the municipality, and other purposes permitted under the *Community Charter*.

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

1. Title

This Bylaw may be cited for all purposes as "**City of Port Alberni Tax Rates Bylaw No. 5139, 2026**".

2. Tax Rates

The following rates are hereby imposed and levied for the year 2026:

(a) General Municipal Purposes Rate

For all lawful general purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" which is attached hereto and forms part of this Bylaw.

(b) General Municipal Debt Rate

For debt purposes on the value of land and improvements taxable for general municipal purposes, rates appearing in Column II of Schedule "A" which is attached hereto and forms part of this Bylaw.

(c) Regional Hospital District Rate

For purposes of the Alberni-Clayoquot Regional Hospital District on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" which is attached hereto and forms part of this Bylaw.

(d) Regional District of Alberni-Clayoquot Rate

For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column IV of Schedule "A" which is attached hereto and forms part of this Bylaw.

(e) Special Rate - Off-Street Parking

For purposes of the specified area described in "Off-Street Parking Loan Authorization Bylaw, No. 1, 1971" No. 2087 on the value of land and improvements taxable for general municipal purposes, rates appearing in Column V of Schedule "A" which is attached hereto and forms part of this Bylaw.

(f) General Municipal Vancouver Island Regional Library Rate

For Vancouver Island Regional Library purposes on the value of land and improvements taxable for general municipal purposes, rates appearing in Column VI of Schedule "A" which is attached hereto and forms part of this Bylaw.

3. Effective Date

The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2026.

4. Payment

The aforementioned rates and taxes shall be due and payable at the Office of the Collector of the City of Port Alberni at the City Hall, Port Alberni, in the Province of British Columbia.

5. Repeal

That " City of Port Alberni Tax Rates Bylaw No. 5124, 2025" is hereby repealed.

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 # 5139

2026 TAX RATES (DOLLARS OF TAX PER \$1,000 TAXABLE VALUE)

	I	II	III	IV	V	VI
Property Class	General Municipal	Debt	Alberni Clayoquot Regional Hospital	Alberni Clayoquot Regional District	Off Street Parking	Vancouver Island Regional Library
Residential	5.9265	0.0344	0.1270	0.4259	0.3285	0.1906
Utilities	34.1602	0.1982	0.4445	1.4908		1.0988
Supportive Housing	5.9265	0.0344	0.1270	0.4259		0.1906
Major Industry	61.0375	0.3541	0.4318	1.4482		1.9633
Light Industry	52.3012	0.3034	0.4318	1.4482		1.6823
Business	15.6068	0.0905	0.3111	1.0435	0.8650	0.5020
Managed Forest Land	17.7795	0.1031	0.3810	1.2778		0.5719
Non-Profit	5.9265	0.0344	0.1270	0.4259	0.3285	0.1906
Farm	5.9265	0.0344	0.1270	0.4259		0.1906



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

March 30, 2026

RECEIVED

MAR 30 2026

CITY OF PORT ALBERNI

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

Dear Mayor and Council,

Subject: Engagement in Lobbying Effort for Emergency Access Route and Secondary Highway

The Alberni-Clayoquot Regional District (ACRD) is exploring the development of a secondary highway as an alternative to Highway 4. This initiative is driven by the need to improve regional resilience, ensure emergency preparedness, and reduce the economic and social impacts of future transportation disruptions, such as those experienced since the Highway 4 closure in 2023.

We recognize that this effort requires collaboration and unified advocacy. Your organization plays a critical role in shaping the vision and influencing decision-makers at the provincial level.

We are reaching out to:

1. Share options explored to date.
2. Identify top choices identified by the Province and the ACRD Transportation Committee.
3. Ask how you would like to be engaged in this process? (e.g., participation in joint meetings, letters of support, representation on a working group).
4. If there are any specific priorities or considerations your organization would like reflected in this initiative? (e.g., cultural values, economic development, environmental stewardship)
5. Ask for your of involvement and support (e.g., providing technical input, community engagement, lobbying efforts).

Our goal is to create a coordinated lobbying strategy around a single route that reflects the voices and interests of all stakeholders in the region. We believe that a united approach will significantly strengthen our case for provincial investment in this critical infrastructure.

Please respond by April 23, 2026, to confirm your interest and preferred method of engagement. We will then schedule a planning session to outline next steps. The ACRD staff contact is Mike Irg, Special Projects Manager at mirg@acrd.bc.ca.

Thank you for your leadership and commitment to building a safer, more connected Vancouver Island.

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File # _____	<i>Rcm Apr 13 2026</i>
	<i>0400-60-ACRD</i>

Sincerely,



John Jack, Chairperson
Alberni-Clayoquot Regional District

cc: Andrew McGifford, Acting CAO

RECEIVED

APR 13 2026

ALBERNI-CLOYOQUOT REGIONAL DISTRICT

RECEIVED

APR 08 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 # 0230-01 *Rcm Apr 13/26.*

FORMAL REQUEST TO PORT ALBERNI CITY COUNCIL

Date: April 8, 2026

To: Mayor Sharie Minions and Port Alberni City Council

From: Abu Hasan Muhammed Jahangir, President & CEO, Agrohope Farms & Products Inc.

Subject: Request for Letter of Support – 2026 Small Business Emergency Stabilization Pilot

PURPOSE: The Applicant respectfully requests a **Letter of Support** from the City of Port Alberni addressed to the Ministry of Jobs, Economic Development and Innovation (JEDI) and the Minister of State for Community Safety.

PROPOSAL SUMMARY: This request concerns the implementation of an **Immediate Economic Stabilization** model designed to protect small businesses from the current "Uninsured Business Crisis".

MUNICIPAL PROTECTIONS (FISCAL NEUTRALITY): * 100% Provincial Funding: All administrative costs, infrastructure (Surveillance Network), and disbursements are to be funded by the Province via a Capacity Grant.

- **No City Resources Required:** To ensure zero impact on the municipal tax base, all claim verifications shall be performed by a **Provincially-funded Local Designate** or third-party auditor.
- **Administrative Efficiency:** The pilot leverages existing Municipal Business Licenses for validation, requiring no additional City staffing.

REQUESTED ACTION: That Council authorize a **Letter of Support** by **April 21, 2026**, to position the Alberni Valley as the primary provincial pilot site for this stabilization framework.

Strategic Concept Note: Emergency Small Business Stabilization

To: Minister of State for Community Safety

From: Abu Hasan Muhammed Jahangir

Position: President & CEO, Agrohope Farms & Products Inc. | 2nd Vice-Chair, Alberni Valley Chamber of Commerce

Date: April 4, 2026 "Revised: April 7, 2026"

Subject: Proposal for the 2026 Small Business Emergency Crime Relief Fund (Successor to the Provincial Rebate Framework)

Executive Overview

Small businesses in Port Alberni, the ACRD, and other regions of BC are currently facing an "Uninsured Business Crisis." High insurance deductibles (over \$5,000) and the expiration of previous provincial support in 2025 have left entrepreneurs vulnerable to property crime. To protect local employment and ensure a resilient economy, the Province must transition from the previous reactive "rebate" model to an Immediate Economic Stabilization model.

Proposed Policy & Procedural Amendments

Section/Focus	Former Wording (Expired 2025)	Proposed Amendment
Eligibility & Validation	Requires extensive administrative proof and primary RCMP/Police General Offence reports for all claims.	Proposed: Eligibility shall be primarily validated via the Municipal Business License number. Verification for claims under \$5,000 shall be performed by a Provincially-funded Local Designate or third-party auditor.
Disbursement Timeline	"Applications will be processed within approximately 35 business days."	Proposed: To address the cash flow crisis, emergency disbursements shall be issued via E-transfer within 1 to 3 business days (72 hours) of document submission.
Eligible Expenses	Funding is limited to physical property damage (vandalism/graffiti).	Proposed: Coverage shall be expanded to include stolen inventory, losses from counterfeit currency, and a 'Business

Section/Focus	Former Wording (Expired 2025)	Proposed Amendment
		Interruption' stipend to cover fixed costs like rent.
Public Safety Infrastructure	Business owners are responsible for their own security hardware and utility costs.	Proposed: The Province shall provide direct funding for a Municipal Surveillance Network . This shifts the cost to public safety and creates "ready-to-go" evidence packages for the RCMP.

Implementation Rationale

- **Economic Stabilization:** Small businesses cannot wait 30+ days to replace stolen stock without risking permanent closure.
- **Administrative Efficiency:** Using Local Authorities addresses the "Enforcement Gap" where the RCMP may be unable to prioritize property crimes under \$5,000.
- **Infrastructure Legacy:** A city-wide surveillance hub improves community-wide safety rather than just individual shop security.

Legislative Pathway

These operational amendments can be adopted by the Minister through a **Ministerial Directive** or an **Order in Council**. As these changes address a discretionary grant program rather than statutory law, they can be implemented as a pilot project for the Alberni Valley immediately.

RECEIVED

MAR 23 2026

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	<u>0630-01</u>

Rcm Apr 13/26

From: Taylor Tomko <taylorkathleen@saveyourskin.ca>

Sent: Monday, March 23, 2026 3:37 PM

To: Annie O'Connor <annie_o'connor@portalberni.ca>

Subject: Request for Proclamation – May 2026 Melanoma and Skin Cancer Awareness Month

Dear Annie,

I hope this email finds you well! On behalf of the Save Your Skin Foundation, I am pleased to reach out to you with a request for Mayor Sharie Minions to once again proclaim **May 1–31, 2026**, as **Melanoma and Skin Cancer Awareness Month** in Port Alberni, British Columbia.

May marks the beginning of summer and is a critical time to remind communities across Canada of the importance of sun safety and skin cancer prevention. Over-exposure to UV radiation is one of the leading causes of melanoma and non-melanoma skin cancers. Despite being largely preventable, skin cancer diagnosis rates continue to rise, with 1 in 6 Canadians born in the 1990s expected to develop skin cancer in their lifetime.

Last year, over 50 municipalities across Canada joined us in proclaiming May as Melanoma and Skin Cancer Awareness Month. By participating in this initiative, you will help raise awareness, educate your community, and promote sun safety practices.

Attached, you will find a draft proclamation for your consideration. If you have any questions or would like to discuss this further, please feel free to contact me directly at taylorkathleen@saveyourskin.ca. I am also happy to arrange a Zoom meeting if preferred.

Thank you for your consideration and thank you again for your ongoing support. We look forward to continuing to work with you to make May 2026 a month of awareness and action against skin cancer.

Additional Information:

- **Proclamation Title and Dates:** May 1–31, 2026 – "Melanoma and Skin Cancer Awareness Month"
- **Sources:**
 - View those who have proclaimed in the past: <https://www.saveyourskin.ca/proclamations>
 - Learn more about our story: <https://www.saveyourskin.ca/ourstory>
 - Learn more about our sunscreen dispensers: <https://www.saveyourskin.ca/sunscreen-dispensers>
 - Check out our mentions in the media: <https://www.saveyourskin.ca/media>

Warm regards,
Taylor Tomko

--



Taylor Tomko, BA, MA
Director of Special Projects
Save Your Skin Foundation
She/her/hers



taylorkathleen@saveyourskin.ca

saveyourskin.ca

Eastern Time (ET)

Please note that I work for Save Your Skin Foundation on a part-time basis from Monday-Thursday. I answer emails as soon as I am able based on this schedule. I apologize for any inconvenience this may cause.

P R O C L A M A T I O N

Melanoma and Skin Cancer Awareness Month

May 1st to 31st, 2026

“MELANOMA AND SKIN CANCER AWARENESS MONTH”

WHEREAS It is imperative that communities across Canada be reminded of the importance of sun safety;

AND WHEREAS Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers;

AND WHEREAS Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes;

AND WHEREAS Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage;

AND WHEREAS Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early;

AND WHEREAS Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives:

NOW THEREFORE I, Sharie Minions, Mayor of Port Alberni, British Columbia, do hereby proclaim May 2026, as “Melanoma and Skin Cancer Awareness Month” in Port Alberni.

RECEIVED

MAR 23 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 # 0400760 *Rem April 13/26*

From: Duncan Malkinson <DMalkinson@poucecoupe.ca>
Sent: March 13, 2026 9:23 AM
To: Duncan Malkinson <DMalkinson@poucecoupe.ca>
Subject: Resolution Submissions - Village of Pouce Coupe

Good day,

I write in service to the Village of Pouce Coupe.

I lay before you resolutions which the Village intends to submit to the North Central Local Government Association and the Union of BC Municipalities for consideration this year. The Village of Pouce Coupe kindly requests consideration of support and/or co-sponsorship of the attached.

Thank you to all copied for your continued service to communities across British Columbia.

Respectfully,
 Duncan Malkinson
Chief Administrative Officer
The Corporation of the Village of Pouce Coupe



Phone: 250-786-5794
Fax: 250-786-5257
Address: 5011 49th Ave | PO Box 190 | Pouce Coupe, BC | V0C 2C0
Email: dmalkinson@poucecoupe.ca
Website: www.poucecoupe.ca



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

Village of Pouce Coupe NCLGA Resolution Submission March 12th, 2026

Resolution Title: Protection of Fee Simple Property Rights

Resolution:

WHEREAS fee simple title has long been the primary form of land ownership in British Columbia and provides landowners with certainty, stability, and the ability to securely own, use, and transfer property;

AND WHEREAS recent public policy considerations have raised questions and concerns about the future of fee simple title and the security of private property rights in the province;

THEREFORE BE IT RESOLVED that the North Central Local Government Association and Union of British Columbia Municipalities demand that the Government of British Columbia affirm and uphold the security of fee simple title and the private property rights of landowners in British Columbia.

Background:

Recent public discussions and policy considerations related to land governance, Indigenous title, and land management have raised questions among some property owners regarding long-term impacts on fee simple ownership. While these discussions occur at the provincial and federal level, uncertainty around property rights can affect residents, businesses, and local governments.

This resolution seeks a clear affirmation from the Province of British Columbia that fee simple title and private property rights will continue to be recognized and protected. If changes to legislation are required to ensure that the rights of fee simple title holders are fully preserved and respected, we call on the government of British Columbia to make those legislative changes.



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

VILLAGE OF POUCE COUPE CERTIFIED RESOLUTION OF COUNCIL

I, Duncan Malkinson, Corporate Officer for the Village of Pouce Coupe, hereby certify the following to be a true and correct copy of a resolution duly passed by the Council of the Village of Pouce Coupe at its meeting held on March 11th, 2026.

Moved by: Wall / Woodill

WHEREAS fee simple title has long been the primary form of land ownership in British Columbia and provides landowners with certainty, stability, and the ability to securely own, use, and transfer property;

AND WHEREAS recent public policy considerations have raised questions and concerns about the future of fee simple title and the security of private property rights in the province;

THEREFORE BE IT RESOLVED that the North Central Local Government Association and Union of British Columbia Municipalities demand that the Government of British Columbia affirm and uphold the security of fee simple title and the private property rights of landowners in British Columbia.

CARRIED

Dated this 12th day of March, 2026

Sincerely,

Duncan Malkinson,
Corporate Officer
Village of Pouce Coupe



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
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VILLAGE OF POUCE COUPE CERTIFIED RESOLUTION OF COUNCIL

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Moved by: Veach / Wall

WHEREAS the Province of British Columbia and the Government of Canada are engaged in important ongoing discussions and negotiations with First Nations regarding Indigenous title and land governance arrangements that may affect lands within the jurisdiction of municipalities and regional districts;

AND WHEREAS recent developments, including the recognition of Indigenous title in the Cowichan region have occurred with limited prior notice or consultation with affected local governments;

THEREFORE BE IT RESOLVED that the North Central Local Government Association and the Union of British Columbia Municipalities call upon the Province of British Columbia to establish a transparency framework for Indigenous title and related negotiations that includes timely information sharing and consultation with affected local governments.

CARRIED

Dated this 12th day of March, 2026

Sincerely,

Duncan Malkinson,
Corporate Officer
Village of Pouce Coupe



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

Village of Pouce Coupe NCLGA Resolution Submission March 12th, 2026

Title: Transparency in Indigenous Negotiations

Resolution:

WHEREAS the Province of British Columbia and the Government of Canada are engaged in important ongoing discussions and negotiations with First Nations regarding Indigenous title and land governance arrangements that may affect lands within the jurisdiction of municipalities and regional districts;

AND WHEREAS recent developments, including the recognition of Indigenous title in the Cowichan region have occurred with limited prior notice or consultation with affected local governments;

THEREFORE BE IT RESOLVED that the North Central Local Government Association and the Union of British Columbia Municipalities call upon the Province of British Columbia to establish a transparency framework for Indigenous title and related negotiations that includes timely information sharing and consultation with affected local governments.

Background:

Local governments are responsible for land use planning, infrastructure, and service delivery within their jurisdictions. Decisions related to governance or land can affect municipal and regional district planning, infrastructure, and long-term development.

Recent developments have shown that local governments are not always informed when negotiations or decisions may affect lands within their boundaries.

Improved transparency and information sharing between the Province, the Government of Canada, and local governments would help ensure that municipalities and regional districts are aware of potential implications and can plan accordingly.



KEEPING YOU CONNECTED

MAR 25 2026

CITY OF PORT ALBERNI

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - February 2026

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

April 3 Rem
File # 040060-ACRD

FEBRUARY 11 & 25, 2026



Members of the ACRD Board of Directors and ACRD staff wore pink on February 25 to recognize Pink Shirt Day. Inspired by an act of kindness in small-town Nova Scotia, Pink Shirt Day has spread around the Globe. This year's theme was "Sprinkle a Little Kindness." Wearing pink reminds everyone that bullying is unacceptable and that kindness grows when it is shared.

PUBLIC CONSULTATION

- The ACRD's Chief Financial Officer, Teri Fong, presented the Draft 2026-2030 Alberni-Clayoquot Regional District and Hospital District Financial Plan.

DELEGATIONS & PRESENTATIONS

- The Board received a presentation on the effects of wildfire smoke on air quality, with a focus on recent wildfires within or close to the Alberni-Clayoquot Regional District and emergency preparedness. It was given by Dr. Charmaine Enns, Medical Health Officer, Island Health, Dr. Nick Davey, Air Quality Meteorologist Ministry of Environment and Parks, Dr. Sarah Henderson, Scientific Director of Environmental Health, BC Centre for Disease Control.
- Mosaic Forest Management representatives Jimmie Hodgson, Vice President Sustainability and Chief Forester and Colin Koszman, Manager Community Relations, gave a general update on Mosaic.
- Fred Kramer, Lynn Machacek, Colleen Dane, HDR, made a presentation on the Alberni Valley Rail Corridor Study's Final Report.

CORRESPONDENCE FOR ACTION & INFORMATION

- The Board of Directors provided a letter of support to the Alberni District Fall Fair Association regarding their grant application to the Tourism Destination Events Program.

BOARD OF DIRECTORS

- Chair: John Jack**
Huu-ay-aht First Nations
- Councillor Debbie Haggard**
City of Port Alberni (vice-chair)
- Director Bob Beckett**
Electoral Area "A" Bamfield
- Director Fred Boyko**
Electoral Area "B" Beaufort
- Director Vaida Siga**
Electoral Area "C" Long Beach
- Director Penny Cote**
Electoral Area "D" Sproat Lake
- Director Susan Roth**
Electoral Area "E" Beaver Creek
- Director Mike Sparrow**
Electoral Area "F" Cherry Creek

Mayor Sharie Minions

- City of Port Alberni
- Councillor Tom Stere**
District of Tofino
- Mayor Marilyn McEwen**
District of Ucluelet
- Councillor Kirsten Johnsen**
Toquaht Nation
- Councillor Moriah Cootes**
Uchucklesaht Tribe Government
- Levana Mastrangelo** - Executive Legislator
Yuułu?ı̨?ath Government

For more information, visit the ACRD Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250-720-2731 or e-mail hzenner@acrd.bc.ca.



FEBRUARY 11 & 25, 2026 (CONTINUED)

West Bamfield submarine line replacement project



(Left) Christine Gruman (community volunteer for the Bamfield Area Services Committee), MLA Josie Osborne, Bamfield (Area "A") Director Bob Beckett, Lake Butler and Les Butler (Bamfield water crew), Huu-ay-aht First Nations Deputy Chief Edward R. Johnson, ACRD Operations Manager Eddie Kunderman, Huu-ay-aht Chief Councillor John Jack (Chair of the ACRD Board of Directors) cut the ribbon to officially wrap up the submarine line project. (Above) Josie Osborne lifts a section of the waterline.

CORRESPONDENCE FOR ACTION & INFORMATION

- In response to a letter from Pacific Rim School District regarding the replacement of Alberni District Secondary School turf field, the Board of Directors invited the School District Board of Trustees to a future Board of Directors meeting to discuss service area considerations, potential partnership models, and how this project may align with Regional District priorities.
- The Board of Directors directed staff to work with Makerspace in their application to expand their leased area and support their expansion efforts.

REQUEST FOR DECISIONS

- The Board of Directors awarded:
 - The Beaver Creek Volunteer Fire Department Feasibility Study contract to Waymark Architecture in the amount of \$79,430 (excluding GST).
 - The Solid Waste Recycling and Reduction Education, Outreach, and Engagement Consultant contract to Let's Talk Trash in the amount of \$87,800 (excluding GST) per year on a one-year term with the option of renewing for an additional one-year term.
- The Board of Directors adopted the Regional District of Alberni-Clayoquot Procedure Bylaw No. A1093, 2026.
- The Board of Directors approved partnering with the Alberni Valley Enhancement Society (AVES) to apply to the Community Participation Funding Program and authorized the ACRD to receive grant-funded contributions from the AVES to support engagement, consultation, and data-collection activities associated with the Sproat Lake Marine Patrol.

PLANNING MATTERS

- **Development Variance Permits**
 - Considered and directed to proceed with public notification:
 - **DVD26001** - Sproat Lake
- **Temporary Use Permits**
 - Issued with conditions:
 - **TUP22007R** - Long Beach
 - Considered and directed to proceed with public notification:
 - **TUP25013** - Sproat Lake
- **Rezoning and Bylaws**
 - First reading to be considered a future date:
 - **RD25005** - Sproat Lake - Bylaws P1536 and P1537
 - First reading and public hearing to be held
 - **RF24008** - Cherry Creek - Bylaws P1533, P1534, and P1535
 - Adopted:
 - **RE25004** - Beaver Creek - Bylaw P1532, Regional District of Alberni-Clayoquot Atlas Amendment Bylaw
- **MISC25003** - Sproat Lake - The Board of Directors directed a public meeting to be held to gather input on the amendment of Restrictive Covenants registered to the property at 10412 Lakeshore Road that would allow for the proposed development of up to 11 dwelling units, each with a maximum floor area of 2,000 square feet.



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

RECEIVED

APR 02 2026

**Heritage Commission Meeting
March 4th, 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
Jolleen Dick - Regrets
Jane Victoria King
Kelly Johnsen - Regrets
Vacant
Bruce Holland - Regrets
Ken Watson
Richard Spencer
Pam Craig
Sheila Perry

Regrets: Hupačasath First Nation
ášaaʔath (Tseshaht) First Nation

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other _____
- File # 0540-20-13-13/26 RCM Apr 13/26 AvmHC

Called to Order at 7:02 pm by Chair Pam Craig.

1. Moved by Penny Cote that the agenda of the March 4th, 2026, meeting be approved.
2. Approval of the minutes of the January 7th and February 4th, 2026 were approved.
3. Old Business

Survey Report to Council: The Commission reviewed the presentation PPT and Engagement Report. The following Commission Members volunteered to present:

Chair Pam Craig
Penny Cote
Jane Victoria King

4. Correspondence
5. New Business

Staff shared information regarding the Upcoming 40th Anniversary of the Abashiri Twinning with the Commission. The Commission agreed to volunteer to facilitate the distribution of cake at the event.

6. McLean Mill National Historic Site – Richard Spencer shared that he will be leaving his role at the Chamber of Commerce and that Elliot Drew will begin attending meetings on behalf of the Mill.



**Heritage Commission Meeting
March 4th, 2026**

RECEIVED
TO: 494
CITY OF ALBERNI

7. Train Station

Motion: Richard Spencer moved that staff notify maintenance of the condition of the water tower and to report to the Commission regarding a maintenance plan and timeline. Seconded by Ken Watson. Unanimously approved.

Motion: Richard Spencer moved that staff ascertain status and timeline for completion of the painting of safety demarcation on the rail platform. Seconded by Penny Cote. Unanimously approved.

8. REPORTS

A. Community Arts Council of the Alberni Valley

March Arts Update in the Alberni Valley

What's New?

- Join us **March 28th** for a Special General Meeting
- Your feedback is needed for the **Family Arts Festival**
- Get involved with the Arts Council
 - Join the Permanent Art Collection Committee
 - Join our Membership Committee

Community news:

- Youth of Now conference

Members: Join us for a Special General Meeting

Attention all members!

The Alberni Arts Council will be holding a special general meeting **March 28th at 10am**. The location is still being determined - depending on the size of our confirmed attendance.

Meet members, learn about recent changes, and get to know our 2026-2029 Strategic Plan!

What's on the docket:

- Reviewing the most recent changes from 2025 to today, including the development of our strategic plan
- A review of the data collected during our strategic plan, and how that data will be used to support our mission
- Our updated vision, mission and values
- A draft strategic plan for 2026-2029
- A review of our new committees and how you can join



**Heritage Commission Meeting
March 4th, 2026**

Thank You for everyone who came to the Family Arts Festival!

We are so grateful for your support and attendance in this second annual event!

We are still compiling information about this event, and whether you helped as a volunteer or attended as a participant, we would love to hear from you - How did we do? Do you have feedback?

[Please fill out our event evaluation form!](#) It is 100% anonymous, and your opinion helps us shape our future festivals.

We're still accepting committee members!

We're looking for passionate people to help join our newly formed committees:

The Permanent Art Collection Committee

First meeting is tentatively set for **Friday March 13th at 10am**
Thanks to the community for sharing their voices loud and clear - we have been able to pause the deaccessioning of our permanent art collection. The City of Port Alberni has offered us a temporary storage solution for the collection, until we are able to do more community consultation and find where the collection can be held.
By joining the committee, you will be able to share your voice and find solutions for this complex issue, hold community consultations, and ensure the collection is well cared for in the long term.

The Membership Committee

First meeting is tentatively set for **Tuesday March 17th at 5:30pm**
We love our members! Yet, with all these new changes, are we serving them the best we can? What membership types are missing, and what programming can we offer that is in need?
By joining this committee, you will be reviewing research for new membership models, finding underrepresented voices, and working to create a more unified, diverse and equitable artist community.

The Governance Committee

First meeting is tentatively set for **Wednesday April 1st at 5:30pm**
Support strong, transparent, and accountable leadership by assisting with policy development, board practices, and governance frameworks. This committee will begin by reviewing and updating our bylaws. It is ideal for those with an interest in nonprofit governance, policy, or organizational sustainability.



**Heritage Commission Meeting
March 4th, 2026**

B. Pacific Rim School District

Heritage Commission Report March 4, 2026

The next public board meeting is Tuesday March 31, 2026 at 4pm at the Administration Office on Roger Street.

Spring break begins March 9 to March 22 – classes resume March 23.

The Board of Education announced Mar 2 the hiring of the new Secretary Treasurer, Teri Fong, formerly the COF at the ACRD.

Highlights:

- Pacific Rim Indigenous Education Council held a Capacity building Retreat, to plan the next year for the Councils priorities. School District Superintendent Klaver, Assistant Superintendent Messenger, Director of Instruction- Human Resources Atwal, participated in the two days of discussions on the Indigenous cultural programs for Pacific Rim Students. Manager of Indigenous Language and Culture, Michelle Colyn, Indigenous Language Instructor, Shelley Frank and Literacy and Numeracy Indigenous Support Teacher, Lenora Milliken presented on the Indigenous programming they have been sharing with students in all schools.
- Pacific Rim Students and Staff participated in recognizing “Pink Shirt Day” Feb 25.
- The official soft opening of the new childcare at Wood School – ‘niw’aasin’ (indigenous word for ‘we belong’) was held Fri Feb 27.
- The Elementary School Basketball Jamboree was held at ADSS Friday Feb 27.
- The ADSS Senior Girls Storm Basketball finished 3rd on Vancouver Island.



**Heritage Commission Meeting
March 4th, 2026**

C. McLean Mill



McLean Mill National Historic Site Update

March 2026

Prepared by Richard Spencer

Statistics:	
Attendance (2025 Full Year)	7,386
Nights for Campground:	Closed Sept 1 Reopening May 15
Events Booked	0
Event Tours	0
Event Info Requests	9
Guided Tours	0
Self Guided Tours	0

Important Upcoming Dates:	
March 27	John Paul II Heritage Tour
March 29	MM 10K Run
April 4	Wedding
April 18/19	Alberni Bowman
May 2	Wedding
May 6	AV Heritage Commission at MM
May 11	Comm. Arts Council AGM @Mill
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. Campground bookings are now open and available to be made online at www.mcleanmill.ca/camping.

In February, we hosted the Alberni Valley Bulldogs for their Winter Bash. We also hosted a private birthday party in the McLean Hall.

Site Info:

We have reengaged the Port Alberni Association for Community Living for groundskeeping.

Other News:

Richard Spencer will be leaving the organization on March 13. Elliot Drew will take over managing the McLean Mill National Historic Site for the 2026 season.

D. Alberni District Historical Society - no report



Heritage Commission Meeting March 4th, 2026

- E. **Port Alberni Maritime Heritage Society** – A written report was not submitted; however, Ken Watson provided a verbal update during the meeting.
- F. **West Vancouver Island Industrial Heritage Society** – No Report.
- G. **Port Alberni City Council**



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held February 23, 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.

DELEGATIONS

Introduction | Project Managers

The Director of Infrastructure Services introduced the new Project Managers, Brandon Donais and Adem Idris.

Alberni-Clayoquot Regional District

Teri Fong, CFO, and Daniel Sailland, CAO, presented the draft ACRD 2026-2030 Financial Plan.

UNFINISHED BUSINESS

Temporary Use Permit | 3868 Wood Avenue

Council authorized the issuance of Temporary Use Permit No. 24-01 authorizing up to 7 Recreational Vehicles to be used as long-term residential dwellings at 3868 Wood Avenue, pending compliance of set conditions to the satisfaction of the Director of Development Services.

These conditions include a Business License application, an approved Fire Safety Plan, Electrical assessment report, and a Site servicing plan prepared by a qualified professional.

STAFF REPORTS

R.C.M.P. Quarterly Report

Council received the R.C.M.P. Quarterly report for the period of October 1, 2025 – December 31, 2025 from OIC Inspector Bruce.

BYLAWS

OCF and Zoning Bylaw Amendments | 6123 & 6151 Russell Place

Council provided an amended second reading of "Zoning Amendment (6123 & 6151 Russell Place), Bylaw No. 5119" and "Official Community Plan Amendment (6123 & 6151 Russell Place), Bylaw No. 5144" was introduced and given first and second reading.

The bylaws were advanced to a **Public Hearing** to be held **Monday, March 23, 2026** at 6:00 pm in the City Hall Council Chambers. Upon adoption, these bylaws will enable development of 31 units of seniors' housing at Tsawaayuus (Rainbow Gardens).

CORRESPONDENCE

Little Bavaria Restaurant | 60th Anniversary Community Celebration

Council authorized Little Bavaria Restaurant access to City streets on Saturday, August 15, 2026 from 12:00 pm to 7:00 pm to facilitate a 60th anniversary community celebration.

BC Farmers' Markets

Council directed staff to prepare a letter of thanks to the Honourable Josie Osborne, Minister of Health in support of the BC Farmers' Market Nutrition Coupon Program.

Council received their correspondence summary which included letters from:

- a. Town of View Royal | Response to City letter re: Provincial Housing Legislation Coordinated Judicial Review
- b. ACRD Board Highlights | January 2026

NEW BUSINESS

Transportation Master Plan Survey #2

Council received a report providing the content and objectives of the Transportation Master Plan Survey launching February 23rd on the City's Let's Connect webpage at www.letsconnectpa.ca/TMP.

Municipal Campground Development

Council directed Administration to prepare a business case to implement and finance Phase 1 of the Municipal Campground Strategy for Paper Mill Dam Park and Seaton Park.

Clutesi Haven Marina | Assumption of Operations

Council authorized the operational model and capital financing required for Clutesi Haven Marina. This includes a 2026 rate structure for Clutesi Haven Marina that reflects a Consumer Price Index (CPI) increase to 2025 rates, with a freeze on parking fees until 2027.

Notice of Motion | Mayor Minions

Notice of Motion to direct Administration to prepare a report exploring the inclusion of the City-owned portion of the Log Train Trail into the Regional Park service.



Heritage Commission Meeting March 4th, 2026

Recreation Services | Grant-in-Aid Increase

Council directed Administration to formally request an increase in the grant-in-aid funding from the Alberni-Clayoquot Regional District for the Parks & Recreation service.

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
- 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. 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. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

MEETINGS AT A GLANCE

Wednesday, March 4th

7:00 pm | Heritage Commission
Alberni Valley Museum

Monday, March 9th

2:00 pm | Regular Council
Council Chambers

Monday, March 16th

6:00 pm | Committee of the Whole
Council Chambers

Monday, March 23rd

2:00 pm | Regular Council
Council Chambers

- H. **Alberni Clayoquot Regional District** – A written report was not submitted; however, Ken Watson provided a verbal update during the meeting.
- I. **Community at Large** – No Report
- J. **Museum**

ALBERNI VALLEY MUSEUM – FEBRUARY ACTIVITY SUMMARY

February was a vibrant month at the Alberni Valley Museum, featuring cultural celebrations, family programming, ongoing exhibitions, and community-focused activities.

PROGRAMS & EVENTS

Museum Minis – Cherry Blossoms – February 10

The February session of Museum Minis (ages 2–5) focused on a Cherry Blossoms theme, offering songs, stories, crafts, and artefact exploration. This early-learning program continues to be a popular offering for young families.

AVM After Dark: From Settlement to Sister City – February 19



Heritage Commission Meeting March 4th, 2026

The Museum presented a well-attended evening lecture exploring the history of the Japanese community in Port Alberni and its evolution into a sister-city relationship with Abashiri. This 16+ program continues the After Dark series' focus on deeper historical storytelling.

Heritage Week – February 17–21

The Museum celebrated Heritage Week with free daily activities, including Morse code exploration, gallery scavenger hunts, and a special lecture. Engagement was multigenerational, with strong attendance throughout the week.

Knit Nights & Fibre Drop-Ins

The Museum continued hosting its bi-monthly fibre arts drop-ins, including Knit Nights (2nd & 4th Thursdays) and Spinning & Fibre Nights (1st & 3rd Thursdays). These free, community-run gatherings offer informal creative social time for fibre enthusiasts.

EXHIBITIONS

Re.collection Exhibition (Ongoing)

The Museum continued showcasing *Re.collection*, an exhibition of artworks from the Alberni Valley Community Arts Council's collection. The exhibit marks both the Council's 60th anniversary and the final opportunity to view the works before they are deaccessioned into new museum and private collections. Visitors were invited to engage through the theme of "re."—reflect, react, and reimagine the region's artistic history.

MUSEUM - Exhibits

"Re.collection"

On display January 15 - February 28, 2026

Explore a collection of works by the Alberni Valley Arts Council.

Re.collection features artwork from the Community Arts Council's collection, a body of work that has been in their care for over 40 years. This exhibition marks the arts council's 60th year, as well as one last view before the works are deaccessioned. That means the Arts Council will no longer hold the collection, and the works will find new homes within museums and collections.

You are invited to explore the collection through the framework of re. - to reflect, react, and reimagine each piece in a modern context. Each work invites us to consider the Alberni Valley's artistic history and how these stories continue to shape our community today.



FILM FESTIVAL (TIFF)

Winter Film Fest – February Screening (February 22)



**Heritage Commission Meeting
March 4th, 2026**

As part of the Winter 2026 Film Fest series held at the Savoy Theatre this February the Film Festival presented *Outstanding* – a Canadian film that tells the story of Sandra Perron, Canada’s first woman infantry officer.

Drop In to Fibre Fun at the Museum on Thursday Evenings!
16 years & up
Calling all fibre friends! Come "unwind" on Thursday evenings for some social and creative time. These are not instructional classes, but we are happy to help you out where we can!
**AV Museum
6:00 - 8:00 pm
Thursdays**
FREE!



Knit Nights at the Museum! FREE DROP-IN!
Join us for Knit Nights! Please bring your current project to work on. It can be any fibre project - crochet, knitting, tatting... bring it along. We'd love to see what you're creating!
Every second Thursday starting Nov 20!

Spinning & Fibre Night at the Museum! FREE DROP-IN!
Are you a spinner, weaver, or just fibre-curious? Join the Alberni Valley Fibre Guild for fibre drop-ins at the Museum. If you are interested in trying out spinning, email AlberniValleyFibre@proton.me to borrow a spinning wheel or drop spindle for the night, and we'll help you get started!
Every second Thursday starting Nov 13!

- K. Hupačasath First Nation – NO REPORT
- L. čišaa?ath (Tseshah) First Nation – NO REPORT

9. Next Meeting
Pam Craig motioned to adjourn the meeting at 8:46 pm. The next meeting will be April 1st, 7pm (AVM).



COUNCILLOR HAGGARD – COUNCILLOR REPORT APRIL 13, 2026 - REGULAR COUNCIL MEETING

March 4, 2026 – Mt. Underwood Fire Debrief

- Elected officials from the ACRD Board of Directors and City of Port Alberni Council and staff held a debrief on the Mt. Underwood fire. Discussion was focused on what went well and things that could have been improved on. Appreciation was expressed for the hard work done by the Emergency Operations Centre and the difficult decisions that were made under a time of extreme duress.

March 4, 2026 – Alberni Clayoquot Regional District Board of Directors meeting

Highlights include:

- Presentation from School District 70 Board and Education and staff regarding the Alberni District Secondary School Turf Field project.
- First reading was given to the 2026 – 2030 Financial Plan

March 25, 2026 – Alberni Clayoquot Regional District Board of Directors meeting

Highlights include:

- Discussion on recommendations from the Transportation Committee regarding Highway 4 Emergency Route Options identified in the July 25 Ministry of Transportation and Transit report as to the ACRD's primary emergency access routes for discussion with community partners
- ACRD staff to work with MOTT to proceed with the necessary steps to identify the Horne Lake Corridor as an emergency disaster response route with restricted access use for key emergency/medical personnel
- ACRD send a letter to MOTT requesting improved infrastructure on Johnston Road for accessibility purposed including audible crossing signals and request that the City of Port Alberni also send a letter.

March 26, 2026 – Alberni Valley Chamber of Commerce Mixer and Local Artisan Gift Shop Launch

- This event was an opportunity to celebrate the launch of the local Artisan Gift Shop and to continue building connections between the business and arts community.

March 28, 2026 – ADAPS Fundraising

- I was incredibly honoured to be invited to attend and official launch of the \$750,000 capital fundraising campaign for ADAPS Foundry. Foundry is a project that will serve the youth in our community from ages 12 – 24. I want to thank Debra Hamilton and the Board of ADAPS for their leadership and their vision to bring this project to Port Alberni.

Date: April 8, 2026
 File No: 0640-30-April 13, 2026
 To: Mayor and Council
 From: A. McGifford, CAO
 Subject: **Clean Team Funding Update**

Prepared by: <i>M. C. MASSICOTTE</i> <hr/> MANAGER OF COMMUNITY SAFETY & SOCIAL DEVELOPMENT	Supervisor: <i>S. DARLING</i> <hr/> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  <hr/> A. McGifford, CAO
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RECOMMENDATION[S]

THAT Council authorize a reduced Clean Team service model from May 16, 2026, to December 15, 2026, consisting of service delivery three days per week for three hours per day;

AND FURTHER, THAT Council direct Administration to fund the reduced service model at a cost of approximately \$46,200 from Line 22130.

PURPOSE

To provide Council with an update on the Clean Team program, advise that external grant funding has not been secured and seek direction regarding continuation of a reduced service model following May 15, 2026.

BACKGROUND

The Clean Team is one component of the City's broader *Neighbourhood Mitigation Strategy*. The program is designed to address cleanliness, safety perception, and economic vitality by maintaining public spaces, removing graffiti, and engaging peer workers to foster community pride. The program aligns with Council's strategic priorities on community safety and beautification, supports uptown businesses, and assists in reducing service pressures on other City operations by addressing lower-level cleanup issues before they escalate into more resource-intensive concerns.

At their December 1, 2025, Regular meeting, Council resolved as follows:

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

CARRIED I Res. No. 25-462

MOVED AND SECONDED, THAT Council direct Administration to issue a Request for Proposals [RFP] to identify a service provider for the operation of a Clean Team for a term of up to one year.

CARRIED I Res. No. 25-463

The Clean Team funding was initially awarded to the Port Alberni Canadian Mental Health Association [CMHA] on November 17, 2025, and extended for an additional four months, to May 15, 2026, with the agreement allowing for a possible extension up to twelve months [January 15, 2027], subject to securing grant funding.

Although the existing agreement permits a possible extension to January 15, 2027, this report seeks Council direction only for the period from May 16 to December 15, 2026.

Administration applied for federal grant funding to support continuation of the program; however, the application was not successful. Administration will continue to seek future provincial and federal grant opportunities, where eligible.

ALTERNATIVES/OPTIONS

Option 1

THAT Council authorize a reduced Clean Team service model from May 16, 2026, to December 15, 2026, consisting of service delivery three days per week for three hours per day;
AND FURTHER, THAT Council direct Administration to fund the reduced service model at a cost of approximately \$46,200 from Line 22130.

Option 2

THAT Council authorize a full-service continuation of the Clean Team from May 16, 2026, to December 15, 2026, at an estimated cost of \$11,000 per month, for an estimated total cost of \$77,000; and
THAT Council direct Administration to identify the proposed funding source(s) and return with any required budget amendment for Council consideration.

Option 3

THAT Council direct Administration to suspend Clean Team operations effective May 16, 2026, and continue seeking external grant funding and/or alternative funding sources for future program reinstatement.

ANALYSIS

Current approved funding expires on May 15, 2026. If Council wishes the program to continue beyond that date, additional funding authority is required. The following options are provided with the advantages and disadvantages for each option.

From November 2025 to January 2026, the Clean Team reported the following outputs:

- 44 public cleanups conducted (5 per week);
- 25 unique individuals participating in cleanups;
- 3 call outs to businesses;
- 0 graffiti call outs;
- 28 needles and sharps collected; and
- 257 lbs of garbage collected.

Option 1 – Reduced Service Continuation

This option would continue the program at a lower service level and lower cost from May 15, 2026 through December 15, 2026. Possible reduced-service models include the following:

Model A – Reduced Days

- 3 days per week, approximately 3 hours per day
- estimated cost: \$6,500-\$7,500 per month
- estimated 7-month cost: \$45,500-\$52,500

Model B – Reduced Daily Hours

- 5 days per week, approximately 2 hours per day
- estimated cost: \$7,500-\$8,500 per month
- estimated 7-month cost: \$52,500-\$59,500

Model C - Seasonal / Peak Period Coverage

Explore a service delivery model that targets the peak season in the community with:

- full or near-full service for higher-demand months, with reduced service in shoulder months
- estimated total cost would depend on final scope

Advantages:

- retains some level of downtown cleaning and visibility;
- lowers financial pressure on the 2026 budget;
- may be a practical interim measure pending future grant opportunities.

Disadvantages:

- reduced responsiveness and visibility;
- fewer cleanups and reduced coverage area;
- business and public expectations may need to be reset.

Option 2 - Full-Service Continuation

This option would continue the existing service model through December 15, 2026.

Estimated cost:

- \$11,000 per month
- 7 months total
- Maximum cost: \$77,000

Service level:

- 5 days per week
- approximately 3 hours per day
- current staffing/scope maintained

Advantages:

- maintains current visibility and service consistency;
- supports downtown cleanliness during the peak spring, summer, and fall period;
- avoids interruption to an established service.

Disadvantages:

- requires unbudgeted 2026 funding;
- may increase tax-supported costs if no offsetting source is identified.

Option 3 – Suspend Service Pending External Funding

This option would suspend Clean Team operations after May 15, 2026, and revisit the program if grant funding or another source becomes available.

Estimated cost:

- no additional direct 2026 program cost

Advantages:

- no further immediate tax-supported funding required;
- allows Administration to focus on grant pursuit and broader strategy review.

Disadvantages:

- loss of current cleanup capacity and program visibility;
- possible increase in complaints regarding litter and related disorder;
- service pressures may shift back to City crews and other community partners.

IMPLICATIONS

The annual cost of the Clean Team is estimated at \$120,000 for twelve months of service at five days per week and approximately three hours per day. This budget includes staffing, insurance, travel, equipment, consumables, and administration as detailed below.

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

If service continues from May 16, 2026, to December 15, 2026, the estimated additional cost is:

- Full service: \$11,000 per month; estimated total cost for May 16 to December 15, 2026: \$77,000, or
- Reduced service: estimated monthly cost of \$6,600; estimated total cost for May 16 to December 15, 2026: \$46,200.

At present, no dedicated funding has been identified for the period after May 15, 2026.

COMMUNICATIONS

If Council approves the continuation of the Clean Team, communications will include announcements about the Clean Team, social media updates highlighting program benefits, engagement with businesses and the Alberni Valley Chamber of Commerce, and inclusion in the City’s annual report to demonstrate accountability and transparency. If Council selects a reduced service model, communications will explain the revised scope and expectations.

BYLAWS/PLANS/POLICIES

This initiative aligns with Council’s strategic priorities for community safety, beautification, and economic vitality.

SUMMARY

Administration recommends Option 1, a reduced Clean Team service model from May 16 to December 15, 2026. Estimated additional cost is approximately \$46,500 to \$59,500, depending on the approved model. The program has demonstrated measurable outputs and continues to support Council’s priorities related to community safety, beautification, and economic vitality.

ATTACHMENTS/REFERENCE MATERIALS

- *CMHA Clean Team Q1 Report April 8, 2026*

Copy: R. McAuley, Director of Finance
S. Darling, Director of Corporate Services



**Canadian Mental
 Health Association**
Port Alberni



Agree
 IMAGINE CANADA
 Accredited

April 8, 2026

The Clean Team has continued to pick up garbage within the City of Port Alberni since the continuation of the contract beginning January 19, 2026. The following statistics represent the required contract reporting requirements.

January 18 - April 8, 2026

City of Port Alberni Reporting Outputs

OUTPUTS	
# of public cleanups conducted per week	5 per week, 55 total
# of unique individuals participating in cleanups	38
# of call outs to businesses	4
# of graffiti call outs	0
# of needles and sharps collected	49
Areas visited include: Guiga Square and the uptown area, Weaver Park, Harbour Quay, John Douglas Beach, Montrose, 1 st , 2 nd , 3 rd Avenues, Angus, Dry Creek, Tyee Landing, Quay to Quay, Gyro, Dunbar, Stamp to Redford.	
Total weight of garbage collected	1134.4 lbs

While Canadian Mental Health Association Port Alberni (CMHA-PA) recognizes the valuable contributions of the Clean Team in maintaining the cleanliness of our community, we view this program as serving a purpose far beyond litter collection. In addition to improving participants' financial stability, earning an income has been shown to enhance self-esteem and foster a stronger sense of purpose.

For CMHA-PA, the Clean Team fulfills a dual mandate: enhancing the cleanliness and safety of public spaces while supporting the personal, social, and emotional recovery of individuals experiencing homelessness. This initiative generates meaningful community impact by removing thousands of pounds of waste from local streets, thereby reducing exposure to hazardous materials and contributing to overall public safety.

Equally important are the positive outcomes experienced by program participants. Many individuals, some of whom previously had no source of income, report reduced reliance on harmful or illegal

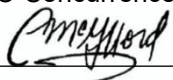
activities to meet basic needs. Participants have also shared that their involvement in the program has decreased their vulnerability to exploitation, including financial coercion and survival-based activities, contributing to an increased sense of safety and dignity. Notably, the program has seen a growing number of women joining the team, reflecting increased accessibility and trust.

The Clean Team further supports participants through a wraparound service model. In collaboration with local social service agencies, the Clean Team Coordinator provides mentorship and facilitates referrals to health care, addiction services, advocacy supports, and employment resources.

Several participants have recently engaged with INEO Employment Services to explore additional employment opportunities. Many also report improved food security, benefiting both from referrals to community food programs and the ability to purchase groceries independently with earned income.

Recently the Clean Team has had a change in leadership as we have welcomed a new Team Coordinator. The participants are happy with their new leadership and have taken to waiting to find out the weight of the trash they have picked up off the street, with teams trying to out-do the team the day before. This bit of healthy competition is good for their sense of community and good for the community at large.

Date: April 1, 2026
 File No: 0640-30-April 13, 2026
 To: Mayor & Council
 From: A. McGifford, CAO
 Subject: **Royal Canadian Legion | Commemorative Crosswalk**

Prepared by: <i>J. MACDONALD</i> DIRECTOR OF INFRASTRUCTURE SERVICES	Supervisor: <i>A. MCGIFFORD</i> CAO	CAO Concurrence:  A. McGifford, CAO
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RECOMMENDATION[S]

THAT Council authorize staff to proceed with the installation of a painted commemorative crosswalk honouring veterans, with funding provided from the Roads and Drainage Operating Budget, utilizing a basic design applied with standard traffic-grade paint.

PURPOSE

To present Council with options for supporting the Royal Canadian Legion’s request to install a memorial crosswalk honouring Canadian veterans.

BACKGROUND

At its May 12, 2025 Regular meeting, Council resolved as follows:

THAT Council direct Administration to collaborate with the Royal Canadian Legion, Alberni Valley Branch 293 to identify a potential location for installation of a commemorative crosswalk to provide for Council consideration with estimated costs. Res. No. 25-244.

The proposed location and design will be coordinated with staff should Council choose to proceed. The Legion has indicated that project feasibility is dependent on receiving municipal support.

ALTERNATIVES/OPTIONS

Council may consider the following three options for supporting the initiative:

1. That Council authorize staff to proceed with the installation of a painted commemorative crosswalk honouring veterans, with funding provided from the Roads and Drainage Operating Budget, utilizing a basic design applied with standard traffic-grade paint.
2. That Council direct staff to proceed with installation of a painted commemorative crosswalk with design Option 2 or 3.
3. That Council decline installation.

ANALYSIS

Option 1: Simple Painted Design (\$2,500)

A basic painted design utilizing standard traffic grade paint. This is the most cost effective option and can be installed with minimal preparation.

Pros:

- Lowest cost option
- Quick installation
- Easy to refresh or modify in future years
- Will be completed within the current budget allocation for line painting

Cons:

- Shorter lifespan; may require repainting annually
- Less visually impactful than other options



Figure 1: Recent example of simple commemorative crosswalk completed in Powell River

Option 2: Coloured Thermoplastic Design (\$6,000)

A more durable design using coloured thermoplastic markings. This option offers improved longevity and resistance to wear.

Pros:

- Longer-lasting than paint, reducing long-term maintenance
- Provides stronger visual impact
- Performs well under heavy traffic and weather conditions

Cons:

- Higher upfront cost
- More complex installation requiring specialized material & contractor
- Limitations around design details
- New budget funding allocations in current and future years

Option 3: Detailed Custom Design (\$20,000)

A detailed memorial design incorporating multiple colours, symbols, or artistic elements.

Pros:

- Highest aesthetic value; serves as a strong community landmark
- Strong alignment with commemorative intent

Cons:

- Highest cost
- Longer design and installation timelines
- Requires external contractor to complete
- May require annual repainting
- New budget funding allocations in current and future years

Two locations have been identified as potential sites for the Commemorative Crosswalk. In evaluating these locations, staff considered a number of factors, including:

- Traffic volume – the potential impact of vehicle traffic on long-term wear and maintenance;
- Public gathering space – the suitability of the area for ceremonies and events, such as Remembrance Day;
- Visibility and recognition – the ability for the public to view and appreciate the commemoration throughout the year; and
- Proximity – whether the location is within a reasonable walking distance of the Legion building.

The two locations currently under consideration are:

- Johnston Road and Victoria Quay (south side of the intersection); or
- Victoria Quay and Southgate Road (south side of the intersection).

IMPLICATIONS

Financial:

Project costs vary by option, ranging from **\$2,500 to \$20,000**. Funding will need to be identified, either through

the existing financial plan or via a future amendment, depending on Council's direction. If staff recommendation is followed, there is no impact to taxation in 2026.

Personnel:

Public Works staff will coordinate installation and any required traffic control. Once completed annual maintenance of the cross walk will

Social:

The memorial crosswalk would support community recognition of veterans and strengthen partnerships with the Royal Canadian Legion.

COMMUNICATIONS

Staff will liaise with the Royal Canadian Legion to confirm design elements and installation logistics. Should Council approve an option, communication will include public notices and website updates to inform residents of installation timing and any temporary traffic impacts.

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

The Royal Canadian Legion has requested municipal support for a memorial crosswalk honouring Canadian veterans. Council is presented with three costed design options ranging from a simple painted approach to a high-impact custom design.

ATTACHMENTS/REFERENCE MATERIALS

- *Crosswalk Proposed Location Image #1*
- *Crosswalk Proposed Location Image #2*

C: *Clinton Wright, Operations Manager*
Crystal Hiltunen, Roads & Drainage Superintendent



Legion

1

2

Legion

Witer's Brew Cafe & Bakeshop

Driftwood Restaurant Port Alberni (Golden ...

Gone Fishing

Jewsey's Furniture & Ma

Bomber Boulders Climbing Centre

7-Elev

Victoria Quay

Alberni Sushi

Exhaust Masters



Twin-City Brewing Com

Southgate Rd

The Clam Bucket

Dolan's Gas Fitting & Heating Ltd

Date: March 25, 2026
 File No: 0640-30-April 13, 2026
 To: Mayor & Council
 From: Andrew McGifford - CAO
 Subject: Appointment of Deputy Approving Officer

Prepared by:  <hr/> Scott Smith, RPP, MCIP Director of Development Services, Deputy CAO	Supervisor: <hr/> A. MCGIFFORD CAO	CAO Concurrence:  <hr/> A. McGifford, CAO
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RECOMMENDATION

That Council for the City of Port Alberni appoint Brian McLoughlin, Manager of Planning, as the City of Port Alberni Deputy Approving Officer.

PURPOSE

To appoint a Deputy Approving Officer for subdivision applications in accordance with the requirements of the *Land Title Act*.

BACKGROUND

Council must appoint an Approving Officer to consider subdivision applications in the City of Port Alberni. Council adopts bylaws that set regulations for subdivisions but cannot direct the Approving Officer to approve or deny subdivisions. The Director of Development Services/Deputy CAO has been appointed as Approving Officer.

ANALYSIS

It is important to have a Deputy Approving Officer to assist in subdivision applications and to have a second officer to be authorized to approve subdivisions. Brian McLoughlin, Manager of Planning successfully completed the Municipal Administration Training Institute (MATI®) School for Statutory Approving Officers program and has the experience and qualification to be an Approving Officer.

IMPLICATIONS

Statutory Approving Officers are responsible to the City and Province to carry out the duties set out in Acts when considering subdivision applications within the City of Port Alberni.

COMMUNICATIONS

The Land Title Office will be informed that Brian McLoughlin has been appointed as Deputy Approving Officer.


BYLAWS/PLANS/POLICIES

The Approving Officer is responsible to review all applicable City bylaws, Provincial legislation and case law when considering subdivisions.

SUMMARY

The Approving Officer is responsible to review all applicable bylaws, legislation and case law when considering subdivisions. It is important to have a Deputy Approving Officer to assist in subdivision applications and to have a second officer to be authorized to approve subdivisions. Brian McLoughlin, Manager of Planning successfully completed the MATI® School for Statutory Approving Officers program and has the experience and qualification to be an Approving Officer.

Date: April 2, 2026
 File No: 0640-30-April 13, 2026
 To: Mayor & Council
 From: A. McGifford, CAO
 Subject: PRC | 2026 Celebrate PA! | July 1st Event

Prepared by: <i>S. PERRY</i> Mgr. of Culture	Supervisor: <i>L. DAUPHIN</i> DIRECTOR OF PARKS, RECREATION & CULTURE	CAO Concurrence:  A. McGifford, CAO
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RECOMMENDATION[S]

THAT Council authorize the temporary closure of Harbour Road and lower Argyle Street on July 1, 2026 from 6:00 am to 5:00 pm, and the Harbour Quay on June 30, 2026 at 5:00 pm to July 1, 2026 at 5:00 pm for the purpose of hosting the 2026 Celebrate PA! event, subject to:

- *notification to Emergency Services and BC Transit;*
- *advance communication to affected residents and businesses;*
- *all traffic control measures being implemented in accordance with City requirements and applicable safety standards; and*
- *event coordination being carried out by City staff with the support of relevant municipal departments.*

PURPOSE

The purpose of this report is to inform Council of the plans for the 2026 Celebrate PA! – July 1st festivities, including event programming, objectives, location, and operational considerations, and to seek Council approval for temporary road closures required to support the event.

BACKGROUND

Celebrate PA! is an annual free, family- and pet-friendly community celebration designed to activate the waterfront and downtown core with accessible programming for all ages. The event will feature a mix of cultural performances, live entertainment, interactive activities, community markets, and food vendors, highlighting local talent, Indigenous partnerships, and community organizations.

Programming will include an opening cultural welcome in partnership with Tseshaht and Hupacasath First Nations, live music and dance performances presented in collaboration with Folkfest, a variety of artisan and community markets, and a dedicated family activity zone.

The 2026 Celebrate PA! event is scheduled to take place on July 1, 2026, from 10:00 a.m. to 2:00 p.m., primarily located at Harbour Quay and Argyle Street, utilizing surrounding public spaces and infrastructure. The event serves as a summer kick off celebration and aligns with broader Canada Day activities,

ALTERNATIVES/OPTIONS

1 THAT Council authorize the temporary closure of Harbour Road and lower Argyle Street on July 1, 2026 from 6:00 am to 5:00 pm, and the Harbour Quay on June 30, 2026 at 5:00 pm to July 1, 2026 at 5:00 pm for the purpose of hosting the 2026 Celebrate PA! event, subject to:

- notification to Emergency Services and BC Transit;
- advance communication to affected residents and businesses;
- all traffic control measures being implemented in accordance with City requirements and applicable safety standards; and
- event coordination being carried out by City staff with the support of relevant municipal departments.

2. THAT Council refer the matter back to staff or the Commission for additional analysis.

3. THAT Council decline authorization of temporary street closures and direct staff to plan the event within the revised scope.

ANALYSIS

The proposed *Celebrate PA!* event supports several municipal objectives, including:

- Strengthening community connection and civic pride
- Supporting cultural expression and reconciliation through Indigenous partnerships
- Enhancing economic activity by supporting local artists, vendors, food providers, and community organizations
- Activating public spaces in the downtown and waterfront areas

To ensure public safety and to support event programming, vendor setup, pedestrian circulation, and emergency access, temporary road closures are required for the duration of the event.

Requested closures for July 1, 2026 (Please see attached map):

- Harbour Road (250 M South and 250 M North of Argyle)
- Lower Argyle Road (Kingsway into Harbour Quay)
- Harbour Quay

The closures will be in effect for the day of the event, with setup and teardown times coordinated with Public Works, Emergency Services, and affected stakeholders. Appropriate signage, barricades, and traffic control measures will be implemented in accordance with City standards. Staff are coordinating with the Port Alberni Port Authority to develop a parking plan.

Temporary road closures are a necessary operational component to ensure pedestrian safety, reduce traffic conflicts, and allow for successful event programming. Similar closures have been successfully implemented for previous community events at Harbour Quay with positive public response and manageable impacts to traffic and nearby businesses.

IMPLICATIONS

Financial:

Event costs will be managed within approved departmental budgets and through sponsorships and partnerships where applicable. No additional financial implications are anticipated beyond standard event operations.

Operational:

Event coordination will involve collaboration between Parks, Recreation & Culture, Public Works, RCMP, Fire, and other internal departments as required.

COMMUNICATIONS

The event will be promoted through:

- City of Port Alberni and Play in PA social media channels
- City website and event calendars
- Community partners, vendors, and participating organizations

Advance notice of road closures will be communicated to residents, businesses, and stakeholders in the affected areas.

BYLAWS/PLANS/POLICIES

The Celebrate PA! event aligns with:

Council strategic priorities related to community engagement and cultural development

Municipal objectives supporting inclusive, accessible, and family-friendly programming

City practices for special event permitting and road closures

SUMMARY

The 2026 Celebrate PA! – July 1st festivities represent an important opportunity to celebrate community pride, culture, and collaboration in Port Alberni. Approval of the proposed road closures will enable staff to deliver a safe, vibrant, and inclusive event that benefits residents, visitors, and local businesses.

ATTACHMENTS/REFERENCE MATERIALS

- *2026 Celebrate PA! Proposal & Event Information*
- *Site and road closure maps*



CELEBRATE PA! | JULY 1, 2026 EVENT PROPOSAL

SUMMARY

Celebrate PA! is a free, family & Pet friendly community festival designed to engage residents and visitors of all ages, strengthen community pride, and showcase local culture, creativity, and businesses. Hosted in a vibrant waterfront setting, the event will feature live entertainment, cultural performances, interactive activities, local markets, and food offerings. Celebrate PA! will take place from **10:00 a.m. to 2:00 p.m.** at **Harbour Quay and Argyle**, serving as a dynamic summer kickoff event for the community.

Event Details

- **Event Name:** Celebrate PA!
- **Date & Time:** 10:00 a.m. – 2:00 p.m. (confirmed)
- **Location:** Harbour Quay & Argyle, Port Alberni
- **Admission:** Free; family-friendly
- **Target Audience:** Families, residents, visitors, community organizations, and local cultural groups

Event Objectives

- **Foster Community Connection** by creating a shared, inclusive celebration in a public waterfront space.
- **Celebrate Cultural Diversity** through partnerships with Tseshaht and Hupacasath Nations and Folkfest programming.
- **Support Local Economies** by providing marketplace and exposure opportunities for artists, vendors, and community organizations.
- **Activate Public Space** with engaging, high-quality programming and activities for all ages.

PROGRAM OVERVIEW

Cultural Welcome & Performances

- Opening welcome and cultural programming led by **Tseshaht and Hupacasath Nations**, including performers and potential Long House participation.

Signature Feature: Great Canadian Pet Parade

- Pet parade along the Quay-to-Quay pathway with prizes, treats, and judging.

- Supporting features include:
 - Pet Market with pet-related vendors
 - Pet selfie station
 - Watering stations
 - Sponsorship and swag opportunities

Markets

- Rock & Gem Market
- Community Organizations Market (cultural foods and experiences)
- Handcrafted food and specialty goods vendors
- Artist Market
- Dedicated Pet Market

Family & Community Activities

- APR Train rides
- Classic and Vintage Cars & Bikes display and IHS participation
- **PRC Summer Kickoff Activity Area:**
 - Bubble zone
 - Face painting
 - Balloon activities
 - Chalk art
 - Two Make-and-Take stations
 - Bouncy castle
 - Outdoor yard games
 - Obstacle course booth
- PAMHS (Port Alberni Museum & Heritage Society) activity and NEW EXHIBITION
- “Pix with a Mountie” photo activation with RCMP
- Branded selfie station

Entertainment: FOLKFEST RETURNS

- Main stage programming with live music, street dance performances, Highland dancers, and dance schools
- Train platform car and caboose to be used as stage

Vintage Vehicles!

- Partnering with Toy Run
- Trucks, cars & motorcycles

Food & Beverage

- Beer garden - to approach:
 - The Station (outside Bus Barn)
 - Alberni Brewing Company
- Food truck vendors to be confirmed



2026 CELEBRATE PA! – SITE PLAN

July 1st, 2025 | 10 – 2 PM | Harbour Quay

Event Details:

- Event Time – 10 – 2 pm (Clean Up done by 5pm)
- Restricted road access (monitored barricades): Set Up – 8 to 10 am & Take Down – 3 to 5 pm
- Road fully closed off 10 am to 5 pm
- WVIHS – Vintage Trucks will be placed on Argyle and Harbour Road to serve as barricades to provide security measures
- An area parking map will be released to the public in advance of the event along with an event program.



PROGRAM OVERVIEW

Cultural Welcome & Performances

- Opening welcome and cultural programming led by **Tseshaht and Hupacasath Nations**, including performers and potential Long House participation.

Signature Feature: Great Canadian Pet Parade

- Pet parade along the Quay-to-Quay pathway with prizes, treats, and judging.
- Supporting features include:
 - Pet Market with pet-related vendors
 - Pet selfie station
 - Watering stations
 - Sponsorship and swag opportunities

Markets

- Rock & Gem Market
- Community Organizations Market (cultural foods and experiences)
- Handcrafted food and specialty goods vendors
- Artist Market
- Dedicated Pet Market

Family & Community Activities

- APR Train rides
- Classic and Vintage Cars & Bikes display and IHS participation
- **PRC Summer Kickoff Activity Area:**
 - Bubble zone
 - Face painting
 - Balloon activities
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 - Two Make-and-Take stations
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Entertainment: FOLKFEST RETURNS

- Main stage programming with live music, street dance performances, Highland dancers, and dance schools
- Train platform car and caboose to be used as stage

Vintage Vehicles!

- Partnering with Toy Run
- Trucks, cars & motorcycles

Food & Beverage

- Beer garden - to approach:
 - The Station (outside Bus Barn)
 - Alberni Brewing Company
- Food truck vendors to be confirmed

NOTE: SUBJECT TO CHANGE
As at: March 19, 2026



2026 CELEBRATE PA! – TRAFFIC PLAN

July 1st, 2025 | 10 – 2 PM | Harbour Quay

Event Details:

- Event Time – 10 – 2 pm (Clean Up done by 5pm)
- Restricted road access (monitored barricades): Set Up – 8 to 10 am & Take Down – 3 to 5 pm
- Road fully closed off 10 am to 5 pm
- WVIHS – Vintage Trucks will be placed on Argyle and Harbour Road to serve as barricades to provide security measures
- An area parking map will be released to the public in advance of the event along with an event program.



IHS Trucks & Vehicles

AS Barricades

ROAD CLOSED TO TRAFFIC

- NOTE:**
- Harbour Quay will be closed to Parking the night before the event – temporary signage to be installed
 - Parking Strategy with shuttle golf carts being developed
 - Volunteers will help with traffic control for accessibility parking
 - Placement of cars, bikes, and trucks along Harbour Road will allow for emergency services vehicle access
 - BC Transit and emergency services will be provided traffic plan.