

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, April 28, 2025 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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

**Staff:** M. Fox, Chief Administrative Officer  
S. Darling, Director of Corporate Services  
S. Smith, Director of Development Services/Deputy CAO  
A. McGifford, Director of Finance  
K. Bodin, Director of Human Resources  
W. Thorpe, Director of Parks, Recreation & Culture  
S. Bourgoin, Manager of Recreation Services  
W. Mihalicz, Manager of Parks  
R. Kraneveldt, Manager of Facilities  
S. Perry, Manager of Culture  
P. Deakin, Manager of Economic Development  
M.C. Massicotte, Manager of Community Safety and Social Development  
K. Motiuk, Deputy Director of Corporate Services [Recording Secretary]  
P. Datta, PC Support/LAN Technician

**Gallery:** 5

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

**Introductory Remarks**

Council held a moment of silence in recognition of the National Day of Mourning.

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

The meeting was called to order at 2:01 P.M.

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

- *D.1 – 5170 Argyle Street [Port Pub] Update*
- *L.4 - Tseshahat Lightning Open Basketball Tournament 2025*
- *L.5 - Short Term Rental Requirements*
- *L.6 - Tree Protection and Regulation Bylaw*
- *L.7 - Volunteer Policy and Handbook*
- *L.8 - Cathedral Grove*
- *L.9 - Vancouver Filipino Community*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of April 14, 2025 and the Special meeting of Council of April 22, 2025 be adopted, as circulated.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**1. 5170 Argyle Street [Port Pub] Update**

Administration provided Council with an update on the status of the remediation work at 5170 Argyle Street [Port Pub].

**E. STAFF REPORTS**

**1. Quarterly Departmental Reports**

*MOVED AND SECONDED, THAT Council receive the Quarterly Reports from the Development Services, Economic Development, Finance, Human Resources, and Parks, Recreation and Culture departments for the period January 1, 2025 – March 31, 2025 as information.*

**CARRIED | Res. No. 25-211**

**2. Q1 Nuisance Abatement Working Group Report**

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

**CARRIED | Res. No. 25-212**

**F. BYLAWS**

**1. "Animal Control and Pound Bylaw No. 5126, 2025"**

*MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. 5126, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5126.*

**CARRIED | Res. No. 25-213**

**2. "Cemetery Management Bylaw No. 5127, 2025"**

*MOVED AND SECONDED, THAT "Cemetery Management Bylaw No. 5127, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5127.*

**CARRIED | Res. No. 25-214**

**3. "Fees & Charges Bylaw No. 5125, 2025"**

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

**CARRIED | Res. No. 25-215**

**4. "Tax Rates Bylaw No. 5124, 2025"**

*MOVED AND SECONDED, THAT "Tax Rates Bylaw No. 5124, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5124.*

**CARRIED | Res. No. 25-216**

5. **"Bylaw Notice Enforcement Bylaw No. 5128, 2025"**

*MOVED AND SECONDED, THAT "Bylaw Notice Enforcement Bylaw No. 5128, 2025" be now introduced and read a first time.*

**CARRIED | Res. No. 25-217**

*MOVED AND SECONDED, THAT "Bylaw Notice Enforcement Bylaw No. 5128, 2025" be read a second time.*

**CARRIED | Res. No. 25-218**

*MOVED AND SECONDED, THAT "Bylaw Notice Enforcement Bylaw No. 5128, 2025" be read a third time.*

**CARRIED | Res. No. 25-219**

**G. CORRESPONDENCE FOR ACTION**

1. **2025 ADSS Prom Committee | Use of City Streets**

*MOVED AND SECONDED, THAT Council authorize the 2025 ADSS Prom Committee access to City streets on Saturday, June 21, 2025 from 5:15 to 6:45 pm for the purpose of a prom parade from Burde St. to 10<sup>th</sup> Ave. through to Roger St., ending at the Athletic Hall [3727 Roger St.] subject to:*

- the notification of emergency services and BC Transit;*
- consultation with all affected businesses/residents;*
- provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control Personnel as required;*
- provision of standard liability insurance in the amount of \$5M [minimum].*

**CARRIED | Res. No. 25-220**

**H. PROCLAMATIONS**

1. **MS Canada | MS Awareness Month**

*MOVED AND SECONDED, THAT Council on behalf of MS Canada declare the month of May 2025 as 'MS Awareness Month' in Port Alberni.*

**CARRIED | Res. No. 25-221**

2. **Falun Dafa Association of Canada | Falun Dafa Day**

*MOVED AND SECONDED, THAT Council receive the letter from the Falun Dafa Association of Canada as information.*

**CARRIED | Res. No. 25-222**

3. **Vancouver Island Economic Alliance (VIEA) | Island Good Days**

*MOVED AND SECONDED, THAT Council on behalf of the Vancouver Island Economic Alliance proclaim May 30, 2025 to June 6, 2025 as 'Island Good Days' in Port Alberni.*

**CARRIED | Res. No. 25-223**

4. **Pacific Salmon Foundation | Wild Salmon Day**

*MOVED AND SECONDED, THAT Council on behalf of the Pacific Salmon Foundation proclaim June 1, 2025 as 'Wild Salmon Day' in Port Alberni.*

**CARRIED | Res. No. 25-224**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. AVICC | 2025 AVICC AGM & Convention - Resolutions Disposition & Draft Minutes
- b. ACRD | Emergency Support Services Receive Provincial Funding
- c. Canadian Union of Public Employees (CUPE) 118 | National Day of Mourning

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

**CARRIED | Res. No. 25-225**

**J. REPORT FROM IN-CAMERA**

1. That Council release for public consumption notice of its intent to extend the Railway Operation and Maintenance Agreement with the Western Vancouver Island Industrial Heritage Society for a period of 5 years to include an annual City grant of \$60,000 + CPI for the duration of the agreement for the cost of operating insurance and miscellaneous operating expenses.

**K. COUNCIL REPORTS**

1. **Council and Regional District Reports**

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

**CARRIED | Res. No. 25-226**

**L. NEW BUSINESS**

1. **Alberni Valley Community Forest Corporation | Resolutions of Shareholder**

*MOVED AND SECONDED, THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in writing as presented.*

**CARRIED | Res. No. 25-227**

2. **Multiplex Chiller Failure**

*MOVED AND SECONDED, THAT Council direct Administration to proceed with renting a plate and frame chiller and installing ice at the Multiplex for the period of June 2025 – May 2026 at the cost of \$285,000.*

**CARRIED | Res. No. 25-228**

*MOVED AND SECONDED, THAT Council direct Administration to begin the process of replacing the current shell and tube chiller with a plate and frame chiller, with installation of the unit to occur in spring 2026 in time for summer 2026 ice operations.*

**CARRIED | Res. No. 25-229**

Councillor Dame left the meeting at 3:48 p.m. and returned to the meeting at 3:51 p.m.

3. **BCCFA 2025 Conference & AGM | Authorize Council Registration**

*MOVED AND SECONDED, THAT Council authorize Councillor Verbrugge to participate in the BC Community Forest Association (BCCFA) 2025 Conference and AGM, taking place May 26-28, 2025 in Nanaimo, BC, with authorization to include reimbursement of travel and accommodation expenses incurred as per Travel Policy No. 3009-2.*

**CARRIED | Res. No. 25-230**

4. **Tseshaht Lightning Open Basketball Tournament 2025**  
*MOVED AND SECONDED, THAT Council contribute a combination of \$5,000 in kind or in cash from the Reconciliation Fund to the 2025 Tseshaht Lightning Open Basketball Tournament taking place May 16 – 19, 2025, and direct Administration to work with Tseshaht Lightning representatives to determine the best use of funds.*  
**CARRIED | Res. No. 25-231**
5. **Short Term Rental Requirements**  
*MOVED AND SECONDED, THAT Council direct Administration to provide an overview of short-term rental requirements in the City.*  
**CARRIED | Res. No. 25-232**
6. **Tree Protection and Regulation Bylaw**  
*MOVED AND SECONDED, THAT Council direct Administration to research, draft and introduce a Tree Protection and Regulation Bylaw.*  
**CARRIED | Res. No. 25-233**
7. **Volunteer Policy and Handbook**  
*MOVED AND SECONDED, THAT Council approve Volunteer Policy No. 3002-8 and the associated Volunteer Handbook.*  
**CARRIED | Res. No. 25-234**
8. **Cathedral Grove**  
*MOVED AND SECONDED, THAT Council direct Administration to prepare a letter to the Ministry of Transportation and Transit requesting their attendance at a Regular meeting to provide a delegation regarding traffic safety plans in Cathedral Grove.*  
**CARRIED | Res. No. 25-235**
9. **Vancouver Filipino Community**  
*MOVED AND SECONDED, THAT Council direct Administration to prepare a letter to the City of Vancouver offering condolences regarding the recent tragedy in the Vancouver Filipino community.*  
**CARRIED | Res. No. 25-236**

**M. QUESTION PERIOD**

**J. Leskosek**

Inquired about the purchase of a chiller for the Multiplex ice production.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 4:06 P.M.*

**CARRIED**



Mayor



Corporate Officer