

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, June 23, 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  
Councillor C. Mealey  
Councillor T. Patola  
Councillor C. Solda  
Councillor T. Verbrugge

**Staff:** M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services, Deputy CAO  
A. McGifford, Director of Finance  
R. Macauley, Deputy Director of Finance  
J. MacDonald, Director of Infrastructure Services  
R. Kraneveldt, Manager of Facilities  
S. Perry, Manager of Culture  
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)  
J. Pelech, Information Services Manager

**Gallery:** 4

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

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

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

- *Item L11 – Robo Washrooms*
- *Item L12 – Johnston Road Construction*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on June 9, 2025 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**F. BYLAWS**

**1. OCP and Zoning Bylaw Amendments | 6123 & 6151 Russell Place**

*MOVED AND SECONDED, THAT the minutes of the Public Hearing on May 12, 2025 regarding Official Community Plan Amendment Bylaw No. 6123 and Zoning Amendment Bylaw No. 6151, be adopted as presented.*

**CARRIED | Res. No.25-269**

*MOVED AND SECONDED, THAT Council direct Administration to work with the applicant to determine lower density options for the Rainbow Gardens development application at 6123 & 6151 Russell Place.*

**CARRIED | Res. No.25-270**

**2. Utility Bylaw Amendments**

*MOVED AND SECONDED, THAT "Waterworks Bylaw No. 5131, 2025" be now introduced and read a first time.*

**CARRIED | Res. No.25-271**

*MOVED AND SECONDED, THAT "Waterworks Bylaw No. 5131, 2025" be read a second time.*

**CARRIED | Res. No.25-272**

*MOVED AND SECONDED, THAT "Waterworks Bylaw No. 5131, 2025" be read a third time.*

**CARRIED | Res. No.25-273**

*MOVED AND SECONDED, THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be now introduced and read a first time.*

**CARRIED | Res. No.25-274**

*MOVED AND SECONDED, THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be read a second time.*

**CARRIED | Res. No.25-275**

*MOVED AND SECONDED, THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be read a third time.*

**CARRIED | Res. No.25-276**

*MOVED AND SECONDED, THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be now introduced and read a first time.*

**CARRIED | Res. No.25-277**

*MOVED AND SECONDED, THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be read a second time.*

**CARRIED | Res. No.25-278**

*MOVED AND SECONDED, THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be read a third time.*

**CARRIED | Res. No.25-279**

3. **Fees and Charges Amendment Bylaw No. 5125-1, 2025**  
*MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-1, 2025" be now introduced and read a first time.*  
**CARRIED | Res. No.25-280**  
*MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-1, 2025" be read a second time.*  
**CARRIED | Res. No.25-281**  
*MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-1, 2025" be read a third time.*  
**CARRIED | Res. No.25-282**
4. **Kitsukis Dike Repair**  
*MOVED AND SECONDED, THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$175,000 towards repairs of the Kitsuksis Dike with funding from the Line 29911 - Contingency Funds and create the capital project, "Kitsuksis Dike Repair" with a budget of \$175,000.*  
**CARRIED | Res. No.25-283**
5. **Reserve Fund Establishment Bylaw No. 5086-2, 2025**  
*MOVED AND SECONDED, THAT "Reserve Fund Establishment Bylaw No. 5086-2, 2025" be now introduced and read a first time.*  
**CARRIED | Res. No.25-284**  
*MOVED AND SECONDED, THAT "Reserve Fund Establishment Bylaw No. 5086-2, 2025" be read a second time.*  
**CARRIED | Res. No.25-285**  
*MOVED AND SECONDED, THAT "Reserve Fund Establishment Bylaw No. 5086-2, 2025" be read a third time.*  
**CARRIED | Res. No.25-286**
6. **Argyle 1<sup>st</sup> Avenue to 3<sup>rd</sup> Avenue Redevelopment Project**  
*MOVED AND SECONDED, THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$6,375,000 towards redevelopment of Argyle Street between 1st and 3rd Avenue with funding from the General Fund, Water Infrastructure Capital Reserve and Sewer Infrastructure Capital Reserve in the amount of \$2,125,000 each in the 2026 Capital Plan.*  
**CARRIED | Res. No.25-287**

7. **Franklin River Road Watermain Replacement Project**

*MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$4,033,000 towards the Franklin River Road Watermain Replacement Phase 1 with funding from the Water Infrastructure Capital Reserve in the amount of \$4,033,000 for completion in 2026;*

*AND FURTHER, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$4,444,000 towards the Franklin River Road Watermain Replacement Phase 2 with funding from the Water Infrastructure Capital Reserve in the amount of \$4,444,000 for completion in 2029.*

**CARRIED | Res. No.25-288**

8. **City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025**

*MOVED AND SECONDED, THAT Council amend "[City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025](#)" as follows:*

- i. Decrease line 19114 - Operating Funds from Prior Years \$650,000*
- ii. Increase line 21190 - Receptions and Other Services - \$195*
- iii. Decrease line 21212 - Corporate Services - \$49,500*
- iv. Increase line 21216 - Bylaw Enforcement - \$10,905*
- v. Increase line 21217 - Bylaw Enforcement Vehicles - \$130*
- vi. Increase line 21218 - Public Safety Building - \$640*
- vii. Increase line 21221 - Financial Management Administration - \$92,275*
- viii. Increase line 21226 - Purchasing Administration - \$6,250*
- ix. Increase line 21252 - City Hall - \$3,680*
- x. Increase line 21254 - Planning & Engineering Building - \$915*
- xi. Increase line 21259 - Other Common Services - \$365*
- xii. Increase line 21261 - Information Services - \$15,785*
- xiii. Increase line 22122 - Police Services Administration - \$60,090*
- xiv. Increase line 22160 - Police Building Maintenance - \$3,920*
- xv. Increase line 22180 - Detention & Custody of Prisoners - \$27,280*
- xvi. Increase line 22471 - Fire Building Maintenance - \$285*
- xvii. Increase line 22480 - Vehicle Repair & Maintenance - \$545*
- xviii. Increase line 22921 - Building & Plumbing Inspection - \$11,260*
- xix. Increase line 23110 - Engineering Administration - \$21,060*
- xx. Increase line 23129 - Clerical & Reception-Operation - \$5,490*
- xxi. Increase line 23134 - Small Tools/Equipment/Supplies - \$160*
- xxii. Increase line 23136 - Works Yard Maintenance - \$3,555*
- xxiii. Increase line 23137 - Main Building Maintenance - \$2,235*
- xxiv. Increase line 23138 - Shop Overhead - \$2,630*
- xxv. Increase line 23160 - General Equipment Maintenance - \$9,930*
- xxvi. Increase line 23161 - Vehicle Maintenance & Replacement - \$290*
- xxvii. Increase line 23205 - Supv. Vehicle Mtce. & Replacement - \$3,215*
- xxviii. Increase line 23220 - Streets Inspections - \$2,495*

- xxix. Increase line 23231 - Roadway Surfaces Maintenance - \$13,345
- xxx. Increase line 23233 - Road Allowance Maintenance - \$12,885
- xxxi. Increase line 23236 - Street Sweeping - \$3,450
- xxxii. Increase line 23237 - Snow & Ice Removal - \$3,610
- xxxiii. Increase line 23241 - Bridges & Engineered Structures - \$120
- xxxiv. Increase line 23250 - Overhead & Decorative Lighting - \$930
- xxxv. Increase line 23261 - Signs & Traffic Marking - \$4,795
- xxxvi. Increase line 23272 - Off-Street Parking - \$320
- xxxvii. Increase line 23291 - Gravel - \$1,235
- xxxviii. Increase line 23311 - Ditch, Creek & Dyke Maintenance - \$4,095
- xxxix. Increase line 23331 - Storm Sewer Maintenance - \$4,940
- xl. Increase line 23333 - Storm Sewer Lift Station - \$780
- xli. Increase line 23335 - Storm Sewer Connections - \$1,985
- xlj. Increase line 23881 - Training Program - \$2,220
- xljii. Increase line 23882 - Safety - \$1,825
- xliv. Increase line 23884 - Special Streets Work Orders \$355
- xlvi. Increase line 24320 - Residential Waste Collection - \$17,030
- xlvi. Increase line 24322 - Solid Waste Containers Purchase & Mtce. - \$1,975
- xlvi. Increase line 25161 - Cemetery Maintenance - \$525
- xlvi. Increase line 25162 – Interments - \$1,645
- xlvi. Increase line 25163 - Memorial Marker Installation - \$905
- l. Increase line 26129 - Planning Administration - \$15,085
- li. Increase line 26235 - Economic Development - \$285
- lii. Increase line 26770 - Harbour Quay - Buildings Maintenance - \$2,765
- liii. Increase line 27110 - Parks, Recreation & Heritage Mgmt. Serv. - \$13,935
- liv. Increase line 27120 - Gyro Youth Centre Maintenance - \$1,510
- lv. Increase line 27128 - Glenwood Centre Maintenance - \$1,680
- lvi. Increase line 27129 - Bob Dailey Stadium - \$205
- lvii. Increase line 27130 - Echo Activity Centre Maintenance - \$11,285
- lviii. Increase line 27134 - Echo Aquatic Maintenance - \$15,365
- lix. Increase line 27140 - AV Multiplex Concessions - \$6,590
- lx. Increase line 27142 - AV Multiplex Skate Shop - \$1,270
- lxi. Increase line 27144 - AV Multiplex Maintenance - \$33,225
- lxii. Increase line 27146 - Parks Building & Fieldhouses - \$2,545
- lxiii. Increase line 27148 - Echo Park Field House - \$2,030
- lxiv. Increase line 27156 - Glenwood Centre Programs - \$3,150
- lxv. Increase line 27160 - Echo Aquatic Programs - \$38,065
- lxvi. Increase line 27163 - AV Multiplex Programs - \$6,970
- lxvii. Increase line 27166 - Leisure Service Programs - \$11,985
- lxviii. Increase line 27173 - Children's Programs - \$11,490
- lxix. Increase line 27180 - Adult Programs - \$1,440
- lxx. Increase line 27190 - Special Events - \$785

- lxxi. Increase line 27198 - Vehicle Maintenance & Repair - \$320*
- lxxii. Increase line 27210 - Parks & Facility Management Services - \$235*
- lxxiii. Increase line 27215 - Parks Maintenance - \$33,545*
- lxxiv. Increase line 27220 - Horticultural Services - \$10,930*
- lxxv. Increase line 27225 - Vehicles & Equipment Mtce. & Repair - \$3,195*
- lxxvi. Increase line 27530 - Parks Upgrading - \$250*
- lxxvii. Increase line 27510 - Museum Services - \$5,310*
- lxxviii. Increase line 27515 - Museum Programs - Curatorial - \$6,340*
- lxxix. Increase line 27530 - Industrial Collections - \$215*
- lxxx. Increase line 27550 - Museum Maintenance - \$2,205*
- lxxxi. Increase line 27710 - McLean Mill City Operations - \$390*
- lxxxii. Decrease line 28211 - Transfers to Reserve - Asset Management - \$1,100,000*
- lxxxiii. Decrease line 29911 - Contingency Funds - \$110,000*
- lxxxiv. Increase line 64110 - Water Administration & Other - \$10,400*
- lxxxv. Increase line 64141 - Supply Inspection & Operation - \$4,385*
- lxxxvi. Increase line 64161 - Pumping Inspection & Operation - \$5,240*
- lxxxvii. Increase line 64181 - Transmission/Distribution System - \$9,750*
- lxxxviii. Increase line 64185 - Meters - \$6,090*
- lxxxix. Increase line 64187 - Hydrants - \$1,745*
  - xc. Decrease line 68220 - Transfers to Water Capital Fund - \$37,610*
  - xc. Increase line 104210 - Sewer Administration & Other - \$6,085*
  - xcii. Increase line 104240 - Sewage Collection System Main - \$3,210*
  - xciii. Increase line 104241 - Sewer Service Connections - \$5,270*
  - xciv. Increase line 104260 - Sewage Lift Stations - \$4,935*
  - xcv. Increase line 104280 - Sewage Treatment - \$4,820*
  - xcvi. Decrease line 108220 - Transfer to Sewer Capital Fund - \$24,320*
  - xcvii. Move line '21226 - Purchasing Administration' from 'Financial Management' to 'Public Works Administration'.*
  - xcviii. Add 'Multiplex Chiller Rental and Installation' to the 2025 Capital Plan with funding sourced from the Parks and Recreation Reserve in the amount of \$285,000.*
  - xcix. Consolidate the Burde Street Renewal under one project totalling \$2,481,700 under Paving & Road Construction.*
    - c. Add \$3,000 to 'Welcome Sign' to have the total of \$40,000 for the project as previously directed by Council.*
    - ci. Amend the Master Plan allocations for Growing Communities Fund (previously directed by Council);*
      - a. Fire Services Master Plan - \$100,000;*
      - b. Parks, Recreation & Culture Master Plan (incl. Facilities Condition Assessments) - \$326,000;*
      - c. Stormwater & Combined Sewer Overflow Master Plan - \$200,000;*

- d. *Transportation Master Plan - \$250,000;*
- e. *Watershed Protection Plan - \$50,000;*
- f. *Development Cost Charges - \$124,000*
- cii. *Add the annual budget for Amortization in a schedule within the 'Financial Plan'.*
- ciii. *Capital Plan - Remove 23055 - 'Burde Street - 11th Ave to Estevan 650m - Development related' - \$160,000.*
- civ. *Capital Plan - Remove 'Replace 2005 VOLVO TANDEM GRAVEL TRUCK #264' from ERRF in 2028.*
- cv. *Capital Plan - Remove project 24102 - 'CSO - 3rd Avenue Storm' - \$72,311.*
- cvi. *Capital Plan - Remove project 24103 - CSO - Burde St - 9th to North Park - \$1,242,000.*
- cvi. *Capital Plan - Reduce 'McLean Mill Capital Projects - John Dam Priority report' by \$60,000 in 2025 and in future years.*
- cvi. *Add 'Train Station Ventilation - \$50,000' to the Capital listing in the 2025 Capital Plan.*
- cix. *Increase line 22121 - Police Contract Services:*
  - *add \$271,093 (0.75%) in 2026;*
  - *add \$299,071 in 2027;*
  - *Add \$260,332 in 2028; and*
  - *Add \$116,423 in 2029.*
- cx. *Add new line to "TRANSFERS TO RESERVE ALLOWANCES" - 28211 – To Water Infrastructure Reserve (PW roof) – add \$241,000.*

**CARRIED | Res. No.25-289**

**9. 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025**

*MOVED AND SECONDED, THAT the "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be now introduced and read a first time.*

**CARRIED | Res. No.25-290**

*MOVED AND SECONDED, THAT "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be read a second time.*

**CARRIED | Res. No.25-291**

*MOVED AND SECONDED, THAT "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be read a third time.*

**CARRIED | Res. No.25-292**

**G. CORRESPONDENCE FOR ACTION**

**H. PROCLAMATIONS**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. G. Johns, M.P. | Copy of letter to Minister of Energy & Natural Resources re:  
Forestry Sector Economic Revitalization and Resilience
- b. Island Health | Updated Local Health Area profiles
- c. Audit Committee | October 1, 2024 & November 26, 2024 Minutes
- d. Traffic Advisory Committee | April 27, 2024 Minutes
- e. AV Museum and Heritage Commission | May 7, 2025 Minutes

*MOVED AND SECONDED, THAT Council receive the June 23, 2025 correspondence summary as information.*

**CARRIED | Res. No.25-293**

**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 as information.*

**CARRIED | Res. No.25-294**

**L. NEW BUSINESS**

**1. 2025 UBCM Strategic Priorities Fund**

*MOVED AND SECONDED, THAT Council authorize staff to submit an application for the 2025 UBCM Strategic Priorities Fund - Capital Infrastructure Stream for the Argyle 1st to 3rd Avenue Redevelopment Project and, therefore commits to the City of Port Alberni providing overall grant management and supporting any potential cost overruns associated with the project.*

**CARRIED | Res. No.25-295**

*MOVED AND SECONDED, THAT Council authorize staff to submit an application for the 2025 UBCM Strategic Priorities Fund - Capacity Building Stream for the development of a Community Safety and Well-Being Strategy and therefore commits to the City of Port Alberni providing overall grant management and supporting any potential cost overruns associated with the project.*

**CARRIED | Res. No.25-296**

**2. McLean Mill | Historic Zone**

*MOVED AND SECONDED, THAT Council direct Administration to complete safety upgrades to the McLean Mill National Historic Site for \$50,000 with funding from the McLean Mill Reserve.*

Elliott Drew from the Alberni Valley Chamber of Commerce was invited to speak before Council.

*MOVED AND SECONDED, THAT Council amend the motion to include 'with preference given to repair the back deck of the viewing platform'.*

**CARRIED | Res. No.25-297**



**Main Motion as Amended**

*MOVED AND SECONDED, THAT Council direct Administration to complete safety upgrades to the McLean Mill National Historic Site for \$50,000 with funding from the McLean Mill Reserve with preference given to repair the back deck of the viewing platform.*

**CARRIED | Res. No.25-298**

**3. Municipal Alcohol Policy (MAP)**

*MOVED AND SECONDED, THAT Council approve Municipal Alcohol Policy No. 3002-9.*

**CARRIED | Res. No.25-299**

**4. Alberni Valley Bulldogs | Multiplex Feature Wall**

Councillor Mealey recused himself from the Alberni Valley Bulldogs presentation due to his personal involvement with the organization, and left the meeting at 3:52 p.m..

*MOVED AND SECONDED, THAT Council approve in principle the proposed artwork for a feature wall at the Multiplex and direct Administration to develop an agreement with the Alberni Valley Bulldogs regarding its ownership, installation and maintenance.*

**CARRIED | Res. No.25-300**

Councillor Mealey returned to the meeting at 4:01 p.m.

**5. Annual Report 2024**

*MOVED AND SECONDED, THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2024, as presented.*

**CARRIED | Res. No.25-301**

Councillor Haggard left the meeting at 4:02 p.m.

**6. Statement of Financial Information | Year Ending December 31, 2024**

*MOVED AND SECONDED, THAT Council approve the statements and schedules included in the 2024 Statement of Financial Information, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 16, 2025.*

**CARRIED | Res. No.25-302**

Councillor Haggard returned to the meeting at 4:04 p.m.

**7. 2024 Reserve Balances**

*MOVED AND SECONDED, THAT Council receive the "2024 Reserve Balances & Commitments" report dated June 16, 2025 as information.*

**CARRIED | Res. No.25-303**

**8. UBCM Minister Meeting Requests**

*MOVED AND SECONDED, THAT Council direct Administration to schedule meetings at the 2025 UBCM Convention with Ministers and Ministry staff, based on the topics outlined in the staff report "UBCM Minister Meeting Requests" dated June 23, 2025, in the following order:*

**Minister Meetings**

1. Ministry of Forests
2. Ministry of Housing and Municipal Affairs
3. Ministry of Tourism, Arts, Culture and Sport
4. Ministry of Emergency Management and Climate Readiness
5. Ministry of Health
6. Ministry of Public Safety and Solicitor General
7. Ministry of Jobs, Economic Development and Innovation
8. Ministry of Post-Secondary Education and Future Skills
9. Ministry of Social Development and Poverty Reduction
10. Ministry of Transportation and Transit
11. Ministry of Water, Land, and Resource Stewardship
12. Ministry of Education and Childcare

**Ministries, Agencies, Commissions and Corporations Meetings [Staff]**

1. Ministry of Forests
2. Ministry of Housing and Municipal Affairs
3. Ministry of Public Safety and Solicitor General
4. Ministry of Health (incl. Island Health and Provincial Health Services Authority)
5. Ministry of Social Development and Poverty Reduction
6. BC Emergency Health Services

**CARRIED | Res. No.25-304**

**9. UBCM Grant | 2025 Next Generation 911**

*MOVED AND SECONDED, THAT Council support the application to the UBCM 2025 Next Generation 911 (NG911) program in the amount of \$66,379.*

**CARRIED | Res. No.25-305**

**10. Alberni Valley Museum | Deaccessioning of Firearms**

*MOVED AND SECONDED, THAT Council approve the deaccessioning and disposal of the following items from the permanent collection of the Alberni Valley Museum:*

- Winchester Model 1897 Pump-Action 12-Gauge Shotgun (Acc. No. 1971.80.2)
- Savage Model 1899 Lever Action Rifle "Smokeless Steel" (Acc. No. 1976.26.1)
- Ithaca Hammerless Double Barrel 12-Gauge Shotgun (Acc. No. 1976.27.1)
- Large Rifle Gun Case (un-accessioned storage unit)

**CARRIED | Res. No.25-306**

**11. Robo Washrooms**

Chief Administrative Officer M. Fox provided an update on the delivery date and disposal options for the robo-washrooms.

**12. Johnston Road Construction**

Chief Administrative Officer, M. Fox, provided an update regarding the Ministry of Transportation and Transit (MOTT) construction on Johnston Road and directed any questions and concerns the public has regarding the project to MOTT.

**M. QUESTION PERIOD**

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 4:17 p.m.*

**CARRIED**



Mayor



Corporate Officer