

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, July 14, 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 C. Solda  
Councillor T. Patola  
Councillor T. Verbrugge

**Staff:** M. Fox, Chief Administrative Officer  
S. Darling, Director of Corporate Services  
D. Aresenault, Engineering Manager  
K. Bodin, Director of Human Resources  
S. Bourgoin, Parks, Recreation & Culture Manager  
P. Deakin, Economic Development Manager  
R. Kraneveldt, Facilities Manager  
J. MacDonald, Director of Infrastructure Services  
A. McGifford, Director of Finance  
B. McLoughlin, Planning Manager  
K. Motiuk, Deputy Director of Corporate Services [Recording Secretary]  
J. Pelech, Information Services Manager  
S. Perry, Manager of Culture  
W. Michalicz, Manager of Parks

**Gallery:** 6

**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 adopted, as circulated.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on June 23, 2025 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**1. IGV Housing Limited**

CEO, J. Hunt, introduced the IGV Housing manufacturing facility in Port Alberni.

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**1. Quarterly Departmental Reports**

*MOVED AND SECONDED, THAT Council receive the Q2 Quarterly Report from the Economic Development department for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-307**

*MOVED AND SECONDED, THAT Council receive the Q2 Quarterly Report from the Finance department for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-308**

*MOVED AND SECONDED, THAT Council receive the Q2 Quarterly Report from the Human Resources department for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-309**

*MOVED AND SECONDED, THAT Council receive the Q2 Quarterly Report from the Infrastructure Services department for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-310**

*MOVED AND SECONDED, THAT Council receive the Q2 Quarterly Report from the Parks manager for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-311**

*MOVED AND SECONDED, THAT Council receive the Q2 Quarterly Report from the Recreation manager for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-312**

*MOVED AND SECONDED, THAT Council receive the Q2 Quarterly Report from the Facilities manager for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-313**

*MOVED AND SECONDED, THAT Council receive the Q2 Quarterly Report from the manager of Culture for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-314**

**2. 2<sup>nd</sup> Quarter - 2025 Procurement Summary**

*MOVED AND SECONDED, THAT Council receive the report '2nd Quarter - 2025 Procurement Summary' dated July 4, 2025 as information.*

**CARRIED | Res. No. 25-315**

**F. BYLAWS**

**1. Utility Bylaw Amendments**

*MOVED AND SECONDED, THAT "Waterworks Bylaw No. 5131, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5131.*

**CARRIED | Res. No. 25-316**

*MOVED AND SECONDED, THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5132.*

**CARRIED | Res. No. 25-317**

*MOVED AND SECONDED, THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5120-1.*

**CARRIED | Res. No. 25-318**

**2. Reserve Fund Establishment Bylaw No. 5086-2, 2025**

*MOVED AND SECONDED, THAT "Reserve Fund Establishment Bylaw No. 5086-2, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5086-2.*

**CARRIED | Res. No. 25-319**

**3. Fees and Charges Bylaw Amendments**

*MOVED AND SECONDED, THAT Council direct Administration to amend "Fees & Charges Bylaw No. 5125, 2025" to include a clause stating that applicable fees and charges are either those set out in the Fees and Charges Bylaw or as set out in the terms and conditions of contracts with third parties.*

**CARRIED | Res. No. 25-320**

*MOVED AND SECONDED, THAT Council direct Administration to investigate the inclusion of commercial/for-profit rental rates for City recreational properties in the Fees & Charges Bylaw.*

**CARRIED | Res. No. 25-321**

**4. Fees and Charges Amendment Bylaw No. 5125-1, 2025**

*MOVED AND SECONDED, THAT third reading of "Fees and Charges Amendment Bylaw No. 5125-1, 2025" be rescinded.*

**CARRIED | Res. No. 25-322**

*MOVED AND SECONDED, THAT "Fees and Charges Amendment Bylaw No. 5125-1, 2025" be read a third time, as amended.*

**CARRIED | Res. No. 25-323**

**5. 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025**

*MOVED AND SECONDED, THAT "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5123-1.*

**CARRIED | Res. No. 25-324**

**6. OCP and Zoning Bylaw Amendments at 3830 5<sup>th</sup> Avenue**

*MOVED AND SECONDED, THAT "Official Community Plan Amendment (3830 5<sup>th</sup> Avenue) Bylaw No. 5094" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5094.*

**CARRIED | Res. No. 25-325**

*MOVED AND SECONDED, THAT "Zoning Bylaw Amendment (3830 5th Avenue) Bylaw No. 5113" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5113.*

**CARRIED | Res. No. 25-326**

*MOVED AND SECONDED, THAT the minutes of the Public Hearing on September 9, 2024 regarding Official Community Plan Amendment Bylaw No. 5094 and Zoning Amendment Bylaw No. 5113, be adopted as presented.*

**CARRIED | Res. No. 25-327**

**G. CORRESPONDENCE FOR ACTION**

**1. Port Alberni International Twinning Society**

*MOVED AND SECONDED, THAT Council receive the letter from the Port Alberni International Twinning Society as information.*

**CARRIED | Res. No. 25-328**

**H. PROCLAMATIONS**

**1. Island Kids Cancer Association**

*MOVED AND SECONDED, THAT Council on behalf of Island Kids Cancer Association proclaim the month of September 2025 as 'Childhood Cancer Awareness Month' in Port Alberni.*

**CARRIED | Res. No. 25-329**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Village of Chase | Copy of letter to Minister of Education and Child Care re: Resolution for Funding for Public Education
- b. ACRD | Funding Awarded to the Emergency Operations Centre to Improve Capacity in the ACRD
- c. PRIMECorp | User Service Fee Update
- d. Minister of Health | Farmers' Market Nutrition Coupon Program
- e. City of Port Moody | UBCM Resolution
- f. Audit Committee Meeting | February 25, 2025 Minutes

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

**CARRIED | Res. No. 25-330**

**J. REPORT FROM IN-CAMERA**

**K. COUNCIL REPORTS**

**1. Council and Regional District Reports**

Council received the reports outlining recent meetings and events related to the City's business as information.

**L. NEW BUSINESS**

**1. Transportation Master Plan Public Engagement Results**

*MOVED AND SECONDED, THAT Council receive the Transportation Master Plan Public Engagement Results report dated June 18, 2025, as information.*

**CARRIED | Res. No. 25-331**

**2. Audit Committee Terms of Reference**

*MOVED AND SECONDED, THAT Council direct Administration to conduct a review of the Audit Committee Terms of Reference.*

**CARRIED | Res. No. 25-332**

**M. QUESTION PERIOD**

**Eric M.**

Inquired about City action related to parking in bicycle lanes following construction improvements on Burde St.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 4:23 P.M.*

**CARRIED**

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