

MINUTES OF THE REGULAR MEETING OF COUNCIL
Wednesday, October 1, 2025 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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
K. Motiuk, Deputy Director of Corporate Services
S. Smith, Director of Development Services, Deputy CAO
R. Macauley, Deputy Director of Finance
J. MacDonald, Director of Infrastructure Services
B. McLoughlin, Manager of Planning
J. Pelech, Manager of Information Services

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 as circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on September 8, 2025 be adopted, as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Building Bylaw 5077, 2023

Verbal report from the Director of Development Services/Deputy CAO regarding the Building Bylaw as it pertains to the specifications required for building relocation.

F. BYLAWS

1. Permissive Tax Exemption Bylaw 5090-2, 2025

MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be now introduced and read a first time.

CARRIED | Res. No. 25-367

MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be read a second time.

CARRIED | Res. No. 25-368

MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be read a third time.

CARRIED | Res. No. 25-369

G. CORRESPONDENCE FOR ACTION

1. Alberni Valley Transition Town Society

MOVED AND SECONDED, THAT Council provide a letter of support to the Alberni Valley Transition Town Society in their campaign for more frequent and affordable intercity bus service to Nanaimo.

CARRIED | Res. No. 25-370

2. Royal Canadian Legion | Remembrance Day Poppy Campaign & Flag Raising

MOVED AND SECONDED, THAT Council authorize raising of the Poppy Flag at City Hall on November 3, 2025 in support of the Royal Canadian Legion 2025 Remembrance Day Poppy Campaign.

CARRIED | Res. No. 25-371

H. PROCLAMATIONS

1. Ministry of Children & Family Development – Foster Family Month

MOVED AND SECONDED, THAT Council, on behalf of the Ministry of Children & Family Development, proclaim October 2025 as 'Foster Family Month' in Port Alberni.

CARRIED | Res. No. 25-372

I. CORRESPONDENCE FOR INFORMATION

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

- a. District of West Vancouver | Copy of letter re: Provincial Housing Directives
- b. Ombudsperson British Columbia | Quarterly Reports April 1 – June 30, 2025
- c. Vancouver Island Regional Library | Change in Operating Hours

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

CARRIED | Res. No. 25-373

J. REPORT FROM IN-CAMERA

1. That Council release for public consumption notice of entry into a fire protection agreement between the City of Port Alberni and Fraserview Cedar Products Ltd. for a one-year term.
2. That Council release for public consumption direction to prepare a letter of thanks to C. Schult for his service on the Alberni Valley Heritage Commission and further, that staff proceed with advertising the vacancy.
3. That Council release for public consumption the execution of an interim Beaver Creek Bulk Water Supply Agreement between the City of Port Alberni and the Alberni-Clayoquot Regional District.
4. That Council release for public consumption amendment of the “*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*” by allocating \$140,400 towards the Highway #4 Roundabout Project for costs associated with utilities and surveying requirements with funding from the Water Infrastructure and Sewer Infrastructure Reserve in the amount of \$70,200 each in 2025.
5. That Council release for public consumption execution of the Highway 4 and Beaver Creek Road Intersection Improvement Project agreement between the Ministry of Transportation and Transit (MoTT) and the City of Port Alberni.
6. That Council release for public consumption execution of the Licence of Occupation agreement between the Ministry of Transportation and Transit (MoTT) and the City of Port Alberni to permit construction access to the licenced area, legally described as Lot 1, District Lot 11, Alberni District, Plan 24655, to complete the Highway 4 and Beaver Creek Road Intersection Improvement Project.

K. COUNCIL REPORTS

L. NEW BUSINESS

1. Park Improvements

MOVED AND SECONDED, THAT Council direct staff to assess the costs and feasibility of making minor improvements to the park areas at 2549 10th Avenue, 3627 16th Avenue, and 6038 River Road prior to the completion of the Parks, Recreation, and Culture Master Plan.

CARRIED | Res. No. 25-374

2. **2026-2030 Draft Financial Plan | Facilities Operations Amendments**

MOVED AND SECONDED, THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:

- i. Line 21218 - Public Safety Building – reduce \$9,819*
- ii. Line 21252 - City Hall – reduce \$10,048*
- iii. Line 21253 – Other City Buildings – reduce \$236*
- iv. Line 22160 - Police Building Maintenance – reduce \$27,686*
- v. Line 22471 - Fire Building Maintenance – reduce \$10,446*
- vi. Line 23136 - Works Yard Maintenance – reduce \$32,048*
- vii. Line 27146 - Parks Building and Fieldhouses – reduce \$11,741*
- viii. Line 26770 - Harbour Quay – Building Maintenance – reduce \$30,150*
- ix. Line 27120 – Gyro Youth Centre Maintenance – reduce - \$6,678*
- x. Line 27128 – Glenwood Centre Maintenance - reduce - \$18,648*
- xi. Line 27130 - Echo Activity Centre Maintenance – reduce \$8,150*
- xii. Line 27134 - Echo Aquatic Maintenance – reduce \$11,975*
- xiii. Line 27144 – AV Multiplex Maintenance – reduce \$9,304*
- xiv. Line 27148 - Echo Park Field House – reduce \$15,684*
- xv. Line 27531 - Industrial Heritage Centre Building – reduce \$4,796*
- xvi. Line 27532 – Roundhouse Building – reduce \$7,046*
- xvii. Line 27550 – Museum Maintenance – reduce \$24,120*
- xviii. Line 27710 - McLean Mill City Operations – reduce \$29,018*

CARRIED | Res. No. 25-375

3. **2026 – 2030 Draft Financial Plan | Facilities Capital Amendments**

MOVED AND SECONDED, THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:

- i. Capital Plan 2026 – Parks, Rec & Culture Facilities - reduce \$1,835,000*
- ii. Capital Plan 2026 – RCMP Boardroom Office Reno - reduce \$17,000*
- iii. Capital Plan 2026 – RCMP - Cabinets Facilities - reduce \$16,000*
- iv. Capital Plan 2026 – Aquatic Centre – Whirlpool - increase \$12,000*
- v. Capital Plan 2026 – Multiplex – Automatic Door upgrades - increase \$10,000*
- vi. Capital Plan 2026 – Multiplex – Structural Inspection - increase \$18,000*
- vii. General Fund - Decrease General Capital from Taxation - \$1,812,800*

CARRIED | Res. No. 25-376

4. **2026 – 2030 Draft Financial Plan | Multiplex Chiller Upgrades and Dehumidifier Installation**

MOVED AND SECONDED, THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:

- i. Dehumidifier replacement increased from \$899,000 to \$1,639,921;*
- ii. Chiller purchase and upgrade \$365,800;*

AND FURTHER, THAT Council provide early approval to proceed with the Multiplex Chiller Upgrades and Dehumidifier Installation.

CARRIED | Res. No. 25-377

MOVED AND SECONDED, THAT Council direct Administration seek Federal FCM – Green Municipal Fund grants and loans to lower the project cost for the installation of the dehumidifier and energy recovery system and chiller upgrades, with work to be completed during the 2026 Multiplex off-season.

CARRIED | Res. No. 25-378

MOVED AND SECONDED, THAT Council authorize submission of three letters required as part of the Federal FCM - Green Municipal Fund grant application, as attached, and outlining the following:

- Council resolution*
- Confirmed source of funding*
- Approval for consultation with Provincial Government*

CARRIED | Res. No. 25-379

5. **2026 – 2030 Draft Financial Plan | Wildfire Equipment**

MOVED AND SECONDED, THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:

- i. Capital Plan 2026 – Fire Department - Wildfire Equipment – increase \$15,000*
- ii. General Fund - Increase General Capital from Taxation - \$15,000*

CARRIED | Res. No. 25-380

6. **BarWatch Program Policy 3008-4**

MOVED AND SECONDED, THAT Council approve BarWatch Program Policy 3008-4.

CARRIED | Res. No. 25-381

7. **Short-Term Rentals Background Report**

MOVED AND SECONDED, THAT Council direct Administration to prepare bylaw updates to match BC short-term rental legislation, and to provide clarity on the City's regulations.

CARRIED | Res. No. 25-382

8. **Write-off for Uncollectible Receivables**

MOVED AND SECONDED, THAT Council authorize Administration to prepare an order to the Minister of Housing and Municipal Affairs pursuant to Section 781 of the Local Government Act requesting authority to write off uncollectable property taxes in the amount of \$56,334.

CARRIED | Res. No. 25-383

MOVED AND SECONDED, THAT Council approve Policy No. 3009-8 "Write-off for Uncollectible Receivables".

CARRIED | Res. No. 25-384

9. **Lagoon Upgrade Requirements**

MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows:

- i. Add – Capital Plan - 2025 - Lagoon flow monitoring and control systems upgrades - \$425,000*
- ii. Add – Sewer Infrastructure Reserve Fund allocation for project - \$425,000*
- iii. Transfer – Water Infrastructure Reserve Fund - \$425,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.*

CARRIED | Res. No. 25-385

10. **Wallace Sanitary Pump Station Repairs**

MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows:

- i. Add – Capital Plan - 2025 - Wallace Sanitary Pump Station - \$175,000*
- ii. Add - Sewer Infrastructure Reserve Fund allocation for project - \$175,000*
- iii. Transfer - Water Infrastructure Reserve Fund - \$175,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.*

CARRIED | Res. No. 25-386

M. QUESTION PERIOD

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 2:52 P.M.

CARRIED



Mayor



Corporate Officer