

MINUTES OF THE REGULAR MEETING OF COUNCIL
Tuesday, October 14, 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
S. Darling, Director of Corporate Services
K. Bodin, Director of Human Resources
B. McLoughlin, Manager of Planning
M.C. Massicotte, Manager of Community Safety and Social Development
A. Puusepp, Manager of Communications
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)
J. Pelech, Manager of Information Services

Gallery: 3

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 October 1, 2025 be adopted, as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Quarterly Departmental Reports

MOVED AND SECONDED, THAT Council receives the Quarterly Reports from the Corporate Services, Development Services and Human Resources departments for the period July 1 – September 30, 2025 as information.

CARRIED | Res. No. 25-387

F. BYLAWS

1. Permissive Tax Exemption Bylaw 5090-2, 2025

MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw 5090-2, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5090-2.
CARRIED | Res. No. 25-388

2. Animal Control and Pound Bylaw | Amendment

MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. 5126-1, 2025" be now introduced and read a first time.

CARRIED | Res. No. 25-389

MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. 5126-1, 2025" be read a second time.

CARRIED | Res. No. 25-390

MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. No. 5126-1, 2025" be read a third time.

CARRIED | Res. No. 25-391

G. CORRESPONDENCE FOR ACTION

1. ACRD | UBCM Community Emergency Preparedness Fund ESS Equipment & Training Grant

MOVED AND SECONDED, THAT Council provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

CARRIED | Res. No. 25-392

2. Coastline Endurance Running | Vancouver Island Trail Running Series

MOVED AND SECONDED, THAT Council authorize Coastline Endurance Running access to City streets/trails on Saturday, June 6, 2026 from 8:00 am to 4:00 pm for the purpose of a trail running event starting at the EJ Dunn Elementary School and following the route as outlined in the attached map 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]*
- *review by event organizers of the [Report of the Study Commission of Inquiry into Community Events Safety](#) dated June 26, 2025.*
- *event organizers responsible for removal of all flagging tape and stakes*
- *event organizers acknowledge that these trails are open to the public and as such trails will need to be shared accordingly*
- *event organizers acknowledge trails will be enjoyed as-is*

- *event organizers acknowledge that authorization for route sections on non-City property requires separate approval from corresponding property owners/agencies*

CARRIED | Res. No. 25-393

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

- a. Youth Parliament of British Columbia Alumni Society | 97th Parliamentary Session Open for Application
- b. Ministry of Forests Heritage Conservation Act Transformation Project Team | Update on Phase 3 Engagement Timelines
- c. Forest Enhancement Society of BC & BC First Nations Forestry Council | Special Report 2025
- d. Ministry of Housing and Municipal Affairs | 2025 Point in Time (Pit) Homeless Count Final Results for Port Alberni
- e. Vancouver Island Regional Library | [2026-2030 Financial Plan](#)
- f. ACRD Board Highlights | August & September 2025
- g. AV Museum and Heritage Commission Minutes | June 6, 2025

MOVED AND SECONDED, THAT Council receive the October 14, 2025 correspondence summary as information.

CARRIED | Res. No. 25-394

J. REPORT FROM IN-CAMERA

1. Council released for public consumption the execution of a rental agreement with the Sunshine Club for a five-year term.

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

L. NEW BUSINESS

1. **Alberni Harbour Quay | Port Building Roof Replacement**
MOVED AND SECONDED, THAT Council amend the 'Draft 2026-2030 Financial Plan' as follows:
 - i. *Allocate funding from 'Asset Renewal - Leased Facilities Reserve' - \$100,000.*
 - ii. *Add Capital Plan - 2026 Facilities – Alberni Harbour Quay – Port Building - \$100,000 for the replacement of the metal roof of the Port Building at Harbour Quay in 2026.*

CARRIED | Res. No. 25-395

M. QUESTION PERIOD

N. ADJOURNMENT

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

CARRIED



Mayor

Corporate Officer