

MINUTES OF THE COMMITTEE OF THE WHOLE
Monday, October 20, 2025 @ 6:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Councillor D. Haggard (Chair)
Councillor D. Dame
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Regrets: Mayor S. Minions
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
T. Cross, Deputy Fire Chief
M.C. Massicotte, Manager of Community Safety and Social Development
S. Perry, Manager of Culture
C. Wright, Manager of Operations
K. Motiuk, Deputy Director of Corporate Services [Recording Secretary]
F. Guevarra, Software Analyst

Gallery: 35

Introductory Remarks

Chair Haggard offered condolences on the passing of Ellen Frood, former Executive Director of Sage Haven Society.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:02 PM.

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on September 15, 2025, as presented.

CARRIED

C. PUBLIC INPUT PERIOD

K. Ambrose

Spoke to concerns regarding consideration of the Temporary Use Permit [25-03] for 3130 3rd Avenue [Bread of Life Centre].

L. George

Spoke to achievements of Temporary Use Permit [25-03] for 3130 3rd Avenue [Bread of Life Centre].

Major M. Ramsay, Port Alberni Salvation Army

Spoke regarding Temporary Use Permit [25-03] for 3130 3rd Avenue [Bread of Life Centre].

N. Tsai

Spoke in support of Temporary Use Permit [25-03] for 3130 3rd Avenue [Bread of Life Centre].

G. Hughes

Spoke in support of Temporary Use Permit [25-03] for 3130 3rd Avenue [Bread of Life Centre].

M. Hunter

Spoke regarding clean energy opportunities.

Council agreed to permit an additional speaker to Public Input.

T. Deakin, INEO Employment Services

Spoke regarding Temporary Use Permit [25-03] for 3130 3rd Avenue [Bread of Life Centre].

D. DELEGATIONS

1. Alberni Drug & Alcohol Prevention Services [ADAPS]

D. Hamilton, Executive Director, provided an update on the development of the Foundry Youth Health Centre.

2. M. Mortensen

Requested Council preserve five tennis courts at Gyro Park and discuss options for designated pickleball courts.

T. Barjasic was invited by Council to speak regarding tennis court use.

Councillor Dame left the meeting at 7:08 p.m. and returned to the meeting at 7:10 p.m.

E. UNFINISHED BUSINESS

1. 2026 – 2030 Financial Plan | Operational Amendments

MOVED AND SECONDED, THAT the Committee of the Whole receive the report '2026-2030 Financial Plan | Operational Changes' dated October 15, 2025.

CARRIED | Res No. 25-91

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council amend the "Draft 2026-2030 Financial Plan" as follows:

- i. Reduce Line 11111 – General Purposes - Taxes - \$1,517,361*
- ii. Reduce Line 28220 – Projects TBD Council Direction - \$2,017,361*
- iii. Increase Line 28211 – Transfer to Reserves – Asset Management Reserve - \$500,000*

CARRIED | Res No. 25-92

F. STAFF REPORTS

1. Service Level Report | Corporate Services

MOVED AND SECONDED, THAT the Committee of the Whole receive the Service Level report from the Corporate Services department for the period 2026-2030 as information.

CARRIED | Res No. 25-93

2. **2026 – 2030 Financial Plan | Corporate Services Operational Budget**
MOVED AND SECONDED, THAT the Committee of the Whole recommend Council approve an increase in the “Draft 2026-2030 Financial Plan” as follows:
 - i. *Increase line 21215 – Legal Fees by \$25,000 for a total of \$50,000 through 2030.*
 - ii. *Increase lines 21211 & 21212 Software Licencing by \$5,000 in 2026 and an additional 5% each subsequent year from 2027 to 2030.***CARRIED | Res No. 25-94**

G. CORRESPONDENCE

H. NEW BUSINESS

1. **City of Port Alberni Neighbourhood Mitigation Strategy**

Councillor Patola left the meeting at 7:35 p.m. declaring a conflict of interest citing his involvement with the Port Alberni CMHA Board.

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council endorse the ‘Neighbourhood Mitigation Strategy’ dated October 14, 2025.

CARRIED | Res No. 25-95

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council postpone discussion to December 2025 regarding allocation of \$120,000 from Line 22130 within the “Draft 2026-2030 Financial Plan” to fund the Clean Team program, and direct Administration to pursue grant funding for the Clean Team program.

CARRIED | Res No. 25-96

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct Administration to continue working with the province to participate in the Provincial Encampment & Homelessness Response (Heart & Hearth) pilot program.

CARRIED | Res No. 25-97

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct Administration to seek funding opportunities for the initiatives outlined within the Neighbourhood Mitigation Strategy in collaboration with existing social service agencies that offer similar services.

CARRIED | Res No. 25-98

Councillor Patola returned to the meeting at 8:01 p.m.

2. **2026 – 2030 Financial Plan | Fire Department Operational Budget**
MOVED AND SECONDED, THAT the Committee of the Whole recommend Council approve the annual addition (with inflation) for the acquisition of Starlink subscriptions for eight mobile units within the ‘Draft 2026–2030 Financial Plan’ as follows:
 - i. *Increase line 22431 - Communication System - \$8,000.***CARRIED | Res No. 25-99**

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council allocate funding in 2026 within the "Draft 2026–2030 Financial Plan" for roof venting and skylight improvements to reduce heat stress in apparatus bays as follows:

- i. Increase line 22471 - Fire Building Maintenance - \$11,600.*

CARRIED | Res No. 25-100

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council approve the annual addition (with inflation) for repairs and maintenance of the Tsunami Warning System infrastructure within the "Draft 2026–2030 Financial Plan" as follows:

- i. Increase line 22510 - Emergency Program (Tsunami Warning) - \$8,000.*

CARRIED | Res No. 25-101

Councillor Patola left the meeting at 8:25 p.m. and returned to the meeting at 8:27 p.m.

3. 2026 – 2030 Financial Plan | Special Event Funding

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council amend the "Draft 2026-2030 Financial Plan" to reflect the following:

- i. Increase line 27190 – Special Event – Expenses - \$15,000.*

CARRIED | Res No. 25-102

4. Transit Bus Shelter and Bench Enhancements

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

- i. Add Transit Infrastructure upgrades – 2025 Capital Plan - \$75,000*
- ii. Increase – Contribution from BC Transit "Local Only Transit Fund" - \$75,000*

CARRIED | Res No. 25-103

MOVED AND SECONDED, THAT the Committee of the Whole recommend to Council that the Mayor and Corporate Officer be authorized to execute the 'BC Transit Bus Shelter Program Agreement' for the improvements to 18 BC Transit Bus Stop locations in Port Alberni.

CARRIED | Res No. 25-104

Councillor Mealey left the meeting at 8:36 p.m. and returned to the meeting at 8:37 p.m.

5. Building Permit | Public Property Information Portal

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council amend the 'Draft 2026 – 2030 Financial Plan' to increase line 26129 – Planning Administration by \$53,000 to correct the building permit information on the Property Information Portal.

CARRIED | Res No. 25-105

6. **Audit Committee | Terms of Reference Review**

MOVED AND SECONDED, THAT the Committee of the Whole recommend that Council rescind the Audit Committee and transition financial oversight duties to the broader Council through regular reporting at Committee of the Whole meetings, to take effect in January 2026.

CARRIED | Res No. 25-106

I. **QUESTION PERIOD**

K. Ambrose

Inquired about numbers of taxpayers in the City, and the Good Neighbour agreement between the City and the Salvation Army.

J. **ADJOURNMENT**

MOVED AND SECONDED, THAT the meeting adjourn at 8:54 p.m.

CARRIED



Mayor

Corporate Officer