

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, October 27, 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
S. Smith, Director of Development Services, Deputy CAO
A. McGifford, Director of Finance
J. Macdonald, Director of Infrastructure
M.C. Massicotte, Manager of Community Safety and Social Development
S. Perry, Manager of Culture
R. Kraneveldt, Manager of Facilities
C. Wright, Manager of Operations
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)
P. Datta, PC Support & LAN Tech

Gallery: 28

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 14, 2025 be adopted as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Quarterly Departmental Reports

MOVED AND SECONDED, THAT Council receive the Q3 Quarterly Reports from the Economic Development, Finance, Infrastructure Services, and Parks, Recreation and Culture departments for the period July 1 – September 30, 2025 as information.

CARRIED | Res. No. 25-396

2. **Quarterly Report | Nuisance Abatement Working Group**
MOVED AND SECONDED, THAT Council receive the Q3 Quarterly Report from the Nuisance Abatement Working Group for the period July 1 – September 30, 2025 as information.
CARRIED | Res. No. 25-397

F. BYLAWS

1. **2026-2030 Financial Plan Bylaw No. 5138**
MOVED AND SECONDED, THAT "City of Port Alberni 2026 - 2030 Financial Plan Bylaw No. 5138" be now introduced and read a first time.
CARRIED | Res. No. 25-398

Councillor Verbrugge left the meeting at 3:04 p.m.

2. **OCP and Zoning Bylaw Amendments | 15th Avenue and Montrose Street**
MOVED AND SECONDED, THAT "Official Community Plan Amendment (15th Avenue at Montrose Street) Bylaw No. 5110" be now introduced and read a first time.
CARRIED | Res. No. 25-399

MOVED AND SECONDED, THAT "Zoning Amendment (15th Avenue at Montrose Street) Bylaw No. 5111" be now introduced and read a first time.
CARRIED | Res. No. 25-400

MOVED AND SECONDED, THAT "Official Community Plan Amendment (15th Avenue at Montrose Street) Bylaw No. 5110" be read a second time.
CARRIED | Res. No. 25-401

MOVED AND SECONDED, THAT "Zoning Amendment (15th Avenue at Montrose Street) Bylaw No. 5111" be read a second time.
CARRIED | Res. No. 25-402

MOVED AND SECONDED, THAT amending Bylaws No. 5110 and 5111 be advanced to a Public Hearing on Monday, November 24, 2025 at 6:00 pm in City Hall, Council Chambers.
CARRIED | Res. No. 25-403

3. **Zoning Bylaw Amendment | 5405 Argyle Street**
MOVED AND SECONDED, THAT "Zoning Amendment (5405 Argyle Street) Bylaw No. 5134" be now introduced and read a first time.
CARRIED | Res. No. 25-404

MOVED AND SECONDED, THAT "Zoning Amendment (5405 Argyle Street) Bylaw No. 5134" be read a second time.
CARRIED | Res. No. 25-405

MOVED AND SECONDED, THAT amending Bylaw No. 5134 be advanced to a Public Hearing on November 24, 2025 at 6:00 pm in City Hall, Council Chambers.
CARRIED | Res. No. 25-406

Councillor Dame left the meeting at 3:16 p.m.

4. **Animal Control and Pound Bylaw | Amendment**
MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. 5126-1, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5126-1.
CARRIED | Res. No. 25-407

G. CORRESPONDENCE FOR ACTION

1. **Vancouver Island Regional Library | 2026 Board Appointments**
MOVED AND SECONDED, THAT pursuant to the Library Act, Council appoints Councillor Patola as the City of Port Alberni's representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2026.
CARRIED | Res. No. 25-408

MOVED AND SECONDED, THAT pursuant to the Library Act, Council appoints Councillor Haggard as the City of Port Alberni's alternate representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2026.
CARRIED | Res. No. 25-409

Councillor Dame returned to the meeting at 3:19 p.m.

H. PROCLAMATIONS

1. **Troy Abromaitis | Indigenous Survivors Day – National Blanket Ceremony Day**
MOVED AND SECONDED, THAT Council proclaim June 30, 2026 as 'Indigenous Survivors Day – National Blanket Ceremony Day' in Port Alberni subject to support from the Tseshaht and Hupacasath First Nations.
CARRIED | Res. No. 25-410

I. CORRESPONDENCE FOR INFORMATION

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

- a. Ministry of Municipal Affairs and Housing | Small Scale Multi-Unit Housing
- b. Audit Committee Meeting | June 24, 2025 Minutes

MOVED AND SECONDED, THAT Council receives the October 27, 2025 correspondence summary as information.

CARRIED | Res. No. 25-411

J. REPORT FROM IN-CAMERA

1. That Council release from In-Camera the following:
 - Council endorsement of City facility closures from Monday, December 22, 2025 to January 2, 2026.
 - Notice of execution of a five-year Community Investment Program agreement with the Alberni Drug & Alcohol Prevention Service Society (ADAPS) to host their annual fundraising event "The Haunting" at McLean Mill.

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. 25-412
2. **Tseshaht First Nation | Somass Hall Grand Opening**
MOVED AND SECONDED, THAT Council receive the artwork gifted to Council by Tseshaht First Nation at the Somass Hall Grand Opening.
CARRIED | Res. No. 25-413
3. **Port Alberni Friendship Centre | 60th Anniversary**
MOVED AND SECONDED, THAT Council receive the First Nations Kingfisher drum gifted to Council at the Port Alberni Friendship Centre 60th Anniversary celebration.
CARRIED | Res. No. 25-414

L. NEW BUSINESS

1. **2026 – 2030 Financial Plan | Operational Amendments**
MOVED AND SECONDED, THAT 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. 25-415**
2. **2026 – 2030 Financial Plan | Corporate Services Operational Budget**
MOVED AND SECONDED, THAT 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. 25-416**
3. **City of Port Alberni Neighbourhood Mitigation Strategy**
MOVED AND SECONDED, THAT Council endorse the 'Neighbourhood Mitigation Strategy' dated October 14, 2025.
CARRIED | Res. No. 25-417

MOVED AND SECONDED, THAT 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. 25-418

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

CARRIED | Res. No. 25-419

MOVED AND SECONDED, THAT 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.

MOVED AND SECONDED, THAT Council amend the motion to remove “in collaboration with existing social service agencies that offer similar services”.

CARRIED | Res. No. 25-420

Main Motion as Amended

MOVED AND SECONDED, THAT Council direct Administration to seek funding opportunities for the initiatives outlined within the Neighbourhood Mitigation Strategy.

CARRIED | Res. No. 25-421

Councillor Patola left the meeting at 4:15 p.m. declaring a conflict of interest as it relates to his position on the Board of the Canadian Mental Health Association.

MOVED AND SECONDED, THAT \$22,000 be temporarily allocated to continue operation of a Clean Team to the end of December 2025.

CARRIED | Res. No. 25-422

Councillor Patola returned to the meeting at 4:24 p.m.

Councillor Haggard left the meeting at 4:25 p.m.

4. 2026 – 2030 Financial Plan | Fire Department Operational Budget

MOVED AND SECONDED, THAT 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. 25-423

MOVED AND SECONDED, THAT 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. 25-424

Councillor Haggard returned to the meeting at 4:27 p.m.

MOVED AND SECONDED, THAT 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. 25-425

5. **2026 – 2030 Financial Plan | Special Event Funding**
MOVED AND SECONDED, THAT Council amend the “Draft 2026-2030 Financial Plan” to reflect the following:
i. *Increase line 27190 – Special Event – Expenses - \$15,000.*
CARRIED | Res. No. 25-426
6. **Transit Bus Shelter and Bench Enhancements**
MOVED AND SECONDED, THAT 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. 25-427

MOVED AND SECONDED, 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. 25-428
7. **Building Permit | Public Property Information Portal**
MOVED AND SECONDED, THAT 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. 25-429
8. **Audit Committee | Terms of Reference Review**
MOVED AND SECONDED, 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. 25-430
9. **BC Municipal Taxation 2025 Comparisons**
MOVED AND SECONDED, THAT Council receive the ‘BC Municipal Taxation 2024 Comparison’ report dated October 14, 2024 as information.
CARRIED | Res. No. 25-431

Councillor Dame left the meeting at 4:38 p.m. and returned to the meeting at 4:40 p.m.

10. **Economic Resiliency Report | Diversifying the Economy**
MOVED AND SECONDED, THAT Council approve the proposed prioritization of economic sector diversification efforts for the 2026 budget year as follows:
1. *Business plans for the development of City-owned properties and, possibly, a more direct role in leasing of those properties*
2. *Participation in the Ship Recycling Leadership Group with follow up as needed*
3. *Participation in the Forest Industry Coalition with follow up as needed*
4. *Reviewing/implementing the creative arts & circular economy blueprint recommendations*
5. *Supporting bio-innovation hub business case recommendations that get made*

6. *Attraction of remote workers*
7. *Supporting recommendations from the Economic Development Master Plan and (Re) Branding work*
8. *Participation in the bi-annual Medical Staff Association's Healthcare Summits which have the goal of attracting more physicians and other health care personnel, offering support as required*
9. *A business case for an arms-length economic development corporation that would ensure highest and best use of municipally owned assets*
10. *Support of diversification initiatives being introduced by Tseshaht, Hupacasath and other Nuu-chah-nulth First Nations in Port Alberni*
11. *Attraction of a post-secondary institute dedicated to bio-innovation or the creative arts*
12. *Ensuring that new small businesses whose work would diversify the economy are supported*

CARRIED | Res. No. 25-432

M. QUESTION PERIOD

Major M. Ramsay, Salvation Army

Inquired about the legislated process for Temporary Use Permit approvals.

B. Doulliard

Inquired about finalization steps of the Burde Street Surface Upgrades project.

N. Tsai

Inquired about poverty reduction and housing needs addressed by the Neighbourhood Mitigation Strategy.

G. Hughes

Inquired about declarations of conflict of interest by Council members.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 5:08 p.m.

CARRIED



Mayor

Corporate Officer