

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, August 11, 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 C. Mealey  
Councillor C. Solda  
Councillor T. Patola  
Councillor T. Verbrugge

**Regrets:** Councillor D. Haggard

**Staff:** M. Fox, Chief Administrative Officer  
K. Motiuk, Deputy Director of Corporate Services  
S. Smith, Director of Development Services  
J. MacDonald, Director of Infrastructure Services  
R. Kraneveldt, Facilities Manager  
B. McLoughlin, Planning Manager  
J. Pelech, Information Services Manager

**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, with the following additons:*

- L.6 - Johnston Road | Pedestrian Safety Light
- L.7 - BC Ferries | Reducing Space Announcement

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on July 14, 2025 be adopted as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**1. R.C.M.P. Quarterly Report**

*MOVED AND SECONDED, THAT Council receive the R.C.M.P. Quarterly report for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-333**

2. **Quarterly Departmental Reports**

*MOVED AND SECONDED, THAT Council receive the Quarterly Reports from the Development Services and Corporate Services departments for the period April 1, 2025 – June 30, 2025 as information.*

**CARRIED | Res. No. 25-334**

**F. BYLAWS**

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

*MOVED AND SECONDED, THAT “Fees and Charges Amendment Bylaw No. 5125-1, 2025” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5125-1.*

**CARRIED | Res. No. 25-335**

2. **Development Application | OCP and Zoning Bylaw Amendments – 6123 & 6151 Russell Place**

*MOVED AND SECONDED, THAT Council direct staff to proceed with the required OCP and Zoning Bylaw amendments as per the revised development plans submitted for 6151 Russell Place, Tsawaayuus (Rainbow Gardens).*

**CARRIED | Res. No. 25-336**

**G. CORRESPONDENCE FOR ACTION**

1. **Alberni District Fall Fair Association | Annual Fall Fair & Parade**

*MOVED AND SECONDED, THAT Council authorize the Alberni District Fall Fair Association access to City streets on Saturday, September 6, 2025 from 11:00 am to approximately 12:00 pm for the purpose of a parade from 12<sup>th</sup> Avenue along Burde Street and along 10<sup>th</sup> Avenue to Alderwood Street, 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.*

**CARRIED | Res. No. 25-337**

2. **Royal Canadian Legion Alberni Valley Branch 293 | 100<sup>th</sup> Anniversary**

*MOVED AND SECONDED, THAT Council authorize the Royal Canadian Legion Alberni Valley Branch 293 access to City streets on Saturday, May 30, 2026 for the 100<sup>th</sup> Anniversary parade from 10<sup>th</sup> Avenue and Roger Street, through Gertrude Street to Burke Street, ending at the Royal Canadian Legion hall, 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.*

**CARRIED | Res. No. 25-338**

3. **Alberni Valley Community Forest Corporation | Community Donation**

*MOVED AND SECONDED, THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide donations to the following:*

- *the Black Lambs Rugby organization in the amount of \$5,000 towards the purchase of equipment*
- *the 8<sup>th</sup> Avenue Learning Centre together with USMA Child and Family Services in the amount of \$2,500 to support the food sustainability and summer garden program.*
- *the PA Picklers together with the Sunshine Club in the amount of \$2,500 to support pickle ball facilities and equipment.*

*MOVED AND SECONDED, THAT Council amend the motion to include the following clause:*

- *that these organizations do not have access to the Community Investment Program funding during the same year donations are distributed.*

**CARRIED | Res. No. 25-339**

*MOVED AND SECONDED, THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide donations to the following:*

- *Black Lambs Rugby organization in the amount of \$5,000 towards the purchase of equipment*
- *the 8<sup>th</sup> Avenue Learning Centre and USMA Child and Family Services in the amount of \$2,500 to support the food sustainability and summer garden program.*
- *to the PA Picklers together with the Sunshine Club in the amount of \$2,500 to support pickle ball facilities and equipment.*

*AND FURTHER; that these organizations do not have access to the Community Investment Program funding during the same year donations are distributed.*

**CARRIED | Res. No. 25-340**



4. **Uptown Merchant's Association | Uptown Market**

Councillor Dame recused himself from discussion due to his personal involvement with the Uptown Merchant's Association and left the meeting at 3:01 p.m.

*MOVED AND SECONDED, THAT Council authorize the Uptown Merchants Association access to City streets on Wednesday, August 27, 2025 from 3<sup>rd</sup> Avenue between Argyle Street and Mar Street from 4:00 to 9:00 p.m. for the purpose of the Grassroots Uptown Market, 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.*

**CARRIED | Res. No. 25-341**

Councillor Dame returned to the meeting at 3:02 p.m.

5. **Comox Valley Airport Commission**

*MOVED AND SECONDED, THAT Council direct Administration to prepare a letter of support for the Comox Valley Airport Commission for their submission to Canada Border Services Agency for a change in their Airport of Entry designation of AOE 160 to AOE 220 for winter charter operations.*

**CARRIED | Res. No. 25-342**

**H. PROCLAMATIONS**

1. **Port Alberni Toy Run**

*MOVED AND SECONDED, THAT Council support the Port Alberni Toy Run Association's activities taking place on September 13 & 14, 2025 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;*
- *receipt of Special Event Permit from the LCRB,*

*AND FURTHER, THAT Council on behalf of Port Alberni Toy Run, proclaim September 8 - 14, 2025 as 'Port Alberni Toy Run Week' in Port Alberni.*

**CARRIED | Res. No. 25-343**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Ministry of Forests | *Heritage Conservation Act* Transformation Project
- b. Josie Osborne, MLA | BC Community Housing Fund
- c. City of Langley | Police Services Funding Model
- d. Tseshaht First Nation | Orange Shirt Day – National Day for Truth & Reconciliation
- e. Tseshaht First Nation | Somass Hall Media Release
- f. Island Coastal Economic Trust | 2025 Impact Report

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

**CARRIED | Res. No. 25-344**

**J. REPORT FROM IN-CAMERA**

1. That Council release for public consumption Notice of its Intent to lease a portion of City owned property situated at Echo '67 Community Centre, 4255 Wallace Street to the Vancouver Island Regional Library for the operation of a public library at a rate of \$202,933.83 plus GST for 2025, and a yearly CPI increase thereafter, for a term of three (3) years.
2. That Council release for public consumption notice of its intent to extend the Railway Operation and Maintenance Agreement with the Western Vancouver Island Industrial Heritage Society for a period of 5 years to include an annual City grant of \$60,000 + CPI for the duration of the agreement for the cost of operating insurance and miscellaneous operating expenses.
3. That Council release for public consumption notice of its intent to enter into a licence of occupation agreement with the Alberni Valley Drag Racing Association for the Somass Lands for a three-day drag racing event (August 8-10, 2025) at fair market value of \$821 per day totalling \$2,465.75.
4. That Council release for public consumption notice of its intent to enter into a lease agreement with M. Driver for Unit #17 in Spirit Square at the Alberni Harbour Quay for up to a five-year term for 'West Coast Kids Re-use-it', a nature-Inspired Kids' Boutique.

**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. **McLean Mill Elevator Decommissioning**

*MOVED AND SECONDED, THAT Council direct Administration to decommission the elevator located at the McLean Mill National Historic site.*

**CARRIED | Res. No. 25-345**

2. **Financial Planning Policy**  
*MOVED AND SECONDED, THAT Council approve 'Financial Planning Policy' No. 3002-10.*  
**CARRIED | Res. No. 25-346**
3. **Development Application | Temporary Use Permit – 5104 River Road**  
*MOVED AND SECONDED, THAT Council authorize the Director of Corporate Services to sign the three (3) year Temporary Use Permit No. 25-01 to enable up to four (4) shipping containers to be used as commercial buildings on the property at 5104 River Road.*  
**CARRIED | Res. No. 25-347**
4. **Fees and Charges Bylaw Amendment | Commercial/For-profit Rental Rates**  
*MOVED AND SECONDED, THAT Council direct administration to bring forward an amendment to the "Fees and Charges Bylaw No. 5125, 2025" to reflect amendments as noted in the staff report dated July 14, 2025, and outlined in Table 1 | Schedule "K" Proposed Revisions.*  
**CARRIED | Res. No. 25-348**
5. **Parks Caretaker Residences Infrastructure Upgrades**

Councillor Patola recused himself due from discussion due to his personal involvement with the Port Alberni CMHA Board and left the meeting at 3:21 p.m.

*MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to allocate \$8,700 in the 2026 capital budget for the replacement of the hot water tank (\$2,200) and oil tank (\$6,500) at the Paper Mill Dam Park caretaker residence.*

**CARRIED | Res. No. 25-349**

*MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to allocate \$6,500 in the 2026 capital budget for the replacement of the oil tank at the Blair Park caretaker residence.*

**CARRIED | Res. No. 25-350**

*MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to allocate \$2,200 in the 2027, 2028 and 2029 capital budget for the replacement of hot water tanks at the caretaker residences in Klitsa Park, Williamson Park, and Russell Field.*

**CARRIED | Res. No. 25-351**

Councillor Patola returned to the meeting at 3:27 pm.

6. **Johnston Road | Pedestrian Safety Light**  
*MOVED AND SECONDED, THAT Council direct Administration to send a letter to the Ministry of Transportation and Transit requesting an update to their pedestrian activated flashing safety light installation standards, and request the installation of a pedestrian activated flashing safety light on Johnston Rd./Adelaide St.*  
**CARRIED | Res. No. 25-352**

7. **BC Ferries Reducing Space Announcement**

*MOVED AND SECONDED, THAT Council direct Administration to send a letter to BC Ferries expressing concerns regarding the booking changes from Vancouver (Horshoe Bay) to Nanaimo (Departure Bay) beginning October 1, 2025;*

*AND FURTHER, that a copy of the letter be sent to MLA Osborne, UBCM, and AVICC.*

**M. QUESTION PERIOD**

**R. Kanneisser**

Inquired about information in staff reports, and post construction review reports.

**N. Andersen**

Inquired about expansion of public input at meetings of Council, and assistance from the Province during major crime investigations within the City.

**J. Leskosek**

Inquired about OCP and Zoning amendments at Russell Place, the temporary use permit application for Clutesi Marina, and an explanation of Council recusals.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 4:00 P.M.*

**CARRIED**



Mayor



Corporate Officer