

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, November 24, 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 D. Haggard  
Councillor C. Mealey  
Councillor T. Patola  
Councillor C. Solda

**Absent:** Councillor T. Verbrugge

**Staff:** M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services/Deputy CAO  
S. Darling, Director of Corporate Services  
R. Macauley, Deputy Director of Finance  
B. McLoughlin, Manager of Planning  
M. Owens, Fire Chief  
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)  
J. Pelech, Manager of Information Services

**Gallery:** 49

**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 with the following additions:*

- 8 items of correspondence regarding Temporary Use Permit | 3130 3rd Avenue

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on November 10, 2025 be adopted, as circulated.*

**CARRIED**

**C. DELEGATIONS**

**1. BC Transit**

*MOVED AND SECONDED, THAT Council endorse the 2025 BC Transit - Transit Future Service Plan.*

**CARRIED | Res. No. 25-444**

**D. UNFINISHED BUSINESS**

**1. Temporary Use Permit | 3130 3rd Avenue**

Council invited members of the public forward to speak to TUP 25-03.

K. Ambrose spoke in opposition of the issuance of Temporary Use Permit 25-03.

C. Zanette spoke in support of the issuance of Temporary Use Permit 25-03.

J. Little spoke in support of the issuance of Temporary Use Permit 25-03.

Misha spoke in support of the issuance of Temporary Use Permit 25-03.

L. Worms spoke in support of the issuance of Temporary Use Permit 25-03.

T. Hodson, case manager at the Bread of Life, spoke in support of the issuance of Temporary Use Permit 25-03.

N. Kossenko, co-chair of the Port Alberni Community Action Team, spoke in support of the issuance of Temporary Use Permit 25-03.

P. Parkin spoke in support of the issuance of Temporary Use Permit 25-03.

C. Naesgaard spoke in support of the issuance of Temporary Use Permit 25-03.

T. Glen, case manager at the Bread of Life, spoke in support of the issuance of Temporary Use Permit 25-03.

B. DeBrantanni spoke in support of the issuance of Temporary Use Permit 25-03.

M. Humphries spoke in support of the issuance of Temporary Use Permit 25-03.

Sandy spoke in support of the issuance of Temporary Use Permit 25-03.

G. DeBrantanni spoke in support of the issuance of Temporary Use Permit 25-03.

Gail spoke in support of the issuance of Temporary Use Permit 25-03.

N. Tsai spoke in support of the issuance of Temporary Use Permit 25-03.

A. Glassey, President of the Alberni Valley Restorative Justice Society, spoke in support of the issuance of Temporary Use Permit 25-03.

Rina spoke in support of the issuance of Temporary Use Permit 25-03.

M. Ramsay from the Salvation Army spoke to the services provided by the Salvation Army and the Bread of Life in support of the issuance of Temporary Use Permit 25-03.

*MOVED AND SECONDED, THAT Council authorize the Director of Corporate Services to issue Temporary Use Permit 25-03 for 3130 3<sup>rd</sup> Avenue (Bread of Life Centre) once the following conditions have been met to the satisfaction of the Director of Development Services:*

- a. The Salvation Army and BC Housing have finalized a Support Services Agreement.*
- b. An updated Letter of Commitment/Good Neighbour Agreement has been finalized.*

*MOVED AND SECONDED, THAT Council amend the motion to state that the term of Temporary Use Permit 25-03 be two years.*

**DEFEATED**

*MOVED AND SECONDED, THAT Council authorize the Director of Corporate Services to issue Temporary Use Permit 25-03 for 3130 3<sup>rd</sup> Avenue (Bread of Life Centre) once the following conditions have been met to the satisfaction of the Director of Development Services:*

- a. The Salvation Army and BC Housing have finalized a Support Services Agreement.*
- b. An updated Letter of Commitment/Good Neighbour Agreement has been finalized.*

**CARRIED | Res. No. 25-445**

Councillor Patola left the meeting at 4:18 p.m. and returned to the meeting at 4:20 p.m.

**E. STAFF REPORTS**

**1. Quarterly Departmental Report**

*MOVED AND SECONDED, THAT Council receive the Q3 Quarterly Report from the Fire department for the period July 1 – September 30, 2025 as information.*

**CARRIED | Res. No. 25-446**

Councillor Haggard left the meeting at 4:21 p.m. and returned to the meeting at 4:22 p.m.

**F. BYLAWS**

**1. 2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025**

*MOVED AND SECONDED, THAT the "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025" be now introduced and read a first time.*

**CARRIED | Res. No. 25-447**

*MOVED AND SECONDED, THAT " City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025" be read a second time.*

**CARRIED | Res. No. 25-448**

*MOVED AND SECONDED, THAT " City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025" be read a third time.*

**CARRIED | Res. No. 25-449**

**2. 2026 – 2030 Financial Plan | Facilities Capital Amendment 2026 – 2030**

*MOVED AND SECONDED, THAT Council amend the 'City of Port Alberni 2026 - 2030 Financial Plan Bylaw No. 5138' to reflect the following:*

- i. Capital Plan 2027 – City Wide – Lead Remediation – add \$33,000*
- ii. Capital Plan 2027 – Aquatic Centre – Replace Tot's UV System – add \$55,000*
- iii. Capital Plan 2027 – Aquatic Centre – South Roof Replacement – add \$138,000*
- iv. Capital Plan 2027 – Aquatic Centre – Replace Hydronic System Equipment – add \$33,000*
- v. Capital Plan 2027 – Fire Hall – Replace Roof & Skylights – add \$480,000*
- vi. Capital Plan 2027 – Multiplex – Replace Make-Up Air Units – add \$150,000*

- vii. *Capital Plan 2028 – Multiplex – Replace Pressure Relief Valves – add \$10,450*
- viii. *Capital Plan 2028 – Echo Centre – Replace Generator – add \$150,000*
- ix. *Capital Plan 2028 – Parks Yard – Carpentry Shop Upgrades – add \$25,000*
- x. *Capital Plan 2028 – Multiplex – Replace Roof – add \$1,440,000*
- xi. *Capital Plan 2029 – Aquatic Centre – Exercise Equipment Upgrades – add \$12,100*
- xii. *Capital Plan 2029 – Multiplex – Replace Ammonia Plant Room Exhaust Fan – add \$176,400*
- xiii. *Capital Plan 2029 – Multiplex – Replace Condenser Pump – add \$48,000*
- xiv. *Capital Plan 2029 – Museum – Replace Roof – add \$462,000*
- xv. *Capital Plan 2029 – RCMP – Upgrade BAS System – add \$60,000*
- xvi. *Capital Plan 2029 – HQ – Replace Spirit Square Roof – add \$698,400*
- xvii. *Capital Plan 2030 – Mclean Mill – Structural Review – Sawmill – add \$50,000*
- xviii. *Capital Plan 2030 – Echo Centre – Paint Exterior Cladding – add \$114,000*
- xix. *Capital Plan 2030 – IHC – Demolition – add \$2,000,000*
- xx. *Capital Plan 2030 – Multiplex – Replace Remaining Flat Roof – add \$720,000*
- xxi. *Capital Plan 2030 – Museum – Replace Air Handling Unit – add \$384,000*
- xxii. *Capital Plan 2030 – Works Yard – Structural Cracks – add \$960,000*
- xxiii. *Capital Plan 2030 – Multiplex – Replace Large Exhaust Fans – add \$81,600*

**CARRIED | Res. No. 25-450**

**3. 2026 – 2030 Financial Plan Bylaw 5138 | Second Reading**

*MOVED AND SECONDED, THAT "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" be read a second time, as amended.*

**CARRIED | Res. No. 25-451**

**4. Fees and Charges Bylaw 5125-2, 2025**

*MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-2, 2025" be now introduced and read a first time, as amended.*

**CARRIED | Res. No. 25-452**

*MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-2, 2025" be read a second time.*

**CARRIED | Res. No. 25-453**

*MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-2, 2025" be read a third time.*

**CARRIED | Res. No. 25-454**

**G. CORRESPONDENCE FOR ACTION**

**1. Butterfly Support Network**

*MOVED AND SECONDED, THAT Council direct Administration to provide a letter of support to the Butterfly Support Network to help strengthen their outreach efforts for research, education, and bereavement care for families across BC experiencing pregnancy and infant loss.*

**CARRIED | Res. No. 25-455**

2. **Alberni Valley Makerspace Society**  
*MOVED AND SECONDED, THAT Council provide a letter of support for Alberni Valley Makerspace to accompany funding applications in 2026 to strengthen internal capacity and expand programming.*  
**CARRIED | Res. No. 25-456**
3. **Ticmup | How to Survive Society**  
*MOVED AND SECONDED, THAT Council provide a letter of support for Ticmup: How to Survive Society to accompany grant applications for funds toward a living library, classroom, and cultural centre.*  
**CARRIED | Res. No. 25-457**

**H. PROCLAMATIONS**

1. **Central Vancouver Island Crime Stoppers**  
*MOVED AND SECONDED, THAT Council on behalf of Central Vancouver Island Crime Stoppers proclaim the month of January 2026 as 'Crime Stoppers Month' in Port Alberni.*  
**CARRIED | Res. No. 25-458**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Alberni-Clayoquot Regional District | Copy of letter to Ministry of Transportation and Transit regarding Cathedral Grove Safety
- b. ACRD Board Highlights | October 2025
- c. Island Health | 2025 Population Health Status Report
- d. AV Museum and Heritage Commission Minutes | October 1, 2025

*MOVED AND SECONDED, THAT Council send a letter to the Ministry of Transportation and Transit regarding safety in Cathedral Grove.*

**CARRIED | Res. No. 25-459**

*MOVED AND SECONDED, THAT Council receive the November 10, 2025 correspondence summary as information.*

**CARRIED | Res. No. 25-460**

**J. REPORT FROM IN-CAMERA**

1. Council released for public consumption direction that Administration continue conversations with the Ministry of Public Safety and Solicitor General and provincial Cabinet Committee on Community Safety, making public safety in Port Alberni a top Council priority.
2. Council released for public consumption direction that Administration work on an approach for possible co-hosting or additional support for future annual Truth & Reconciliation Day events.

3. Council released for public consumption direction to grant permission to the Western Vancouver Island Industrial Heritage Society to utilize City-owned railway assets and equipment in accordance with their agreement with the Island Corridor Foundation, for the operation of a tourist railway along its designated service corridor.

**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. 25-461**

**L. NEW BUSINESS**

**M. QUESTION PERIOD**


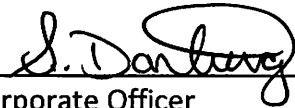
**N. Tsai**

Inquired about the purpose and use of Good Neighbour Agreements/Letters of Commitment with social service agencies in the City.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 4:44 p.m.*

**CARRIED**

  
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Mayor  
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Corporate Officer