

**MINUTES OF THE COMMITTEE OF THE WHOLE**  
**Monday, March 16, 2026 @ 6:00 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  
Councillor T. Verbrugge

(\* ) Denotes electronic meeting participation as authorized by Part 10 of "City of Port Alberni Procedures Bylaw No. 4830".

Staff: A. McGifford, Chief Administrative Officer  
S. Smith, Director of Development Services/Deputy CAO  
S. Darling, Director of Corporate Services  
R. Macauley, Director of Finance  
L. Dauphin, Director of Parks, Recreation & Culture  
S. Perry, Manager of Culture  
R. Kraneveldt, Manager of Facilities  
J. Pelech, Manager of Information Services

Gallery: 22

**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

The meeting was called to order at 6:00 PM.

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on February 17, 2026, be adopted as presented.*

**CARRIED**

**C. PUBLIC INPUT PERIOD**

C. Bray and N. Kossenko, Co-Chairs of the Community Action Team provided comments on the proposed 2<sup>nd</sup> Avenue supportive housing development.

R. Doiron on behalf of Right Place, Right Plan provided comments on the proposed 2<sup>nd</sup> Avenue supportive housing development.

Councillor Patola provided clarity related to the comments on the proposed 2<sup>nd</sup> Avenue supportive housing development.

S. Atwal provided comment on the recent decisions concerning Temporary Use Permits.

K. Ruissen provided comments on the proposed 2<sup>nd</sup> Avenue supportive housing development.

R. Fraser commented on the Master Plan process, capital projects and funding/taxation.

N. Anderson commented on Council meeting procedures.

*MOVED AND SECONDED, THAT Council recess the meeting at 6:45 p.m.*

**CARRIED**

*MOVED AND SECONDED, THAT Council reconvene the meeting at 7:00 p.m.*

**CARRIED**

**D. DELEGATIONS**

**1. Broombusters Invasive Plant Society**

J. Sales, Executive Director, thanked Council for their ongoing support and discussed increased wildfire risk from Scotch broom invasive plants.

**2. Alberni Valley Heritage Commission**

P. Craig, Chair, presented the 2025 Alberni District Fall Fair survey findings.

**E. UNFINISHED BUSINESS**

**F. STAFF REPORTS**

**1. Alberni Valley Heritage Commission | 2025 Alberni District Fall Fair Survey Report**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council refer the 2025 Alberni District Fall Fair survey findings to the AV Heritage Commission for consideration in future development of cultural and heritage initiatives, policies, and engagement strategies.*

**CARRIED | Res. No. 26-12**

**G. CORRESPONDENCE**

**H. NEW BUSINESS**

**1. Parks, Recreation and Culture | Summer Pop-Up**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council authorize the Parks, Recreation and Culture (PRC) Department to operate a "Summer Pop-Up" in Unit 7 at the Alberni Harbour Quay from June 15 to September 12, 2026;*

*AND FURTHER, THAT Council direct Administration to operate the initiative on a cost-neutral basis, utilizing generated revenues to offset staffing and operational expense.*

**CARRIED | Res. No. 26-13**

2. **Multiplex Air Handling Unit Failures | Emergency Replacement Funding**  
*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council amend the "City of Port Alberni 2026 - 2030 Financial Plan Bylaw No. 5138" to reflect the following Capital Plan changes for the Alberni Valley Multiplex:*
- i. *advance funding in the amount of \$86,000 from 2027 to 2026 to replace two failed Air Handling Units in the upper lobby RTU and Bulldogs Dressing Room ERV/Heat Pump System;*
  - ii. *reallocate a portion of the 2026 Capital funding previously earmarked for the Zamboni replacement (budgeted at \$137,500) to fund the Air Handling Units emergency replacement project;*
  - iii. *defer the Zamboni replacement to 2027 for reconsideration during future budget deliberations; and*
  - iv. *direct Administration to issue a competitive procurement for the replacement equipment in accordance with Procurement Policy 3009-1.*

**CARRIED | Res. No. 26-14**

3. **2026-2030 Financial Plan | Amendment**  
*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council amend "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" as follows:*
- a. *Amend the Capital Plan to include:*
    - i. *Add - EQUIPMENT & VEHICLES - Flail Attachment for Ventrac - \$15,000;*
    - ii. *Add - EQUIPMENT & VEHICLES - Crane and Install for Sewer Trailer - \$20,000;*
    - iii. *Add - EQUIPMENT & VEHICLES - Snow Plow for 610 - \$16,300;*
    - iv. *Increase - EQUIPMENT & VEHICLES - \$32,499 - Project 23014 - Replace 2005 Ford F250 4x4 Pickup Truck #610;*
    - v. *Increase - Project 25074 - 150 - Time Immemorial - Victoria Quay - \$60,000;*
    - vi. *Add - Intersection Safety - \$80,000;*
    - vii. *Increase - Allocation from Equipment Replacement Reserve Fund - \$63,499;*
    - viii. *Increase - 19114 - Operating Funds from Prior Years - \$140,000; and*
    - ix. *Increase - Allocation from the Sewer Infrastructure Reserve Fund - \$20,000.*

**CARRIED | Res. No. 26-15**

4. **Occupancy Bylaw and Rental Accommodation Bylaw**  
*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct administration to review, redraft, and provide a report with guidance on the materials included for the proposed occupancy bylaw.*

**CARRIED | Res. No. 26-16**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct the Community Safety and Social Development department to not enforce the Zoning Bylaw in relation to the property at 3723 Redford Street until Council has completed its consideration of an Occupancy Bylaw and Rental Accommodation Bylaw and implemented any related recommendations arising from that process.*

**CARRIED | Res. No. 26-17**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct administration to review, redraft and provide a report with guidance on the materials included for the proposed rental accommodation bylaw.*

**CARRIED | Res. No. 26-18**

Mayor Minions left the meeting at 8:22 p.m. and returned to the meeting at 8:25 p.m.

**5. Notice of Motion | Cllr. Mealey**

*THAT the Committee of the Whole [CoW] recommend Council direct staff to change Council Procedures Bylaw (No. 4830) to include a new item for CoW meetings, labelled (Council's Response) to take place right after Public Input Period as listed under Part 9 (Committees) #40 (1) Order of Procedures & Business at Committee of the Whole and delete: #41 (6) "Council or Committee member may ask or answer questions of a member of the public who is addressing the Committee, but must not enter into debate."*

**I. QUESTION PERIOD**

**S. Loomba**

Inquired regarding timing for consideration of the proposed occupancy and rental accommodation bylaw as it relates to enforcement of the zoning bylaw.

**N. Anderson**

Inquired regarding the process for the motions regarding the proposed occupancy and rental accommodations bylaw.

Councillor Dame left the meeting at 8:42 p.m.

**R. Fraser**

Inquired about the Ministry warning letter related to the wastewater treatment plant, including the status of the sewage lagoon and plans/timeline for sludge removal from the former lagoon.

Councillor Dame returned to the meeting at 8:46 p.m.

**L. Walerius**

Inquired regarding proposed amendments to the Financial Plan, the timeline for the water meter report to Council, the status and timing for restarting the Advisory Planning Commission, an update on the Somass Lands developer, and the anticipated opening date for the Hupacasath First Nation, Victoria Quay Robo washroom.

**R. Smith**

Inquired about the Ministry warning letter related to compliance with the wastewater treatment plant operating certificate, including the development of a contingency plan, the status of the monitoring committee, the status of the feasibility study, and inquired regarding the status of the Combined Sewer Overflow (CSO) project.

- J. ADJOURNMENT**  
*MOVED AND SECONDED, THAT the meeting adjourn at 9:08 p.m.*  
**CARRIED**



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Mayor



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Corporate Officer