

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, March 23, 2026 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Haggard
Councillor C. Mealey
Councillor C. Solda
Councillor T. Verbrugge

Regrets: Councillor D. Dame
Councillor T. Patola

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
K. Bodin, Director of Human Resources
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)
J. Pelech, Manager of Information Services

Gallery: 9

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

1. *MOVED AND SECONDED, THAT the minutes of the Special and Regular meetings of Council held on March 9, 2026 be adopted, as presented.*

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

F. BYLAWS

1. 2026-2030 Financial Plan | Amendment

MOVED AND SECONDED, THAT 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. 26-80

2. 2026-2030 Financial Plan Amendment Bylaw No. 5138-1

MOVED AND SECONDED, THAT the "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be now introduced and read a first time.

CARRIED | Res. No. 26-81

MOVED AND SECONDED, THAT "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be read a second time.

CARRIED | Res. No. 26-82

MOVED AND SECONDED, THAT "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be read a third time.

CARRIED | Res. No. 26-83

G. CORRESPONDENCE FOR ACTION

H. PROCLAMATIONS

1. Port Alberni International Twinning Society

MOVED AND SECONDED, THAT Council, on behalf of the Port Alberni International Twinning Society, proclaim May 30, 2026 as Abashiri Twinning Day in Port Alberni.

CARRIED | Res. No. 26-84

I. CORRESPONDENCE FOR INFORMATION

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

- a. Ministry of Transportation and Transit | Response to City's Letter Re: Highway 4 in Cathedral Grove**
- b. City of Abbotsford | 2026 Proposed UBCM Resolutions**
- c. AV Museum and Heritage Commission | January 7, 2026 & February 4, 2026 Minutes**

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

CARRIED | Res. No. 26-85

J. REPORT FROM IN-CAMERA

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.

CARRIED | Res. No. 26-86

L. NEW BUSINESS

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

MOVED AND SECONDED, THAT 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. 26-87

2. Parks, Recreation and Culture | Summer Pop-Up

MOVED AND SECONDED, THAT Council authorize the Parks, Recreation and Culture 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 expenses.

CARRIED | Res. No. 26-88

3. Multiplex Air Handling Unit Failures | Emergency Replacement Funding

MOVED AND SECONDED, THAT 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. 26-89

4. **Occupancy Bylaw and Rental Accommodation Bylaw**

MOVED AND SECONDED, THAT Council direct administration to review, redraft, and provide a report with guidance on the materials included for the proposed occupancy bylaw;

AND FURTHER, THAT Council direct Administration to investigate and report on the feasibility of a recreational vehicle parks and campground bylaw, including a review of comparable bylaws from other municipalities as part of the Occupancy Bylaw review.

CARRIED | Res. No. 26-90

MOVED AND SECONDED, THAT 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 the Occupancy Bylaw and Rental Accommodation Bylaw and implemented any related recommendations arising from that process.

MOVED AND SECONDED, THAT Council amend the motion to include a defined six-month notice period following the completion of Council's consideration of the Occupancy Bylaw and Rental Accommodation Bylaw process before enforcement actions are taken at 3723 Redford Street.

CARRIED | Res. No. 26-91

Motion as amended

MOVED AND SECONDED, THAT Council direct the Community Safety and Social Development department to suspend enforcement of the Zoning Bylaw, for a period of six-months as it relates to the property located at 3723 Redford Street, with the suspension to commence following Council's completion of its consideration of the Occupancy Bylaw and Rental Accommodation Bylaw and the implementation of any related recommendations arising from that process.

CARRIED | Res. No. 26-92

MOVED AND SECONDED, THAT 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. 26-93

5. **Appointment of Chief Election Officer and Deputy Chief Election Officers**
MOVED AND SECONDED, THAT City of Port Alberni Council, pursuant to Section 58(1) and (2) of the Local Government Act, appoint Sara Darling as Chief Election Officer, effective immediately, for the administration and conduct of the 2026 General Local Election, with authority to appoint election officials as required for the administration and conduct of the election;
- AND FURTHER, THAT Tanis Feltrin and Kim Motiuk be appointed as Deputy Chief Election Officers, effective immediately, for the administration and conduct of the 2026 General Local Election.*
- CARRIED | Res. No. 26-94**
6. **Exempt Employee Lieu Time Provision Policy**
MOVED AND SECONDED, THAT Council approve "Lieu Time Provision – Exempt Employees" Policy No. 5002-5, as presented, effective March 23, 2026;
- AND FURTHER, THAT the previous "Lieu Time Provision – Exempt Employees" policy dated July 1, 2016 is hereby superseded and replaced.*
- CARRIED | Res. No. 26-95**

M. QUESTION PERIOD

Sherri

Inquired regarding the approval process of Temporary Use Permits.

N. Andersen

Inquired about public input, Council procedures, and consistent application of rules.

T. Wotyshyn

Inquired regarding the approval process of Temporary Use Permits.


N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 2:42 p.m.

CARRIED



Mayor



Corporate Officer