

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, January 8, 2024 @ 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 J. Douglas  
Councillor D. Haggard  
Councillor C. Mealey  
Councillor T. Patola

**Absent:** Councillor C. Solda

**Staff:** M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services/Deputy CAO  
D. Monteith, Director of Corporate Services  
S. Darling, Deputy Director of Corporate Services | Recording Secretary  
P. Datta, Information Services Support

**Other:** K. Learned, FRANK Planning Collaborative [consultant]

**Gallery:** 6

**Introductory Remarks**

Council offered condolences on the passing of former Councillor, Helen Poon.

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

The meeting was called to order at 2:04 PM.

*MOVED AND SECONDED, THAT the agenda be adopted as printed and circulated.*

**CARRIED**

**MAYOR – ANNUAL ADDRESS**

City Council Annual Address presented by Mayor Minions.

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on December 11, 2023, as presented.*

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**1. 2023 Resolution Tracking Summary**

*MOVED AND SECONDED, THAT Council receive the summary of 2023 Council Resolutions to December 31, 2023.*

**CARRIED | Res. No. 24-1**

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**E. STAFF REPORTS**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated January 8, 2024, be received and the cheques numbered 154086 to 154181 inclusive, in payment of accounts totalling \$ 3,045,122.94, be approved.*

**CARRIED | Res. No. 24-2**

**F. BYLAWS**

**G. CORRESPONDENCE FOR ACTION**

**1. Alberni Valley Community Forest | Community Donation**

*MOVED AND SECONDED, THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Mariners Heritage Society in the amount of \$10,000 towards the upgrade to the iconic lighthouse on the Alberni waterfront.*

**CARRIED | Res. No. 24-3**

**H. PROCLAMATIONS**

**1. Central Vancouver Island Crime Stoppers | Crime Stoppers Month**

*MOVED AND SECONDED, THAT Council, on behalf of Central Vancouver Island Crime Stoppers, proclaim the month of January 2024 as 'Crime Stoppers Month' in Port Alberni.*

**CARRIED | Res. No. 24-4**

**2. Alberni Valley Chapter Canadian Council of the Blind**

*MOVED AND SECONDED, THAT Council, on behalf of Alberni Valley Chapter Canadian Council of the Blind, proclaim the week of February 4 – 10, 2024 as 'White Cane Week' in Port Alberni.*

**CARRIED | Res. No. 24-5**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Contract Management Committee Secretariat | 12<sup>th</sup> Pension Panel Report 2023 – Police Service Agreement
- b. Ministry of Forests | Pest Management Plan for Southern & Coastal BC
- c. Ministry of Mental Health & Addictions & Ministry of Jobs, Economic Development and Innovation | Follow up letters Re: 2023 UBCM Convention Meeting
- d. Union of British Columbia Municipalities | Community Works Fund Payment
- e. Office of the Minister of Housing | New Legislation to Support Local Government Housing Initiatives
- f. Island Health | 2022/2023 Annual Report –  
<http://viha.uberflip.com/i/1512348-island-health-2023-annual-report>
- g. Ministry of Emergency Management and Climate Readiness | Indigenous Engagement Requirements Funding Program
- h. Ministry of Public Safety and Solicitor General | Expansion of Integrated Major Crime Services

- i. City of Abashiri | Seasons Greetings
- j. Ministry of Housing | Funding Allocation Announcement for Local Government Housing Initiative Support
- k. The Office of the Lieutenant Governor of BC | 2023 Year End Report
- l. Island Rail Corporation | December 14<sup>th</sup> Press Release
- m. British Columbia Lottery Corporation | 2022/23 Winning with Purpose: Annual Report
- n. Pacific Rim School District | Public Consultation of the Proposed Sale of 3816 Anderson Avenue
- o. Central Vancouver Island Crime Stoppers | Program Information
- p. BC Hydro | ReGreening Grants
- q. Advisory Planning Committee | Minutes of October 19, 2023

**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. 24-6**

**L. NEW BUSINESS**

1. **Personnel Standing Committee**  
*MOVED AND SECONDED, THAT Council direct staff to provide a report outlining the potentials for the Personnel Standing Committee mandate and the advantage and disadvantages of it being either a Council committee or an administrative committee.*  
**CARRIED | Res. No. 24-7**
2. **Deputy Mayor and Council Appointments**  
*MOVED AND SECONDED, THAT the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved, as amended.*  
**CARRIED | Res. No. 24-8**
3. **Committee of the Whole | Additional Meeting**  
*WHEREAS the Port Alberni City Council has approved a schedule of Regular City Council and Committee of the Whole (CoW) meetings for 2024;*  
*WHEREAS there is no COW meeting scheduled between July 15 and October 21;*  
*WHEREAS CoW meetings are generally scheduled one month apart; and*  
*WHEREAS the fourth guiding principle listed in Council's Corporate Strategic Plan is to "Be respectful, Communicative, Accountable and Inclusive";*  
*THEREFORE, BE IT RESOLVED THAT Council direct staff to add a CoW meeting on September 3, 2024 at 6 pm.*  
**CARRIED | Res. No. 24-9**

4. **Electronic Devices by City Councillors**

*WHEREAS the City of Port Alberni is a modern and sophisticated Local Government organization;*

*WHEREAS the City of Port Alberni communicates on a regular basis through electronic means;*

*WHEREAS the City of Port Alberni provides both Computer and Cell Phone devices to staff;*

*WHEREAS the City of Port Alberni does not expect staff to utilize their personal devices to fulfill their obligations to the City; and*

*WHEREAS the City of Port Alberni Councillors have been provided with Computer devices, but not Cell Phone devices;*

*THEREFORE, BE IT RESOLVED THAT Council direct staff to obtain and provide Cell Phones for each member of Port Alberni City Council, as requested, including a service plan which provides voice, text, data, email and internet applications.*

**CARRIED | Res. No. 24-10**

*BE IT FURTHER RESOLVED, THAT Council direct staff to review the current policy entitled "Electronic Device Use" and provide recommendations for updating of the policy to correspond with current technologies, delineating the permitted and prohibited uses, and any such further issues of importance, with respect to electronic devices issued to City Councillors by the City.*

**CARRIED | Res. No. 24-11**

*BE IT FURTHER RESOLVED, THAT Council direct staff to include funds within the Financial Plan for provision of electronic devices to City Council in an amount to be advised by City Administration.*

**CARRIED | Res. No. 24-12**

5. **BC Council of Forest Industries Annual Convention | Authorize Council Registration**

*MOVED AND SECONDED, THAT Council authorize two members of Council to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 10 – 12, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Travel Policy 3009-2.*

**CARRIED | Res. No. 24-13**

6. **Official Community Plan | Engagement Strategy**

*MOVED AND SECONDED, THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated December 2023, prepared by FRANK planning collaborative.*

**CARRIED | Res. No. 24-14**

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**M. QUESTION PERIOD**

**N. Anderson**

Inquired regarding a review timeline for Council procedures amendments and requested the Seniors' Advisory Committee be reinstated.

**M. Hughes**

Extended an invitation for Council and staff to attend the upcoming panel discussion hosted by Alberni Valley Transition Town Society on January 17<sup>th</sup> at 7 pm at Char's Landing [4815 Argyle St.] regarding the future of Somass Lands, the Official Community Plan review and update and proposed Burde Street developments.

**J. Leskosek**

Requested clarity on process related to an item of correspondence for information.

**N. ADJOURNMENT**

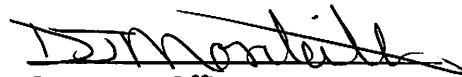
*MOVED AND SECONDED, THAT the meeting adjourn at 3:42 pm.*

**CARRIED**

CERTIFIED CORRECT



Mayor



Corporate Officer