

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, January 22, 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 C. Solda  
Councillor T. Patola

**Staff:** M. Fox, Chief Administrative Officer  
D. Monteith, Director of Corporate Services  
A. McGifford, Director of Finance  
H. Stevenson, Planner  
S. Darling, Deputy Director of Corporate Services | Recording Secretary  
Jeff Pelech, Manager of Information Services

**Gallery:** 4

**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 amended to include an item under 'Correspondence for Information' I(d) | Union of BC Municipalities Local Government RCMP Committee Appointments and an item under 'New Business' L.11 | UBCM Housing Summit. The agenda was then adopted, as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on January 8, 2024, be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**1. Accounts**

Item paused to permit staff to collect required information.

**F. BYLAWS**

**G. CORRESPONDENCE FOR ACTION**

**1. Todd Doherty, MP Cariboo-Prince George | Shadow Minister for Mental Health and Suicide Prevention**

*MOVED AND SECONDED, THAT Council direct staff to display the 988 Suicide Crisis Helpline poster in all City facilities.*

**CARRIED | Res. No. 24-15**

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**H. PROCLAMATIONS**

**1. Kinsmen Club of Port Alberni**

*MOVED AND SECONDED, THAT Council on behalf of Kinsmen Club of Port Alberni, proclaim February 16 – 23, 2024 as 'Kinsmen and Kinette Week' in Port Alberni and authorize flying the Kin Canada flag at City Hall in recognition.*

**CARRIED | Res. No. 24-16**

**2. Heritage BC**

*MOVED AND SECONDED, THAT Council, on behalf of Heritage BC, proclaim the week of February 19 – 25, 2024 as 'Heritage Week' in Port Alberni.*

**CARRIED | Res. No. 24-17**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Vancouver Island Regional Library | 2024 Budget Increase
- b. Ministry of Public Safety and Solicitor General | Follow up letter Re: 2023 UBCM Convention Meeting
- c. Alberni Valley Museum and Heritage Commission Minutes | December 6, 2023
- d. Union of BC Municipalities Local Government RCMP Committee Appointments

*MOVED AND SECONDED, THAT Council nominate Councillor Patola [Solda as alternate] to be considered by UBCM for the Local Government RCMP Contract Management Committee.*

**CARRIED | Res. No. 24-18**

**E. STAFF REPORTS CONTINUED....**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated January 22, 2024, be received and the cheques numbered 154182 to 154286 inclusive, in payment of accounts totalling \$ 1,655,484.07, be approved.*

**CARRIED | Res. No. 24-19**

**J. REPORT FROM IN-CAMERA**

Council released for public consumption, the appointment of Jack Roland to the Advisory Planning Commission for a two-year term commencing January 1, 2024 to December 31, 2025 and John McNabb to the Board of Variance for a three-year term commencing January 1, 2024 to December 31, 2026.

**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. 24-20**

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**L. NEW BUSINESS**

**1. Connect the Quays Pathway**

*MOVED AND SECONDED, THAT Council approve the final \$1,253,411 in the 2024-2028 Financial Plan for the Connect the Quays Pathway project, ensuring the funding is available to action the project as planned and completing the third and final phase along Dry Creek and Roger Creek following the required policies, utilizing funding from the Growing Communities Fund.*

**CARRIED | Res. No. 24-21**

**2. Western Vancouver Island Heritage Society [WVIHS]**

*MOVED AND SECONDED, THAT Council direct staff to enter into formal agreements with the Western Vancouver Island Industrial Heritage Society regarding activities at the Roundhouse and McLean Mill.*

*MOVED AND SECONDED, THAT Council amend the motion by removing the word 'staff' and replacing it with 'administration' and removing 'enter into formal agreements' and replacing it with 'negotiate a formal agreement' and following the period add 'and return the agreement to Council for approval'.*

**CARRIED | Res. No. 24-22**

**Main Motion as Amended**

*MOVED AND SECONDED, THAT Council direct administration to negotiate a formal agreement with the Western Vancouver Island Industrial Heritage Society regarding activities at the Roundhouse and McLean Mill and return the agreement to Council for approval.*

**CARRIED | Res. No. 24-23**

*MOVED AND SECONDED, THAT Council include \$125,000 as part of the 2024 – 2028 Financial Plan discussion for the purpose of relocating the Two Spot locomotive to the Train Station.*

*MOVED AND SECONDED, THAT Council amend the motion to add the words 'up to' prior to the '\$125,000' and following the period add 'with final decision to come following the completion of the Parks, Recreation and Culture Master Plan'.*

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

**Main Motion as Amended**

*MOVED AND SECONDED, THAT Council include up to \$125,000 as part of the 2024 – 2028 Financial Plan discussion for the purpose of relocating the Two Spot locomotive to the Train Station, with final decision to come following the completion of the Parks, Recreation and Culture Master Plan.*

**CARRIED | Res. No. 24-25**

*MOVED AND SECONDED, THAT Council direct administration to defer acting on any rail crossings, associated track, or provision grants for the operation of the Alberni Pacific Railway, until the results of the grant application to the Island Coastal Economic Trust are available to the public.*

**CARRIED | Res. No. 24-26**

*MOVED AND SECONDED, THAT Council direct staff to obtain a quote from the Municipal Insurance Association of BC to add the Western Vancouver Island Heritage Society as an Associate Member to the City's current insurance policy.*

**CARRIED | Res. No. 24-27**

*MOVED AND SECONDED, THAT Council direct staff to confirm with the Western Vancouver Island Industrial Heritage Society [WVIHS] any outstanding items from the third-party contractor's safety plan requirements and for the WVIHS to provide the City with a quote for infrastructure replacement at the Old Time Logging Show for Council consideration during the 2024 – 2028 Financial Plan review.*

**CARRIED | Res. No. 24-28**

*MOVED AND SECONDED, THAT Council direct staff to obtain a quote from Municipal Insurance Association of BC for insurance coverage for the Old Time Logging Show, and for the City to explore entering into a formal agreement with Mosaic for the purpose of accessing Mosaic's land for the Old Time Logging Show.*

**CARRIED | Res. No. 24-29**

*MOVED AND SECONDED, THAT Council request that the Western Vancouver Island Industrial Heritage Society prepare a community focused train operational plan for the first season featuring a speeder use and community events.*

**CARRIED | Res. No. 24-30**

*MOVED AND SECONDED, THAT Council direct staff to contact Technical Safety BC to clarify what is required to operate on the short track route as proposed by the Alberni Pacific Railway.*

**CARRIED | Res. No. 24-31**

**3. 2024 Association of Vancouver Island and Coastal Communities AGM & Convention Resolution Submission**

*MOVED AND SECONDED, THAT Council direct staff to submit the following resolutions for consideration at the 2024 Association of Vancouver Island and Coastal Communities [AVICC] AGM & Convention:*

*That AVICC & UBCM urgently request the Province of British Columbia to provide modern and reliable communications, such as Starlink, to responding agencies that are handling motor vehicle incidents on the province's behalf to ensure seamless communication and enhance the safety and effectiveness of responders;*

*And further, that the Province of British Columbia collaborate with telecommunication providers to improve overall communications infrastructure in areas where motor vehicle incidents occur frequently including expanding coverage, improving network reliability, and exploring innovative solutions to address communication challenges in remote and underserved areas.*

**CARRIED | Res. No. 24-32**

*That AVICC & UBCM urgently appeal to the Province of British Columbia to take immediate steps to adequately staff and operate pre-hospital care services autonomously, assuming full responsibility for pre-hospital care, alleviating the burden on local governments and ensuring the provision of efficient and effective emergency medical services OR alternatively, that the Province of British Columbia take immediate steps to provide adequate funding to local governments to cover the cost of Fire Department First Responder programs to help alleviate the financial strain on local governments and ensure the continued provision of essential pre-hospital care services.*  
**CARRIED | Res. No. 24-33**

*That AVICC & UBCM urgently appeal to the Province of British Columbia to develop an equitable Police Services funding program for all BC municipalities and regional districts that takes into account the financial capacity and population size of each jurisdiction, as well as the additional demands placed on police services due to systemic social issues outside of a municipality's mandate.*  
**CARRIED | Res. No. 24-34**

*That AVICC & UBCM appeal to the Province of British Columbia to provide long-term sustainable funding for public libraries in BC;*  
*And further, that the Province ensures that BC libraries receive regular increases to Provincial Government funding in subsequent years.*  
**CARRIED | Res. No. 24-35**

*That that AVICC & UBCM appeal to the Province of British Columbia to increase funding for rural colleges in British Columbia to support their operations, programs, and services;*  
*And further, that the Province develop a standard of college funding more closely reflecting the real costs of providing required training and education to the population of rural British Columbia.*  
**CARRIED | Res. No. 24-36**

**4. RCMP Contract and Administrative Services 2024 – 2028 Financial Plan**

*MOVED AND SECONDED, THAT Council direct funding within the 2024-2028 Financial Plan related to RCMP contract and administrative services as follows:*

- *Fund 32 of 34 RCMP officers as per the contract commitment and as based on actual utilization;*
- *Allocate funds from the Emergency Reserve to fund Community Policing services in 2024, moving to taxation for the years 2025 forward.*

*MOVED AND SECONDED, THAT Council amend the motion, second bullet point, by removing 'Emergency Reserve' and replacing it with 'Surplus' and adding 'and that Council consider' prior to 'moving to taxation for the years 2025 forward'.*

**CARRIED | Res. No. 24-37**

Council requested that the motion be voted on separately.

*MOVED AND SECONDED, THAT Council postpone the motion related to RCMP Contract and Administrative Services 2024-2028 Financial Plan to the January 29<sup>th</sup> Committee of the Whole meeting.*

**DEFEATED**

*MOVED AND SECONDED, THAT Council amend the motion as follows:*

- *Fund 32 RCMP officers from taxation and 2 [two] RCMP officers from surplus as per the contract commitment and as based on actual utilization.*

**CARRIED | Res. No. 24-38**

**Main Motion as Amended**

*MOVED AND SECONDED, THAT Council direct funding within the 2024-2028 Financial Plan related to RCMP contract and administrative services as follows:*

- *Fund 32 RCMP officers from taxation and 2 [two] RCMP officers from surplus as per the contract commitment and as based on actual utilization.*

**CARRIED | Res. No. 24-39**

**Main Motion as Amended**

*MOVED AND SECONDED, THAT Council direct funding within the 2024-2028 Financial Plan related to RCMP contract and administrative services as follows:*

- *Allocate funds from Surplus to fund Community Policing services in 2024, and that Council consider moving to taxation for the years 2025 forward.*

**CARRIED | Res. No. 24-40**

**5. Community Action Team**

*MOVED AND SECONDED, THAT Council endorse establishment of a City administrative committee for the Port Alberni Community Action Team, and further recommend that the City obtain insurance coverage for appropriate members and volunteers.*

**CARRIED | Res. No. 24-41**

**6. Vancouver Island Regional Library**

*MOVED AND SECONDED, THAT Council engage in further discussion prior to renewal of the lease between the City of Port Alberni and the Vancouver Island Regional Library.*

**CARRIED | Res. No. 24-42**

*MOVED AND SECONDED, THAT discussions related to renewal of the lease between the City of Port Alberni and the Vancouver Island Regional Library be moved to an In-Camera meeting of Council.*

**CARRIED | Res. No. 24-43**

**7. Technical Safety BC**

Item moved to be included for consideration with L.2. | Western Vancouver Island Heritage Society.

**8. Traffic Advisory Committee**

*MOVED AND SECONDED, THAT Council approve the Terms of Reference for the Traffic Advisory Committee, as presented.*

**CARRIED | Res. No. 24-44**

Councillor Dame left the meeting at 3:27 pm and returned at 3:30 pm.

**9. Development Variance Permit DVP 120 | 4821 Heath Road**

*MOVED AND SECONDED, THAT Council authorize the issuance of Development Variance Permit No. 120 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4821 Heath Road:*

- i. Vary Section 5.10.2 RR2 Site Development Regulations to increase the Maximum Coverage from 33% to 38% for a variance of 5%.*
- ii. Vary Section 6.12.1 Projections to increase the maximum projection of an Open Porch into a required front yard from 1.85 m (6.1 ft) to 4.18 m (13.7 ft) for a variance of 2.33 m (7.6 ft).*

**CARRIED | Res. No. 24-45**

**10. 5170 Argyle Street [Port Pub] | Remedial Action**

*MOVED AND SECONDED, THAT Council, pursuant Sections 72 and 73 of the Community Charter, considers that the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018.*

**CARRIED | Res. No. 24-46**

*MOVED AND SECONDED, THAT Council, pursuant to Sections 72 and 74 of the Community Charter, declares that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community.*

**CARRIED | Res. No. 24-47**

*MOVED AND SECONDED, THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that:*

- a. 1052162 BC Ltd., being the registered owner of the Property (the "Owner"), is hereby required to:*
  - i. carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:*
    - 1. Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:*
      - a. remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;*
      - b. Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;*
    - 2. Remove or permanently cover all graffiti from the exterior of the Structure;*

3. *Replace/repair all broken or missing handrailing on staircases;*
4. *Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;*
5. *Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;*
6. *Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed and self closers are operational with no binding, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;*
7. *Replace or repair all interior entrance doors and door frames for each unit to be fitted with proper fitting door in good operating condition and provide locking door knobs;*
8. *Replace or repair the roof of the Structure to a watertight condition with no leaks;*
9. *All drywall repairs to be completed for fire separation and integrity of building;*
10. *An engineer and/or architect must attend, inspect and sign off on the replacement and repair of the fire safety and exit issues;*
11. *Replace or repair all fire escapes and devises for safe exiting, stairs to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions;*
12. *Have licensed electrician inspect and repair all electrical to ensure all lighting, cover plates and smoke and co2 detectors to be in working operation;*
13. *Have a licensed plumber evaluate and make repairs to all communal washrooms, as required inclusive of showers, toilets and hot water tanks;*
14. *Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, annunciator panel, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;*
15. *Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;*
16. *Designate a space or area for daily refuse on premises and not in emergency egress areas;*
17. *Eliminate all rodents, vermin and insects and soiling's from the Structure;*



18. *Permanently remove all objects placed, stored, or maintained upon any hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency, including all access areas on the Property; and*
19. *Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department and Approved from Fire Prevention Officer.*

**CARRIED | Res. No. 24-48**

*MOVED AND SECONDED, THAT Council, pursuant to Section 78 of the Community Charter, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.*

**CARRIED | Res. No. 24-49**

*MOVED AND SECONDED, THAT Council, pursuant to Section 17 of the Community Charter, authorizes City staff to carry out any requirement set out in Paragraph 3 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.*

**CARRIED | Res. No. 24-50**

**10. UBCM Housing Summit**

*MOVED AND SECONDED, THAT Council authorize virtual attendance for interested Council members at the UBCM Housing Summit taking place February 13 & 14, 2024.*

**CARRIED | Res. No. 24-51**

**M. QUESTION PERIOD**

**Kim Bottman**

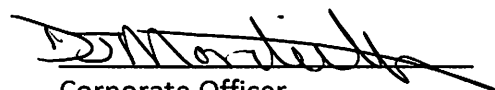
Asked clarifying questions related to AVICC resolution submissions and the remedial action process.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 3:51 pm.*

**CARRIED**

**CERTIFIED CORRECT**

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Corporate Officer