

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, March 11, 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  
S. Smith, Director of Development Services/Deputy CAO  
D. Monteith, Director of Corporate Services  
A. McGifford, Director of Finance  
W. Thorpe, Director of Parks, Recreation and Culture  
M. Owens, Fire Chief  
D. Fines, Chief Fire Prevention Officer  
S. Darling, Deputy Director of Corporate Services | Recording Secretary  
P. Datta, PC Support

**Gallery:** 25 & 1 Electronically

**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 items under "Delegations" C.2 | Port Alberni Toy Run, 'New Business' L.8|Seniors Advocacy and L.9 | Hole in the Wall and 'Bylaws' F.3 | Correspondence R. Cameron. The agenda was then approved, as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 12:00 pm, Regular Council meeting held at 2:00 pm on February 26, 2024 and the Special meeting held at 5:00 pm on March 4, 2024 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**1. Introduction | Manager of Culture**

W. Thorpe, Director of Parks, Recreation and Culture introduced the City's new Manager of Culture, J. Robinson.

Councillor Patola recused himself at 2:05 pm noting his association as Director on the Port Alberni Toy Run Board.

**2. Port Alberni Toy Run**

Chairman, D. Wiwchar and member, J. Cook spoke to the recommendations outlined in the 'City Involvement in Local Events' report, as it relates to the Toy Run's involvement in First Night activities.

Councillor Patola returned to the meeting at 2:17 pm.

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*MOVED AND SECONDED, THAT Council recess at 2:29 pm to address technical difficulties.*

**CARRIED**

The meeting resumed at 2:33 pm with all members of Council in attendance.

**D. UNFINISHED BUSINESS**

**1. Five Year Financial Plan 2024 – 2028, Bylaw No. 5097**

*MOVED AND SECONDED, THAT Council amend the “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” as follows:*

- i. apply the \$135,000 in fines received by bylaw to Financial Plan line item 15210 ‘Fines and Parking Tickets’.*

**CARRIED | Res. No. 24-99**

- ii. direct a prior year budget amendment to reassign the Canada Community-Building Fund program allocated for the Connect the Quays Pathway project and the Burde Street Paving project totalling \$1.188 Million from the Growing Communities Fund.*

**CARRIED | Res. No. 24-100**

- iii. fund \$157,500 for ballfield improvements from the Alberni Valley Community Forest Reserve.*

**CARRIED | Res. No. 24-101**

- iv. cancel the Fire Hall fueling station project for 2024 and consider reallocating the funding in 2025 if required and further, that staff explore alternative fueling options.*

**CARRIED | Res. No. 24-102**

- v. remove the \$30,000 in capital funding for McLean Mill National Historic Site.*

**CARRIED | Res. No. 24-103**

- vi. move the Echo Centre table and chair project to 2025.*

*MOVED AND SECONDED, THAT Council amend the motion to move the Echo Centre table and chair project to 2025 by changing the year to 2024 and by adding ‘allocating the associated costs of \$14,850 from the Alberni Valley Community Forest Reserve’.*

**DEFEATED**

*MOVED AND SECONDED, THAT Council amend the motion to move the Echo Centre table and chair project to 2025 to add ‘allocating the associated costs of \$14,850 from the Alberni Valley Community Forest Reserve’.*

**CARRIED | Res. No. 24-104**

**MAIN MOTION AS AMENDED**

*MOVED AND SECONDED, THAT Council move the Echo Centre table and chair project to 2025, allocating the associated costs of \$14,850 from the Alberni Valley Community Forest Reserve.*

**CARRIED | Res. No. 24-105**

- vii. include design work for the Canal Beach Pier project within the 2025 Financial Plan with construction included for 2026.*

*MOVED AND SECONDED, THAT Council postpone the motion to include design work for the Canal Beach Pier project within the 2025 Financial Plan with construction included for 2026 until such time Council has completed the Corporate Strategic Plan review.*

**CARRIED | Res. No. 24-106**

*MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" to fund the Multiplex stereo system in the amount of \$33,800 and Train Station water tower in the amount of \$15,000 from the Alberni Valley Community Forest Reserve.*

**CARRIED | Res. No. 24-107**

*MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" to fund the Intersection Safety Updates in the amount of \$150,000 and CSO 3<sup>rd</sup> Avenue Storm Projects in the amount of \$380,000 from the Canada Community-Building Fund.*

**CARRIED | Res. No. 24-108**

*MOVED AND SECONDED, THAT Council direct the BC Assessment residential class non-market change to fund the Asset Management Reserve Fund in 2024.*

*MOVED AND SECONDED, THAT Council amend the motion to direct the BC Assessment residential class non-market change to fund the Asset Management Reserve Fund to reflect application of 'all classes of non-market change' to the Asset Management Reserve Fund.*

**DEFEATED**

*MOVED AND SECONDED, THAT Council amend the motion to direct the BC Assessment residential class non-market change to fund the Asset Management Reserve Fund by redirecting the application of residential class non-market change to remain in the residential property class and applying the value from non-market change in the light industrial and business class to fund the Asset Management Reserve Fund.*

**CARRIED | Res. No. 24-109**

**MAIN MOTION AS AMENDED**

*MOVED AND SECONDED, THAT Council direct the BC Assessment residential non-market change to remain in the residential property class and apply the value from non-market change in the light industrial and business class to fund the Asset Management Reserve Fund.*

**CARRIED | Res. No. 24-110**

*MOVED AND SECONDED, THAT Council request administration to provide an update at the next Committee of the Whole meeting regarding the Alberni Pacific Railway, including status of the ICET grant application, proposed rail crossing work and extending an invitation to Western Vancouver Industrial Heritage Society to attend.*

**CARRIED | Res. No. 24-111**

*MOVED AND SECONDED, THAT Council provide early approval to proceed in the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" to the following:*

- i. 2025 Capital Plan - Solid Waste truck replacement - #402 & #403 for \$588,500 each.*

**CARRIED | Res. No. 24-112**

*MOVED AND SECONDED, THAT Council use previous funding from paused projects and assign \$150,000 to the Argyle Street, 1<sup>st</sup> Avenue to 3<sup>rd</sup> Avenue Combined Sewer Overflow mitigation work in the 2024 Capital Plan.*

*MOVED AND SECONDED, THAT Council amend the motion to use previous funding from paused projects and assign \$150,000 to the Argyle Street, 1<sup>st</sup> Avenue to 3<sup>rd</sup> Avenue Combined Sewer Overflow mitigation work in the 2024 Capital Plan by removing 'use previous funding from paused projects and assign' and replace it with 'direct Canada Community-Building funds of'.*

**CARRIED | Res. No. 24-113**

**MAIN MOTION AS AMENDED**

*MOVED AND SECONDED, THAT Council direct Canada Community-Building funds of \$150,000 to the Argyle Street, 1<sup>st</sup> Avenue to 3<sup>rd</sup> Avenue Combined Sewer Overflow mitigation work in the 2024 Capital Plan.*

**CARRIED | Res. No. 24-114**

*MOVED AND SECONDED, THAT Council refer the motion to amend the 'Work in Progress' to remove the following Capital Plan projects to the March 18<sup>th</sup> Committee of the Whole meeting:*

- i. General Fund - 20017 - Welcome Sign*
- ii. General Fund - 22016 - Argyle Street / 10<sup>th</sup> Avenue Roundabout (ptp, w, st, s) Design only*
- iii. General Fund - 22017 - Argyle Street, 1<sup>st</sup> Avenue to 3<sup>rd</sup> Avenue - CSO*
- iv. General Fund - 22019 - Wallace Street - 4<sup>th</sup> Avenue to 6<sup>th</sup> Avenue - Paving*
- v. General Fund - 23019 - Road Network Survey*
- vi. General Fund - 23021 - Intersection Safety #1a Gertrude Street/Roger Street*
- vii. General Fund - 22021 - Wallace Street - 4<sup>th</sup> Avenue to 6<sup>th</sup> Avenue - Storm*
- viii. General Fund - 22022 - Anderson Road - Wallace Street to Maitland Street*
- ix. Sewer Fund - 22064 - Anderson Road - Wallace Street to Maitland Street*
- x. Sewer Fund - 23071 - Josephine Forcemain Detailed Design & Geotech 22051*
- xi. Water Fund - Argyle / 10<sup>th</sup> Avenue - Roundabout (ptp, w, st, s) Design only*
- xii. Water Fund - 22052 - Wallace Street - 4<sup>th</sup> Avenue to 6<sup>th</sup> Avenue*
- xiii. Water Fund - 22053 - Anderson Road - Wallace Street to Maitland Street*
- xiv. Water Fund - 22054 - Cowichan Reservoir to Burde Street New Twin Main Ph 6 - design*
- xv. Water Fund - 23051 - Dunbar Street-10<sup>th</sup> Avenue to 11<sup>th</sup> Avenue loop 200mm PVC*
- xvi. Water Fund - 23053 - Bainbridge Plant to Cowichan Reservoir Supply Main Replacement*
- xvii. Water Fund - 23056 - CSO - Argyle Street (1st-3rd) (240m st,w, CSO)*
- xviii. Water Fund - 23057 - CSO - 6<sup>th</sup> Avenue Bruce Street -Melrose Street*
- xix. Water Fund - 23058 -CSO - Wallace Street 4<sup>th</sup> Avenue - 6<sup>th</sup> Avenue (120m)*

**CARRIED | Res. No. 24-115**



*MOVED AND SECONDED, THAT Council direct administration to:*

- i. consult with community partners to facilitate the current design work for the Canal Beach Pier in 2024.*
- ii. present information to Council for 2025 budget.*
- iii. put a place holder into the 5 year capital project plan in 2026, with the final budget to be determined and considered by Council once the design is refined and additional funding options have been explored.*

*MOVED AND SECONDED, THAT Council postpone the following motion until such time Council has completed the Corporate Strategic Plan review.*

*That Council direct administration to:*

- i. consult with community partners to facilitate the current design work for the Canal Beach Pier in 2024.*
- ii. present information to Council for 2025 budget.*
- iii. put a place holder into the 5 year capital project plan in 2026, with the final budget to be determined and considered by Council once the design is refined and additional funding options have been explored.*

**CARRIED | Res. No. 24-116**

**E. STAFF REPORTS**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated March 11, 2024, be received and the cheques numbered 154475 to 154531 inclusive, in payment of accounts totalling \$2,838,710.37, be approved.*

**CARRIED | Res. No. 24-117**

**F. BYLAWS**

**1. Development Cost Charges Bylaw**

*MOVED AND SECONDED, THAT Council endorse the consolidated reserve establishment bylaw for the following Development Cost Charges Reserves:*

- Water Development Cost Charges Reserve*
- Sewer Development Cost Charges Reserve*
- Storm Drainage Development Cost Charges Reserve*
- Highway Facilities Development Cost Charges Reserve*
- Parkland Development Cost Charges Reserve*

**CARRIED | Res. No. 24-118**

*MOVED AND SECONDED, THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be now introduced and read a first time.*

**CARRIED | Res. No. 24-119**

*MOVED AND SECONDED, THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be read a second time.*

**CARRIED | Res. No. 24-120**

*MOVED AND SECONDED, THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be read a third time.*

**CARRIED | Res. No. 24-121**

2. **Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024**  
*MOVED AND SECONDED, THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5086-1.*  
**CARRIED | Res. No. 24-122**

Councillor Haggard left the meeting at 3:52 pm and returned at 3:54 pm.

3. **Zoning Bylaw Amendment | 3045, 3053, 3063 Kingsway Avenue**  
*MOVED AND SECONDED, THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be now introduced and read a first time.*  
**CARRIED | Res. No. 24-123**  
*MOVED AND SECONDED, THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be read a second time.*  
**CARRIED | Res. No. 24-124**  
*MOVED AND SECONDED, THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be read a third time.*  
**CARRIED | Res. No. 24-125**

Councillor Douglas left the meeting at 4:05 pm and returned at 4:09 pm.

**G. CORRESPONDENCE FOR ACTION**

1. **Alberni Valley Community Forest | Community Donation**  
*MOVED AND SECONDED, THAT Council direct staff to inform the Alberni Valley Community Forest Board that their donation limit will remain at \$10,000 and further, that Council invites the Board to provide suggestions on any project they feel will benefit the community during Council's yearly budget discussions.*  
**CARRIED | Res. No. 24-126**
2. **BC Farmers' Markets**  
*MOVED AND SECONDED, THAT Council direct staff to prepare a letter of thanks to the Honourable Adrian Dix, Minister of Health in support of the BC Farmers' Market Nutrition Coupon Program.*  
**CARRIED | Res. No. 24-127**
3. **Lathom Corridor Traffic Petition**  
*MOVED AND SECONDED, THAT Council direct staff to refer the letter and petition from B. Casavant and L. Fox dated February 28, 2024 regarding traffic safety concerns on Lathom Road to the next Traffic Advisory Committee meeting, taking place on Wednesday, April 17, 2024.*  
**CARRIED | Res. No. 24-128**

Council invited letter writer, B. Casavant to speak to the correspondence.

**H. PROCLAMATIONS**

**1. GBS/CIDP Foundation of Canada**

*MOVED AND SECONDED, THAT Council on behalf of GBS/CIDP Foundation of Canada, proclaim May 2024 as 'GBS/CIDP Awareness Month' in Port Alberni.*

**CARRIED | Res. No. 24-129**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Department of Fisheries and Oceans | Open-Net Pen Transition Plan
- b. BC Salmon Farmers | 2024 Marine Finfish Licence Reissuance and Conditions
- c. Ministry of Forests | *Heritage Conservation Act* Transformation Project Engagement Sessions
- d. Hupacasath First Nation | Tree Harvesting and Road Construction Notification on Dundalk Avenue South
- e. Alberni-Clayoquot Regional District | Accessibility Committee Appointments
- f. UNIFOR | Forestry Worker Summit 2024
- g. Peace River Regional District | AVICC 2024 Resolution to UBCM
- h. UBCM | Provincial Response to 2023 Resolutions
- i. Sage Haven | Letter of Support for Alberni Valley Toxic Poisoned Drugs Crisis Strategy
- j. Alberni Valley Museum and Heritage and Commission | February 7, 2024 Minutes

*MOVED AND SECONDED, THAT Council receive correspondence for information, as circulated.*

**CARRIED**

**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. 24-130**

**L. NEW BUSINESS**

**1. City Involvement in Local Events**

*MOVED AND SECONDED, THAT Council direct staff to contact *cišaaʔath* and Hupačasath First Nations to confirm what involvement or contribution would be most meaningful for the City of Port Alberni to provide each Nation for National Day for Truth and Reconciliation.*

**CARRIED | Res. No. 24-131**

*MOVED AND SECONDED, THAT Council refer the 'City Involvement in Local Events' report to a future Committee of the Whole meeting to include additional information as requested and to provide an overview of the Community Investment Program.*

**CARRIED | Res. No. 24-132**



2. **Recreation Fees and Charges Bylaw**

*MOVED AND SECONDED, THAT Council direct administration to update recreation fees and charges as of September 1, 2024 to reflect the 2024 median of the following communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River.*

**CARRIED | Res. No. 24-133**

*MOVED AND SECONDED, THAT Council direct administration to implement a fee for sports field use starting September 1, 2024 based on the median of the six comparator communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River;*

*AND FURTHER, THAT staff prepare a report outlining options permitting exemptions for sports field fees associated with children/youth sports and charitable events.*

*MOVED AND SECONDED, THAT Council amend the motion to implement a fee for sports field use starting September 1, 2024 based on the median of the six comparator communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River; by changing the start date to September 1, 2025.*

**CARRIED | Res. No. 24-134**

**MAIN MOTION AS AMENDED**

*MOVED AND SECONDED, THAT Council direct administration to implement a fee for sports field use starting September 1, 2025 based on the median of the six comparator communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River;*

*AND FURTHER, THAT staff prepare a report outlining options permitting exemptions for sports field fees associated with children/youth sports and charitable events.*

**CARRIED | Res. No. 24-135**

*MOVED AND SECONDED, THAT Council direct staff to prepare a report outlining options that would permit City residents [including Tseshah and Hupacasath First Nations] priority status for Parks, Recreation and Culture services.*

**CARRIED | Res. No. 24-136**

3. **Engineering & Public Works Fees and Charges**

*MOVED AND SECONDED, THAT Council direct administration to increase fees for utility service connections to bring them in alignment with comparable sized municipalities on Vancouver Island as outlined in the report 'Fees and Charges | Engineering and Public Works' dated February 26, 2024;*

*AND FURTHER, THAT staff review "Fees and Charges Bylaw, 2007, Bylaw No. 4665" and where required, make the necessary rate amendments to ensure full cost recovery.*

**CARRIED | Res. No. 24-137**

*MOVED AND SECONDED, THAT Council direct administration to review the overall utility service connection application process, and to investigate requirements to include estimates and actual costs of construction for the fees charged.*

**CARRIED | Res. No. 24-138**



4. **Development Cost Charges**

*MOVED AND SECONDED, THAT Council direct administration to update the Development Cost Charges Bylaw and further, establish a Community Amenity Charges Bylaw in alignment and as informed by the Official Community Plan update and Master Plan process.*

**CARRIED | Res. No. 24-139**

5. **Revitalization Tax Exemption Programs**

*MOVED AND SECONDED, THAT Council direct staff to bring forward a report to a Committee of the Whole meeting considering the repeal of bylaws related to Revitalization Tax Exemption Programs.*

**CARRIED | Res. No. 24-140**

6. **Ministry of Environment Air Emissions**

*MOVED AND SECONDED, THAT Council direct staff to write a letter to the Ministry of Environment requesting that they reduce the air emissions permit for Catalyst Paper by 70% as per the recommendation of the Alberni Valley Air Quality Council, thereby formalizing and bringing into alignment those standards currently being realized by Catalyst Paper.*

**CARRIED | Res. No. 24-141**

*MOVED AND SECONDED, THAT Council proceed beyond 3 hours in accordance with Council Procedures Bylaw No. 4830.*

**CARRIED**

*MOVED AND SECONDED, THAT Council recess at 4:57 pm.*

**CARRIED**

The meeting resumed at 5:03 pm with all members of Council in attendance.

7. **5170 Argyle Street [Port Pub] | Remedial Action Order Update**

*MOVED AND SECONDED, THAT Council receive the report '5170 Argyle Street [Port Pub] - Remedial Action Order Update' dated March 4, 2024.*

**CARRIED | Res. No. 24-142**

8. **Notice of Motion | Seniors Advocacy**

That Council direct staff to send a resolution to the Union of BC Municipalities [UBCM] with copies to the Association of Vancouver Island and Coastal Communities and MLA J. Osborne requesting provincial support of the recommendations outlined in the Office of the Seniors Advocate report titled 'Resourceful and Resilient: Challenges Facing BC's Rural Seniors' dated February 2024 and further, to request the creation of a rural seniors caucus within the UBCM membership.

9. **Highway 4 Hole in the Wall Access and Safety**

*THAT City Council direct administration to request that the Alberni-Clayoquot Regional District contact Mosaic Forest Management, with a goal for Mosaic to lead a collaborative 'Hole in the Wall Trailhead' project on their new cut block south of Aspenden Road and Highway 4.*

**CARRIED | Res. No. 24-143**

**M. QUESTION PERIOD**

**R. Smith**

Inquired regarding the land sale reserve, sewer and water projects, and Quay to Quay Pathway project totals.

**L. Walerius**

Inquired regarding the Official Community Plan process and regulations related to housing.

Councillor Patola recused himself at 5:36 pm noting his association as Director on the Port Alberni Toy Run Board.

**D. Wiwchar**

Requested clarity regarding the outcome of Council recommendations for City involvement in local events.

Councillor Patola returned to the meeting at 5:38 pm.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 5:38 pm.*

**CARRIED**

CERTIFIED CORRECT



Mayor



Corporate Officer