

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, December 9, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Staff: M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Culture
S. Bourgoin, Manager of Recreation Services
B. McLoughlin, Manager of Planning
K. Motiuk, Deputy Director of Corporate Services [Recording Secretary]
J. Pelech, Information Services Manager

Gallery: 10

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 adopted as printed and circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special meeting and Regular Council meeting on November 25, 2024 be adopted, as presented.

CARRIED

C. DELEGATIONS

1. 25-Year Employee Recognition Award

S. Bourgoin, Manager of Recreation Services recognized Miki Schwarz, Aquatic Programmer on her 25-years of employment with the City.

D. UNFINISHED BUSINESS

1. Five Year Financial Plan Q&A Summary

Summary of questions and responses as it relates to the 2025-2029 Financial Planning process.

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2. **Echo Aquatic Centre Operations**
MOVED AND SECONDED, THAT Council direct Administration to amend the 2025 Financial Plan to include \$110,000 in Aquatic Centre wages to facilitate daily operation of the Aquatic Centre in 2025.
RESCINDED

MOVED AND SECONDED, THAT Council receive the report 'Echo Aquatic Centre Operations' dated November 29, 2024 and direct Administration to provide further information on the ability to expand operating hours to include Saturday evenings and Sundays within the 2025 Financial Plan budget.
CARRIED | Res. No. 24-389
 3. **Nuisance Abatement Bylaw | Escalating Cost Recovery Structure**
MOVED AND SECONDED, THAT Council authorize the Bylaw Services department to strengthen the existing cost recovery structure related to the "City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705" by implementing two new fines, which will be included in "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" as follows:
 - \$500.00 fine for violations of Section 3(1): Cause/permit nuisance on real property;
 - \$175 fine for violations of Section 3(2): Cause/permit nuisance in public.**CARRIED | Res. No. 24-390**
 4. **The Next Level | Liquor Primary License – B-4963 Angus Street**
MOVED AND SECONDED, THAT Council support the Liquor Primary License application for The Next Level operating at B-4963 Angus Street and endorse the comments in the report from staff dated November 28, 2024.
CARRIED | Res. No. 24-391

E. STAFF REPORTS

F. BYLAWS

1. **"City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024"**
MOVED AND SECONDED, THAT "City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5097-1.
CARRIED | Res. No. 24-392
2. **"Fire Control Bylaw No. 5122, 2024"**
MOVED AND SECONDED, THAT "Fire Control Bylaw No. 5122, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 4705-3.
RESCINDED

MOVED AND SECONDED, THAT the motion to adopt "Fire Control Bylaw No. 5122, 2024" be amended, by inserting 'with the exception of Schedules A & B'
RESCINDED

MOVED AND SECONDED, THAT Council rescind third reading of "Fire Control Bylaw No. 5122, 2024".

CARRIED | Res. No. 24-393

MOVED AND SECONDED, THAT Council provide third reading of "Fire Control Bylaw No. 5122, 2024", as amended to reflect removal of Schedules A & B.

CARRIED | Res. No. 24-394

3. "City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024"

MOVED AND SECONDED, THAT Council rescind third reading of "City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024".

CARRIED | Res. No. 24-395

MOVED AND SECONDED, THAT Council provide third reading of "City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024", as amended to include two new fines, which will be included in "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" as follows:

- *\$500.00 fine for violations of Section 3(1): Cause/permit nuisance on real property;*
- *\$175 fine for violations of Section 3(2): Cause/permit nuisance in public.*

CARRIED | Res. No. 24-396

G. CORRESPONDENCE FOR ACTION

1. **2025 AVICC AGM & Convention | 2nd call for Resolutions and Convention Information**
Correspondence from AVICC providing information for the 2025 AGM and Convention resolution notice submission process and call for nominations to the Executive Committee.

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

- a. BC Economic Development Association | 2025 BC Economic Summit
- b. The Village of Nakusp | Emergency Room Closures
- c. Alberni-Clayoquot Regional District | MOU for Long Beach Airport
- d. Contract Management Committee Secretariat | Deployment of Body Worn Cameras
- e. Association of Vancouver Island and Coastal Communities | Media Advisory – Watershed Security and Land Conservation Issues
- f. Ministry of Post Secondary Education and Future Skills | Grants in Lieu of Property Taxes for Post Secondary Institutions
- g. Island Health | Health Impacts of the Winter Season
- h. Alberni Valley Museum and Heritage Commission | Minutes of October 2 & November 6, 2024

MOVED AND SECONDED, THAT the Council correspondence for information be received, as presented.

CARRIED

J. REPORT FROM IN-CAMERA

Council released for public consumption that Councillor Mealey will be temporarily withdrawing from his status as Board Director [Council liaison] on the Alberni-Clayoquot Care Society.

Council released for public consumption direction that should there be a supportive referendum for the proposed new Aquatic Centre, Russell Field would be the designated location as determined in conjunction with the Alberni-Clayoquot Regional District.

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

L. NEW BUSINESS

1. 2025 Meeting Schedules

MOVED AND SECONDED, THAT City of Port Alberni Council approve the 2025 regular meeting schedule attached to this report and further, that Administration be authorized to publish notice of availability of the schedule.

CARRIED | Res. No. 24-397

MOVED AND SECONDED, THAT City of Port Alberni Council approve the 2025 meeting schedules attached to this report for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Traffic Advisory Committee, and Alberni Valley Heritage Commission.

CARRIED | Res. No. 24-398

2. Council Appointments | Internal and External Committees & Commissions

MOVED AND SECONDED, THAT Council receive the report 'Council Appointments - Internal and External Committees & Commissions' dated November 8, 2024.

CARRIED | Res. No. 24-399

MOVED AND SECONDED, THAT Council for the City of Port Alberni appoint Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 5 votes), to the positions of Director of the Alberni-Clayoquot Regional District with alternates [in order] as follows: Councillor Patola, Councillor Solda, Councillor Dame, Councillor Mealey.

CARRIED | Res. No. 24-400

3. **Community Investment Program | 2025 Recommendations**

MOVED AND SECONDED, THAT Council approve the 2025 Community Investment Program Committee recommendations as outlined in the staff report dated November 29, 2024.

CARRIED | Res. No. 24-401

MOVED AND SECONDED, THAT Council permit operational approvals of up to five years for local events where staff deem it appropriate and where there is support from the event provider.

CARRIED | Res. No. 24-402

MOVED AND SECONDED, THAT Council approve the updated Terms of Reference for the Community Investment Committee, dated December 9, 2024.

CARRIED | Res. No. 24-403

4. **Authorize Council Registration | 2025 Conferences**

MOVED AND SECONDED, THAT Council authorize Councillor Haggard and Councillor Patola [as alternate] to participate in the 80th Annual Truck Loggers Association [TLA] Convention, taking place January 15-17, 2025 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.

CARRIED | Res. No. 24-404

MOVED AND SECONDED, THAT Council postpone authorization for participation in the annual BC Council of Forest Industries 2025 Convention, taking place April 2-4, 2025 in Prince George, BC to the next Regular Council meeting.

CARRIED | Res. No. 24-405

MOVED AND SECONDED, THAT Council authorize Councillors Patola and Solda to participate in the annual BC Economic Development Association [BCEDA] 2025 BC Economic Summit taking place May 12-15, 2025 in Penticton, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.

CARRIED | Res. No. 24-406

MOVED AND SECONDED, THAT Council authorize up to five members of Council to participate with the Mayor in the Federation of Canadian Municipalities 2025 Annual Conference and Trade Show taking place May 29–June 1, 2025 in Ottawa, Ont. with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.

CARRIED | Res. No. 24-407

MOVED AND SECONDED, THAT Council authorize Councillors Dame, Haggard and Solda to participate with the Mayor in the Vancouver Island Economic Alliance (VIEA) Summit taking place October 28, 29, 30, 2025 in Nanaimo, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.

CARRIED | Res. No. 24-408

Councillor Dame left the meeting at 3:24 p.m.

MOVED AND SECONDED, THAT Council consider annual attendance at the BC Not-for-Profit Housing Association Housing Central Conference taking place November 17-19, 2025.

CARRIED | Res. No. 24-409

Councillor Dame returned to the meeting at 3:26 p.m.

5. Council Code of Conduct

MOVED AND SECONDED, THAT Council direct Administration to develop a Council Code of Conduct Bylaw linked to the Council Remuneration Bylaw, which establishes clear behavioural guidelines for Council members, outlines sanctions for breaches of conduct, and promotes transparency and integrity in serving the City of Port Alberni, thereby ensuring accountability and upholding public trust.

DEFEATED

MOVED AND SECONDED, THAT Council refer the motion to direct staff to amend the Code of Conduct Policy to establish clear behavioural guidelines for Council members to a Committee of the Whole meeting.

CARRIED | Res. No. 24-410

6. FX Nite Club | Change to Hours of Liquor Service [Outside Service Hours]

Councillor Haggard left the meeting at 3:41 p.m. and returned to the meeting at 3:43 p.m.

MOVED AND SECONDED, THAT Council invite the applicant to approach Council and speak to the item.

CARRIED

MOVED AND SECONDED, THAT Council opt out of providing input on the Change to Hours of Liquor Service application for the FX Nite Club operating at 3131 3rd Avenue.

CARRIED | Res. No. 24-411

7. Motion to Reduce Expenditures for the 2025 Port Alberni Budget

Councillor Mealy left the meeting at 4:24 p.m. and returned to the meeting at 4:26 p.m.

Council stated they would sever the resolution presented by Councillor Patola into two parts.

MOVED AND SECONDED, THAT Council direct Administration to verify and provide reasonable approximations of the following amounts:

1. Adjustment of the following service levels:

- *Park Maintenance savings of \$116,000*
- *Horticulture savings of \$439,000*
- *Visitor Centre savings of \$104,000*
- *Alberni Pacific Railway savings of \$60,000*
- *WVHHS collections savings of \$42,000*
- *McLean Mill savings of \$202,000*
- *ACRD contributions to City benefits*
 - a. *Recreation facilities \$503,461*

- b. *Economic Development \$15,000*
 - c. *Marine Access \$10,000*
 - d. *Parks Spaces \$10,000*
 - *Fire Department savings of \$357,000*
 - *Community Policing savings of \$163,000*
 - *Bylaw Department savings of \$60,522*
 - *Multiplex Arena savings of \$227,000,*
- 2. *A reduction in optional service levels that may also produce a net benefit in capital resources and opportunities to increase revenues through non-tax sources including but not limited to:*
 - *Civic campground \$400,000*
 - *Pay per use fees at market rates for all facilities*
 - *Enforcement and collection of industrial and commercial bylaw violations \$10,000*
 - *Cost recovery sale of utilities (water/sewer/etc.)*
 - *Alternate power generation*

CARRIED | Res. No. 24-412

MOVED AND SECONDED, THAT Council direct Administration Prepare a 2025 budget and accompanying 5-year financial plan which includes the aforesaid alterations with relevant comments from department directors as to feasibility, efficiency alternatives and effect of the alterations.

DEFEATED

MOVED AND SECONDED, THAT Council extend the meeting in accordance of Section 32 of "Council Procedures Bylaw, 2013, Bylaw No. 4830".

CARRIED

8. Motion to Conduct an Operational Services Review

MOVED AND SECONDED, THAT Council directs Administration to conduct a comprehensive review of operational services that are not deemed core services, with the objective of identifying options to reduce operational budgets to include, but not be limited to, the following considerations:

1. *Maintenance Reductions: Assess potential reductions in the maintenance of public buildings, recreational fields, green spaces, gardens, boulevards, street cleaning, and trails.*
2. *Facility Operations: Evaluate the feasibility of closing City facilities or reducing service hours, including extended closures of the Multiplex and Aquatic Centre during summer months, as well as a review of hours for City Hall, the Planning and Engineering Building, Echo Centre, Museum, and Public Safety Building.*
3. *Overtime Analysis: Investigate overtime expenditures across all departments, with a particular focus, but not limited to, the Fire Department and other departments for non-essential call-ins and casual coverage.*
4. *Policy Adjustments: Explore any necessary changes in policy that may lead to a reduction in service levels or adjusted standards that could lower operational costs.*

5. *Museum Budget Review: Provide a detailed report on the Museum budget with recommendations for reducing the overall level of service being provided.*
6. *Economic Development Budget: Analyze the Economic Development budget to ensure all expenditures are strategically aligned with the City's financial sustainability goals, focusing on reportable projects and potential reductions.*
7. *Program Evaluation: Review all programming to identify those that do not cover costs, with suggestions for adjustments or eliminations.*
8. *Revenue Recommendations: Propose any changes to City revenue structures that may alleviate budget pressures for Council consideration.*
9. *Operational Cost Savings: Suggest additional operational cost-saving measures that Administration identifies as feasible to reduce service levels in non-core areas.*

FURTHER BE IT RESOLVED, THAT Administration report back to Council in January with detailed options and recommendations for reducing operational service levels effectively.

CARRIED | Res. No. 24-413

M. QUESTION PERIOD

N. Anderson

Mr. Anderson spoke in support of making amendments to the Council Code of Conduct and providing the public an opportunity to provide input.

N. ADJOURNMENT

That the meeting adjourn at 5:18 PM.



Mayor

Corporate Officer