

# A G E N D A

## ANNUAL ORGANIZATIONAL MEETING OF COUNCIL

MONDAY, DECEMBER 2, 2019 AT 7:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS

### PRESENT:

#### A. APPROVAL OF AGENDA (including introduction of late items)

1. Recognition of Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the City Clerk.

*That the agenda be approved as circulated.*

#### B. REPORTS

##### 1. **Mayor - Annual Address**

City Council Annual Address presented by Mayor Minions.

*That the City Council Annual Address, presented by the Mayor, be received.*

##### 2. **25 Year Employee Recognition Awards**

Presentation of 25 Year Employee Recognition awards to:

Lisa Krause  
Zsolt Hengsperger

**3. Regional District Directors**

*That Council for the City of Port Alberni appoint Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 4 votes), to the positions of Director of the Alberni-Clayoquot Regional District. Alternates shall be (in order):*

*Councillor Paulson  
Councillor Corbeil  
Councillor Solda  
Councillor Poon  
Councillor Washington*

Note: Where one alternate attends a meeting, they are allocated the voting strength of the Director they replace. Where two alternates attend as Directors, the larger voting share shall be assigned to the Councillor appearing first on the above list.

**4. Vancouver Island Library Board - Page**

Letter dated October 28, 2019 requesting consideration of the City's representative to the Vancouver Island Regional Library Board.

*That Mayor Minions be appointed to the Vancouver Island Library Board for a term of one year commencing January 1 to December 31, 2020 and that Councillor Paulson be appointed as the alternate.*

**5. Appointments to Committees and Commissions - Page**

Committee and Acting Mayor appointments.

*That the appointments to Committees and Council representatives to public bodies, commissions and select committees, be adopted as circulated.*

**6. Schedules of Meetings**

**Adoption of Council/Committee Meeting Schedules - Page**

**a) Regular Meetings**

*[Note: Email received November 27, 2019 from Joseph Leskosek commenting on Regular meeting times].*

*That the 2020 Regular Meeting Schedule of City Council be approved as circulated.*

**b) Committee/Commission Meetings**

*That the 2020 meeting schedules for the Committee of the Whole, Advisory Planning Commission, Alberni Valley Heritage Commission, Audit Committee and Advisory Traffic Committee be approved as circulated.*

**7. Mayor - Closing Remarks**

**C. ADJOURNMENT**

*That the meeting adjourn at     pm.*

**CITY OF PORT ALBERNI  
COUNCIL APPOINTMENTS**

**1. Mayor Sharie Minions**

*The Mayor is the head and chief executive officer of the City with duties prescribed by the Community Charter. Further to these duties the Mayor will participate in the following:*

- Director, Alberni-Clayoquot Regional District
- Member, North Island-Sunshine Coast Regional Advisory Committee (NISCRAC)
- Court of Revision
- Trustee, VIRL (*Alternate: Councillor Paulson*)
- Member, Reconciliation Committee

**2. Councillor Ron Corbeil**

- Director of Upnit Power Corporation
- Liaison, AV Community Forest Corporation
- Liaison, Port Alberni Port Authority Dry Dock Committee
- Member, Personnel Committee
- Member, Audit Committee
- Member, Community Investment Program

**3. Councillor Debbie Haggard**

- Director, Alberni Clayoquot Regional District
- Liaison, Community Action Team
- Liaison, Alberni Valley Chamber of Commerce
- Liaison, Advisory Planning Commission
- Member, Emergency Planning Committee

**4. Councillor Ron Paulson**

- Liaison, Port Alberni Port Authority Dry Dock Committee
- Liaison, Continuing Care Society
- Liaison, School District #70
- Liaison, Learning Council/NIC
- Liaison, Advisory Traffic Committee

**5. Councillor Helen Poon**

- Liaison, Uptown Merchants Association
- Court of Revision
- Member, Air Quality Council
- Member, Personnel Committee
- Liaison, AV Transition Town Society

*Executive Member [Director at Large] – Union of British Columbia Municipalities [UBCM]*

**6. Councillor Cindy Solda**

- Liaison, West Coast Native Healthcare Society
- Member, Audit Committee
- Liaison, AV Community Stakeholders Initiative
- Member, ACRD Transportation Committee
- Court of Revision

*Board Member [Director at Large] Association of Vancouver Island and Coastal Communities [AVICC]*

**7. Councillor Dan Washington**

- Chair, Audit Committee
- Liaison, Alberni Valley Heritage Commission
- Liaison, West Island Woodlands Advisory Group
- Member, Personnel Committee
- Member, Emergency Planning Committee

**SCHEDULE OF APPOINTMENTS FOR THE ALTERNATE MAYOR**

January & July	Helen Poon	April & October	Debbie Haggard
February & September	Cindy Solda	May & November	Ron Paulson
March & August	Ron Corbeil	June & December	Dan Washington

**CITY OF PORT ALBERNI  
COUNCIL APPOINTMENTS**

**Regional District of Alberni Clayoquot Representatives**  
**Mayor Minions, Councillor Haggard**  
**Alternates (in order):**  
Councillors Paulson, Corbeil, Solda, Poon & Washington

**Personnel Committee**  
Councillors Corbeil, Poon & Washington

**Audit Committee**  
Councillors Corbeil, Solda & Washington

**Community Investment Program**  
Councillor Corbeil  
Diane Mayba, \*Callan Noye, \*Colin Schult

**Court of Revision**  
Mayor Minions, Councillors Poon & Solda

**Board of Variance**  
Boris Lehner, Gerry Hickey, Danese McDonald  
(3 year term to December 2021)

**Advisory Planning Commission**  
Chris Washington, Staff Sgt. Terry Smith, Rick Newberry,  
Jim Tatoosh (Hupacasath), TBC (Tseshah), Councillor Haggard  
Amy Anaka, Ken McRae, John Douglas, \*Callan Noye, \*Ed Francoeur, \*Stephanie Weber

**Alberni Valley Heritage Commission**  
Judy Carlson, Bert Simpson, Ken Watson, Pam Craig, Nancy Blair, \*Colin Schult,  
Bill Collette, Sheena Falconer, Councillor Washington

**Advisory Traffic Committee**  
Planner, Wilf Taekema, Wes Patterson, Sgt. Peter Dionne, Brian Mousley  
Larry Ransom, Caroline Robinson, Cameron McKinnon/Phil Atkinson, Councillor Paulson

**Port Alberni Port Authority**  
Ken McRae (July 1, 2018 - June 30, 2021)

**Air Quality Council**  
Councillor Poon & Fire Chief

**Reconciliation Committee**  
Mayor Minions, Sheena Falconer, Ian Benoit, Wally Samuel, Jim Tatoosh,  
Brandy Lauder (Hupacasath); Cynthia Dick, Ann Robinson (Tseshah)

•New Appointments

Distribution: PACMA, Tanis Feltrin/Sara Darling - via email  
File Drawer in Reception Area, Council Members

Updated: November 2019

J:\Clerks\Council\Appointments & Contact Lists\Council Appointment List - 2019-2020\_tf.docx



## CITY OF PORT ALBERNI 2020 ANNUAL REGULAR MEETING SCHEDULE REGULAR COUNCIL MEETINGS

*(All Council meetings held at 2:00 pm in the Council Chambers  
at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted)*

Monday, January 13
Monday, January 27
Monday, February 10
Monday, February 24
Monday, March 9
Monday, March 23
Tuesday, April 14
Monday, April 27
Monday, May 11
Monday, May 25
Monday, June 8
Monday, June 22
Monday, July 13
Monday, July 27
Monday, August 10
Monday, September 14
Monday, September 28
Tuesday, October 13
Monday, October 26
Monday, November 9
Monday, November 23
Monday, December 7 – 7:00 pm <i>Organizational Meeting</i>
Monday, December 14

e-mail: david.wiwchar@jpbg.ca  
portalbernitv@shaw.ca  
editor@albernavalleynews.com  
publisher@albernavalleynews.com  
elena.rardon@albernavalleynews.com

Distribution: Council Member Trays in Committee Room, City Clerk, Front Desk Book,  
Michelle Gagnon, RCMP  
Gaylene Thorogood, RCMP  
PNPP (Web & Bulletin)

Twyla Slonski

---

**Subject:** FW: Council meetings

RECEIVED

NOV 28 2019

CITY OF PORT ALBERNI

**From:** joseph leskosek [<mailto:mesajo2000@yahoo.ca>]

**Sent:** Wednesday, November 27, 2019 6:14 PM

**To:** Davina Hartwell

**Subject:** Council meetings

Please return to the original 7pm meetings so those working, attending school, running a business, volunteering and other such daytime commitments, a chance to hear and express their community voices. This is the only community I have lived where a whole section of the community has been cut off. Do the meetings Sometimes go late???? Yes. Maybe that's because a broader spectrum of the community can be heard from. 2pm meetings may work for some, but 7pm works for a greater number....even if they don't attend at least they have the option.

Joseph Leskosek

Sent from Yahoo Mail on Android



## CITY OF PORT ALBERNI 2020 COMMITTEE OF THE WHOLE MEETING SCHEDULE

*(All COTW meetings held at 4:00 pm in the Council Chambers  
at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted and are  
open to the public)*

Monday, January 20
Tuesday, February 18
Monday, March 16
Monday, April 20
Tuesday, May 19
Monday, June 15
Monday, July 20
Monday, August 17
Monday, October 19
Monday, November 16

e-mail: david.wiwchar@jpbg.ca  
portalbernitv@shaw.ca  
editor@albernivalleynews.com  
publisher@albernivalleynews.com  
elena.rardon@albernivalleynews.com

Distribution: Council Member Trays in Committee Room, City Clerk, Front Desk Book,  
Michelle Gagnon, RCMP  
Gaylene Thorogood, RCMP  
PNPP (Web & Bulletin)





## CITY OF PORT ALBERNI 2020 MEETING SCHEDULE AUDIT COMMITTEE

*(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 11:00 a.m.)*

***These meetings are open to the public.***

Monday, February 24
Monday, May 25
Monday, August 10
Monday, November 23

e-mail: david.wiwchar@jpbg.ca  
portalbernitv@shaw.ca  
editor@albernivalleynews.com  
publisher@albernivalleynews.com  
elena.rardon@albernivalleynews.com

Distribution: Council Member Trays in Committee Room, City Clerk, Front desk book  
PNPP (Web & Bulletin)

J:\Clerks\Council\Annual Organizational Meetings\MeetingSchedules\2020\Audit\_tf.doc



## CITY OF PORT ALBERNI 2020 MEETING SCHEDULE ADVISORY PLANNING COMMISSION

*(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 12:00 pm)*

*These meetings are open to the public.*

Thursday, January 16
Thursday, February 20
Thursday, March 19
Thursday, April 16
Thursday, May 21
Thursday, June 18
Thursday, July 16
Thursday, August 20
Thursday, September 17
Thursday, October 15
Thursday, November 19
Thursday, December 17

e-mail: david.wiwchar@jpbg.ca  
portalbernitv@shaw.ca  
editor@albernavalleynews.com  
publisher@albernavalleynews.com  
elena.rardon@albernavalleynews.com

Distribution: Council Member Trays in Committee Room, City Clerk, Front desk book  
PNPP (Web & Bulletin)



**CITY OF PORT ALBERNI  
2020 MEETING SCHEDULE  
ALBERNI VALLEY HERITAGE COMMISSION**

*(Held in the Alberni Valley Museum, 4255 Wallace Street, Port Alberni BC at 7:00 pm)  
These meetings are open to the public.*

Wednesday, January 8
Wednesday, February 5
Wednesday, March 4
Wednesday, April 1
Wednesday, May 6
Wednesday, June 3
<i>There are no meetings in July and August</i>
Wednesday, September 2
Wednesday, October 7
Wednesday, November 4
Wednesday, December 2

e-mail: david.wiwchar@jpbg.ca  
portalbernitv@shaw.ca  
editor@albernivalleynews.com  
publisher@albernivalleynews.com  
elena.rardon@albernivalleynews.com

Distribution: Council Member Trays in Committee Room, City Clerk, Front desk book  
PNPP (Web & Bulletin)



## CITY OF PORT ALBERNI 2020 MEETING SCHEDULE ADVISORY TRAFFIC COMMITTEE

*(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 10:00 am)*

*These meetings are open to the public.*

Wednesday, January 15
Wednesday, April 15
Wednesday, July 15
Wednesday, October 21

e-mail: david.wiwchar@jpbg.ca  
portalbernitv@shaw.ca  
editor@albernavalleynews.com  
publisher@albernavalleynews.com  
elena.rardon@albernavalleynews.com

Distribution: Council Member Trays in Committee Room, City Clerk, Front desk book  
PNPP (Web & Bulletin)

J:\Clerks\Council\Annual Organizational Meetings\MeetingSchedules\2020\AdvisoryTraffic\_tf.doc



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 28, 2019

Mayor Sharie Minions  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

**Original sent via email: [sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)**

Dear Mayor Minions,

**Re: Appointment to the 2020 Vancouver Island Regional Library Board**

It is time to consider your 2020 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

When appointing your representative, the *Library Act* (October 9, 2019), section 17 (2) states:

"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."

The term of office is one year, January 1 to December 31. Reappointment of sitting members is encouraged for continuity, but no member may serve for more than 8 consecutive years.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses.

VIRL requires annual documentation by December 16, 2019 for both your appointed VIRL Trustee and Alternate, including:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial disclosure statement (original or copy of that on file with the municipality/district)
3. VIRL 2020 Appointment form

**Strong Libraries ■ Strong Communities**

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

4. Electronic File Transfer (EFT) form (if travel expenses are to be reimbursed via EFT)

**By December 16, 2019, please return the completed forms and a copy of the certified resolution to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).**

If you have any questions, please contact Ms. Patterson by phone: 250-729-2310 or [email](#).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink that reads "Rosemary Bonanno". The signature is written in a cursive style with a large initial "R".

Rosemary Bonanno, BA MLS  
Executive Director

CC: Tim Pley, CAO, City of Port Alberni

RECEIVED

OCT 30 2019

Twyla Slonski

**From:** Mariah Patterson <MPatterson@virl.bc.ca>  
**Sent:** October 29, 2019 3:29 PM  
**To:** Sharie Minions  
**Cc:** Timothy Pley; Rosemary Bonanno; Saho Lindberg  
**Subject:** 2020 VIRL Board Appointments  
**Attachments:** ATT00001.htm; 2020 Appointment Forms.pdf; ATT00002.htm; 2020 Financial Disclosure Form.pdf; ATT00003.htm; 2019 10 28 Mayor Sharie Minions, City of Port Alberni re\_Appointment to ....pdf

CITY OF PORT ALBERNI

on file 0360-20-VIRL  
copy ~ Mayor's Council  
eto/Clerks

agenda - Dec. 2 '19

Good Afternoon,

Please find attached a letter regarding Appointments to the 2020 Vancouver Island Regional Library Board sent on behalf of Rosemary Bonanno, Executive Director.

The Trustee and Alternate appointed at your first council/board meeting this November will need to complete the following:

- Copy of the Certified Resolution
- Statement of Financial Disclosure (a copy of that on file is acceptable)
- A VIRL 2020 contact information form
- EFT Form (if travel expenses are to be reimbursed via electronic file transfer)
- Nomination Form: Chair, Vice Chair and Executive Committee Members (Trustee only; if the Trustee wants to be nominated to the Executive Committee)

All to be submitted with a copy of the certified resolution by December 16, 2019.

If you have any questions, you may contact me at 250-729-2310 or [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).

Sincerely,  
Mariah



**Mariah Patterson**  
Executive Assistant  
Vancouver Island Regional Library  
Phone: 250-729-2310  
Email: [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca)  
Web: [virl.bc.ca](http://virl.bc.ca)