

**MINUTES OF THE COMMITTEE OF THE WHOLE**  
**Monday, May 15, 2023 @ 6:00 PM**  
**In the City Hall Council Chambers | 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  
Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services | Deputy CAO  
D. Monteith, Interim Director of Corporate Services  
A. McGifford, Director of Finance  
S. Darling, Deputy Director of Corporate Services/Recording Secretary  
J. Pelech, Manager of Information Technology

Gallery: 5

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

The meeting was called to order at 6:00 PM.

*MOVED AND SECONDED, THAT the agenda be amended to include an item under Staff Reports E.1 Community Representative Team | Terms of Reference. The agenda was then adopted as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on April 25, 2023, be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**1. Official Community Plan (OCP) Update**

*MOVED AND SECONDED, THAT the Committee of the Whole receive the report dated May 9, 2023 providing an update on the Official Community review and update project.*

**CARRIED**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend that Council direct staff to include a Seniors representative to the Official Community Plan | Community Action Representative Team.*

**CARRIED**

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Members of the Committee commented/questioned as follows *[responses, if provided, are reflected below]*:

- Is the Community Representative Team Workshop scheduled for May 27<sup>th</sup> open to the public?  
*This workshop is for the Community Representative Team [CRT] members to provide project information in order for the Team to inform the greater public.*
- How many members are on the CRT?  
*14 at present.*
- Are the workshops facilitated?  
*Yes, they will be facilitated by both City staff and consultants of the project.*
- Age range for CRT youth member?  
*18-25 for CRT but engagement will also take place separately within the School District.*
- Council's original intent was to have two school aged members on the Community Representative Team. Request that process is delayed until the full composition of the CRT is in place with the inclusion of those youth members.
- Senior demographic is missing within CRT.  
*CRT is one aspect of the overall engagement strategy. A balance between the sectors and demographics must be met while keeping the group size manageable. The diverse group of individuals while representing one particular sector, will be tasked with sharing the information broadly across the community and from their personal lived experiences. Staff is able to confirm that a member of Sunshine Club is on CRT Team and 2 youth – one from high school.*
- Will Council be invited to the workshop?  
*Yes, an invitation will be sent to Council.*
- Lacking racial diversity on CRT. Will there be opportunities to engage those underrepresented groups.  
*There is availability as the process continues to engage those underrepresented groups and any other group Council may wish to direct.*
- It was not made clear that CRT members would not be selected by Council as is the normal standard process. While the outcome of representatives chosen reflects a good cross section of individuals, it would have been more effective to follow the standard process for Committee selection.

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Members of the Public commented/questioned as follows [*answers, if provided, are reflected below*]:

**Chylene**

Distinction of Indigenous as referenced within the report?

*For the purposes as referenced in the OCP Update Report it would reflect local First Nations or any individuals whom identify of being of Indigenous descent.*

**N. Anderson**

Do you believe that Seniors are being properly represented in this community?

*As it pertains to this process and in particular the Community Representative Team, yes.*

Councillor Douglas left the meeting at 6:40 pm and returned at 6:44 pm.

**Lisa**

Who is on the Community Representative Team?

*\*Overview of Team members provided as referenced in the staff report included in the agenda package.*

**L. Walerius**

Who are the representatives on this team and what are the categories?

*\*Overview of Team members provided as referenced in the staff report included in the agenda package.*

Were the applicants asked to give their age?

*The application included an age range selection.*

Is there a member dedicated to the housing sector?

*Housing providers are on the team i.e. Sage Haven and Community Living. Housing is a broad and expansive topic that will be explored separately as well through growth scenarios in order to develop policies (direction for how the city will develop, how the City will support those in need, take action on climate change, support affordable housing, and more) for the OCP.*

How are you engaging the public in this process?

*Pop-ups, open houses, surveys, etc.*

**F. CORRESPONDENCE**

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**G. NEW BUSINESS**

**1. Travel Policy**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council rescind "P6 – Travel Expense Policy - For Employees & Other Authorized Persons" dated March 9, 2015 and approve Policy 3010-1 "Travel Policy".*

**CARRIED**

Members of the Committee commented/questioned as follows *[responses, if provided, are reflected below]*:

- Any process in place to consider rental vehicles versus personal, etc. for travel expenses?  
*Presently addressed in the draft policy under local transportation.*
- Ability to use fleet vehicles?  
*At present, fleet vehicles are often being used for City business. Where there is availability, fleet vehicles could be utilized.*

**2. Purchase Card Policy**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council rescind "Credit Card Policy" dated October 14, 2014 and approve Policy 3011-1 "Purchase Card Policy".*

**CARRIED**

Members of the Committee commented/questioned as follows *[responses, if provided, are reflected below]*:

- Would the amounts change for each card?  
*Each position would be evaluated on an operational basis and as per the policy.*
- Are the expenses reportable to the public?  
*Public reporting is available and depending on the nature of the request may require a Freedom of Information formal request. The policy addresses the requirement for provision of reporting to the Finance Department by cardholders.*

**3. Bylaw Enforcement Policy**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council refer the draft Bylaw Enforcement Policy to a select committee of Council.*

**DEFEATED**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council refer the draft Bylaw Enforcement Policy to the June 19<sup>th</sup> Committee meeting to be further informed by priorities of the 2023 – 2027 Corporate Strategic Plan and further, that staff provide information relating to the composition and growth of the Bylaw Services department over recent years.*

**NOT VOTED ON DUE TO AMENDING MOTION**

*MOVED AND SECONDED, THAT the Recommendation regarding referring the draft Bylaw Enforcement Policy to the June 19<sup>th</sup> Committee meeting to be further informed by priorities of the 2023 – 2027 Corporate Strategic Plan and further, that staff provide information relating to the composition and growth of the Bylaw Services department over recent years, be amended to include a list of bylaws for review and update.*

**DEFEATED**

**MAIN MOTION AS ORIGINALLY MOVED**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council refer the draft Bylaw Enforcement Policy to the June 19<sup>th</sup> Committee meeting to be further informed by priorities of the 2023 – 2027 Corporate Strategic Plan and further, that staff provide information relating to the composition and growth of the Bylaw Services department over recent years.*

**CARRIED**

**Notice of Motion to May 23, 2023 Regular Meeting | Bylaw Enforcement**

*THAT Council direct staff to prepare a report outlining recommendations to conduct a review and update of City Bylaws.*

Members of the Committee commented/questioned as follows *[responses, if provided, are reflected below]*:

- Vacant building bylaw not included?  
*Council may direct staff to prioritize enforcement of vacant buildings. While there is a bylaw with regards to vacant buildings, it does require updating.*
- Priorities to be decided by Council as a whole. Referral of bylaw establishment to a Select Committee may retract from that.
- Bylaw department deserves a great deal of attention given its development over recent years.
- Understand Bylaw is mainly complaint driven?  
*Correct, it is primarily complaint driven.*

**H. QUESTION PERIOD**

**N. Anderson**

Rack and Rally Social Hub [3123 3<sup>rd</sup> Avenue] Façade update?

*Development and Building Permit have been issued and are active for 2 years. While there is an active building permit and work has begun, there is not a mechanism to enforce with regards to the permit. Staff to follow-up.*

**L. Walerius**

Request to have cameras angled on the entire Council Chambers versus individual Council members/staff during live streaming of Committee of the Whole and Regular meetings.

Suggestions to enhance the Purchase Card Policy with additional information i.e. position of the staff receiving cards and card limits, items that may be purchased day-to-day, versus capital purchases, and purchases during disasters/emergencies. Levels of associated responsibility may affect an employee's classification for pay.

**J. Leskosek**

Is the Community Representative Team member information available online?

*Can be found on the City website within today's agenda package.*

<https://portalberni.ca/council-agendas-minutes>

What is the procedure to have an item forwarded to the Committee of the Whole?

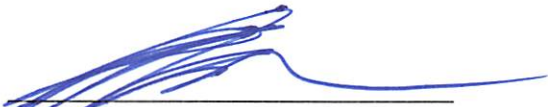
*Members of the public are always welcome to contact any member of Council to suggest an item be brought forward to a Committee of the Whole. However, there is no requirement on the part of Council to bring the item forward.*

**I. ADJOURNMENT**

*MOVED and SECONDED, THAT the meeting adjourn at 7:53 pm.*

**CARRIED**

CERTIFIED CORRECT

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