

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, March 27, 2023 @ 2:00 PM**  
**In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC**

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**Present:** Mayor 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. Leurebourg, Director of Corporate Services  
S. Smith, Director of Development Services/Deputy CAO  
A. McGifford, Director of Finance  
W. Thorpe, Director of Parks, Recreation & Heritage  
M. Wade, Manager of Planning  
S. Darling, Deputy Director of Corporate Services | Recording Secretary

**Gallery:** 9

**Introductory Remarks from Mayor Minions**

Mayor Minions introduced the City's new Chief Administrative Officer, Michael Fox.

**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 Correspondence for Information J.L | Mobius Books [J. Toso] Parking Enforcement and J.M | M. Youd 6<sup>th</sup> Avenue Capital Funding Petition. The agenda was then adopted as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Special meeting held March 13, 2023 at 9:30 am, and Regular Council meeting held at 2:00 pm, be adopted, as presented.*

**CARRIED**

**C. PUBLIC INPUT PERIOD**

**M. Youd**

Spoke to a petition submitted to Council by residents of 6<sup>th</sup> Avenue [Melrose Street to Bruce Street] requesting that capital infrastructure funding previously allocated for the area not be deferred.

**J. Leskosek**

Corrected an item of public input provided by himself during a previous Council meeting.

**D. DELEGATIONS**

**1. Rotary Club of Port Alberni | Community Clean-up Day**

*MOVED AND SECONDED, THAT Council support the Rotary Club of Port Alberni community wide clean-up day scheduled Saturday, April 22, 2023 by providing a donation of gloves, trash bags, and litter grabbers from the Public Works department.*

**CARRIED | Res. No. 23-74**

**E. UNFINISHED BUSINESS**

**1. Five Year Financial Plan 2023 – 2027, Bylaw No. 5075, 2023 | Amendments & 2<sup>nd</sup> Reading**

*MOVED AND SECONDED, THAT Council amend the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” as follows for the Capital Plan in progress:*

- i. Administration - GIS Projects – [Housekeeping] - to have Council combine the two GIS projects into one project 19001 & 22003 for \$58,010.*
- ii. Administration - Asset Management implementation – 21003 – moving to a staff position instead of contract services. Relinquish \$43,024 back to reserves.*
- iii. Paving - Harbour Rd Argyle to Dunbar – 17415 – Work to be completed within the Connect the Quays project or redevelopment of Somass Lands project funding of \$41,211 to be relinquished to reserves, expense spending to date.*
- iv. Paving - 6<sup>th</sup> Ave-Melrose to Bruce – 18415 – Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.*
- v. Paving - Rail Crossing - Strathern & Dunbar – 21031 repair work completed on Lathom crossing. Relinquished \$135,225 back to reserves.*
- vi. Paving - 15<sup>th</sup> Ave-Montrose to Bruce (westside half road reconstruction) – 22018 – Future development along this road will occur in the near future and works will be completed at that time, relinquish \$120,000 back to reserves, expense any amount to date.*
- vii. Storm - 6<sup>th</sup> Ave-Melrose St to Bruce St – 18417 - Work deferred beyond current five-year plan, relinquish \$400,000 back to reserves, expense any amount to date.*
- viii. Cultural Services – [Housekeeping] - McLean Mill Capital Projects – Heritage - Projects 20019, 21021, and 22027 “McLean Mill Capital Projects - Heritage” combine for carry forward \$94,858 with 2023 McLean Mill Capital Projects – Heritage.*
- ix. Cultural Services - reallocate McLean Mill – UGST – Project 21019 – in the amount of \$30,000 to McLean Mill Septic site upgrades bringing the total budget to \$279,500.*
- x. Parks – [Housekeeping] – Combine Projects 20020, 20026, 21022, 21067, and 2022 Facilities – Asset Renewal projects totalling \$139,196 with the 2023 Facilities Upgrade.*

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- xi. Sewer - 6<sup>th</sup> Ave-Melrose to Bruce 240m – 18603 - Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.*
  - xii. Sewer - Small Capital Main Replacements \$26K, signage \$6K, monitoring equipment \$68K – 21039 – required works completed. Relinquish \$92,789 to reserves.*
  - xiii. Sewer - Harbour Road Trunk Sewer Replacement – Maintenance work provided improvements and currently no need to replace main. Relinquish \$300,000 back to reserves.*
  - xiv. Sewer - Small Capital Main Replacements – 22068 – close project, no expenditures. Relinquish \$100,000 back to reserves.*
  - xv. Water - New Twin Main Ph 4 (Church St./16<sup>th</sup> Ave to Montrose St./15<sup>th</sup> Ave) – 20096 – Phase 4 completed. Relinquish \$519,856 back to reserves.*
  - xvi. Awaiting Development completion – Burde Street – Anderson to 17<sup>th</sup> Avenue – [Housekeeping] Combine Projects 20022, 19018, 19021, 19029 – totalling \$370,000.*
  - xvii. Paused Project - Replace 1998 Jordair Compressor - moved to 2023 – 18410 – Moved to 2024 Capital Plan - \$59,700.*
  - xviii. Paused Projects - Electronic Filing System - Records Management – 19000 – Relinquish \$53,230 to reserve.*
  - xix. Review approach – Water Meter Replacement Program 6 years – Project 17506, 20084, and 21048 – capitalize works complete, relinquish \$816,153 to reserve and add \$300,000 in 2023 Capital Fund from Water Reserve to complete works in capital work associated with Meter replacement in 2023.*

**CARRIED | Res. No. 23-75**

*MOVED AND SECONDED, THAT Council amend the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” to add in the 2023 Capital Plan – “10<sup>th</sup> Avenue and Dunbar Street | 10<sup>th</sup> Avenue and Redford Street traffic improvements” in the amount of \$410,000 coming from the Capital Works Reserve.*

**CARRIED | Res. No. 23-76**

*MOVED AND SECONDED, THAT “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” be read a second time as amended.*

**CARRIED | Res. No. 23-77**

## **2. Financial Plan Q&A Summary**

Council received the summary of questions and responses as it relates to the 2023-2027 Financial Planning process.

3. **Financial Reserves and Development Cost Charges | Recommendations from March 6<sup>th</sup> CoW**

*MOVED AND SECONDED, THAT Council direct staff to prepare a report regarding the establishment of reserves based on the proposed reserves outlined in the staff report titled 'Current and Proposed Financial Reserves' and dated February 10, 2023.*

**CARRIED | Res. No. 23-78**

*MOVED AND SECONDED, THAT Council direct staff to prepare a report regarding the increase of Development Cost Charges.*

**CARRIED | Res. No. 23-79**

4. **Softball Fields and Growing Communities Fund | Recommendations from March 20<sup>th</sup> CoW**

*MOVED AND SECONDED, THAT Council direct staff to prepare a report regarding the feasibility of considering additional funding for softball field repair and maintenance in the 2023-2027 Financial Plan.*

**CARRIED | Res. No. 23-80**

*MOVED AND SECONDED, THAT Council direct Growing Communities Fund requests be brought forward with provincial criteria as staff are made aware of them.*

**CARRIED | Res. No. 23-81**

**F. STAFF REPORTS**

1. **Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated March 27, 2023, be received and the cheques numbered 152421 to 152501 inclusive, in payment of accounts totalling \$1,142,216.88, be approved.*

**CARRIED | Res. No. 23-82**

2. **Quarterly Reports**

*MOVED AND SECONDED, THAT Council receive the 1<sup>st</sup> Quarter Reports from the Corporate Services Department, Finance and Information Technology Department and Parks, Recreation & Heritage Department.*

**CARRIED | Res. No. 23-83**

**G. BYLAWS**

**1. OCP and Zoning Bylaw Amendments | 2601 Burde Street**

*MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be now introduced and read a first time.*

**CARRIED | Res. No. 23-84**

*MOVED AND SECONDED, THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now introduced and read a first time.*

**CARRIED | Res. No. 23-85**

*MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be read a second time.*

**CARRIED | Res. No. 23-86**

*MOVED AND SECONDED, THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be read a second time.*

**CARRIED | Res. No. 23-87**

*MOVED AND SECONDED, THAT the amending bylaws No. 5070 and 5071 be advanced to a Public Hearing on Monday April 24, 2023 at 6:00 pm.*

**CARRIED | Res. No. 23-88**

**H. CORRESPONDENCE FOR ACTION**

Councillor Patola left the meeting at 2:57 pm, declaring a conflict of interest as it relates to the nature of his relationship to the organizations referenced within the following correspondence.

**1. BC Farmers' Markets | Nutrition Coupon Program**

*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. 23-89**

Councillor Patola returned to the meeting at 2:58 pm.

**I. PROCLAMATIONS**

**1. Guillain-Barré Syndrome (GBS)/Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Foundation of Canada**

*MOVED AND SECONDED, THAT Council proclaim May 2023 as 'GBS and CIDP Awareness Month' in Port Alberni.*

**CARRIED | Res. No. 23-90**

**J. CORRESPONDENCE FOR INFORMATION**

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

- a. Union of BC Municipalities | Response to Council Resolution Re: Safe and Clean Affordable Housing
- b. C. & B. Yeo | Rex Road City Boulevard
- c. O. Brown | Echo Pool Closures
- d. D. Isbister | Pool Facility Closures
- e. Alberni Valley Ringette Association | Ice Time Bookings

- f. Ministry of Forests | Spongy Moth Eradication Pesticide Use Permit Issued for Aerial Spraying
- g. Ministry of Forests | Interfor Corporation's Tenure Dispositions in Coastal BC
- h. Union of BC Municipalities | Strategic Priorities Fund Application for Integrated Asset Management and GIS Strategy (22-0912-SPF)
- i. Union of BC Municipalities | Strategic Priorities Fund Application for Sustainable Environmental Infrastructure Upgrade – Phase 1 [Argyle – 1<sup>st</sup> to 3<sup>rd</sup>] (22-0571-SPF)
- j. R. Brandon, D. Piatka, D. & L. Brown, and M. Forcier, | Falls Street Hedge Enforcement Complaints

*MOVED AND SECONDED, THAT Council resolves to temporarily defer strict enforcement of provision 6.7.3 and 6.7.4 of Zoning Bylaw 4832:*

*6.7.3 Fences, hedges and walls not greater than 1.25 m (4.1 ft) in height are permitted in the front yard.*

*6.7.4 Fences, hedges and walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the property to the front yard setback.*

*Until a report is brought to Council at the May 15, 2023 Committee of the Whole to outline alternatives for the Committee's consideration and referral to Council;*

*AND FURTHER, THAT Council resolve to hold in abeyance any further enforcement action on notices issued during the week of March 13, 2023 for violations of provision 6.7.3 and 6.7.4 of Zoning Bylaw 4832 until after such a time as Council has had the opportunity to review the recommendations of the Committee of the Whole on the matter.*

**CARRIED | Res. No. 23-91**

- k. Mosaic Forest Management | Watershed Fact Sheets
- l. Mobius Books [R. Toso] | Commercial Parking Enforcement
- m. M. Youd | 6<sup>th</sup> Avenue Capital Funding Petition

**K. REPORT FROM IN-CAMERA**

**1. Release from In-Camera | Rail Trail Agreement**

Council released execution of a Rail Trail Agreement between the City and the Island Corridor Foundation, for the purpose of enabling construction of a public use pathway within the Island Corridor Foundation's rail corridor.

**2. Release from In-Camera | Alberni Harbour Quay**

Council released Notice of its Intent to lease the following units at the Alberni Harbour Quay for a five-year term:

- Unit 9 to M. Clark and D. Jones | Ideal Me
- Unit 13 to K. Smith | Sea Dragon Studios
- Unit 16 to L. Gover | Sassy Woodpecker

3. **Release from In-Camera | 2023 – 2027 Five Year Financial Plan, Bylaw No. 5075, 2023 Amendment**

Council released an amendment to the Five Year Financial Plan to include \$35,000 in 2023 for the purpose of implementing the structural recommendations of the City Hall Violence Risk Assessment Final Report and to consider including additional budget to undertake similar work at other City facilities.

**L. 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. 23-92**

Councillor Douglas left the meeting at 3:21 pm and returned at 3:23 pm.

**M. NEW BUSINESS**

1. **ALC Non-Farm Use Permit on ALR Land**

*MOVED AND SECONDED, THAT Council support the Tseshah First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission, noting that the campground use would be low impact and that the land is within Tseshah territory.*

**CARRIED | Res. No. 23-93**

*MOVED AND SECONDED, THAT Council inform the Agricultural Land Commission that an application for a Zoning and Official Community Plan amendment may be required if the ALC approves the non-farm use along with an easement for the City to access utilities.*

**CARRIED | Res. No. 23-94**

Councillor Dame left the meeting at 3:28 pm and returned at 3:31 pm.

2. **Temporary Expanded Service Areas**

*MOVED AND SECONDED, THAT Council extend the Temporary Expanded Service Areas (TESA's) from March 31, 2023 to December 31, 2024 to align with LCRB Bulletin 23-01 which replaces policy directive 22-05.*

**CARRIED | Res. No. 23-95**

*MOVED AND SECONDED, THAT the Director of Corporate Services be delegated to execute the Licence of Occupation for the Temporary Expanded Service Areas (TESA's) on City owned lands.*

**CARRIED | Res. No. 23-96**

*MOVED AND SECONDED, THAT Council authorize a fee of \$300 dollars for the patio use of City owned lands for the Temporary Expanded Service Areas (TESA's).*

**CARRIED | Res. No. 23-97**

*MOVED AND SECONDED, THAT Council direct Staff to prepare a Bylaw to permit encroachment on City streets and sidewalks for the purpose of operating a patio.*

**CARRIED | Res. No. 23-98**

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3. **Shaw Cablesystems Limited | Municipal Access Agreement**

*MOVED AND SECONDED, THAT Council authorize the Mayor and Corporate Officer to execute a Municipal Access Agreement between Shaw Cablesystems Limited and the City of Port Alberni.*

**CARRIED | Res. No. 23-99**

**N. QUESTION PERIOD**

**R. Fraser**

Inquired regarding financial plan amendments and other budget related items.

**J. Leskosek**

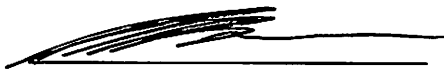
Inquired regarding public access and safety guidelines as it would relate to sidewalk patios.

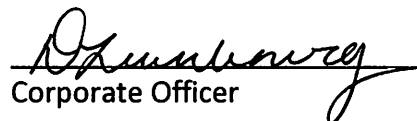
**O. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 3:44 pm.*

**CARRIED**

CERTIFIED CORRECT

  
Mayor

  
Corporate Officer