

MINUTES OF THE REGULAR MEETING OF COUNCIL
Tuesday, October 10, 2023 @ 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 T. Patola
Councillor C. Solda

Absent: Councillor J. Douglas

Staff: M. Fox, Chief Administrative Officer
D. Monteith, Director of Corporate Services
S. Smith, Director of Development Services | Deputy CAO
J. MacDonald, Director of Infrastructure
K. Bodin, Director of Human Resources
S. Darling, Deputy Director of Corporate Services | Recording Secretary
J. Pelech, Manager of Information Services

Gallery: 4

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 'New Business' L.5 | Connect the Quays Pathway Project and L.6 | Sunken Trawler Update. The agenda was then adopted, as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on September 25, 2023 be adopted, as presented.

CARRIED

C. DELEGATIONS

1. Introduction | Director of Infrastructure Services

Mike Fox, Chief Administrative Officer introduced the City's new Director of Infrastructure Services, Jim MacDonald.

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated October 10, 2023, be received and the cheques numbered 153597 to 153683 inclusive, in payment of accounts totalling \$1,099,203.19, be approved.

CARRIED | Res. No. 23-286

F. BYLAWS

1. Zoning Bylaw No. 5074, 2023 | Bylaw Modernization

MOVED AND SECONDED, THAT "Zoning Bylaw No. 5074, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5074.

CARRIED | Res. No. 23-287

G. CORRESPONDENCE FOR ACTION

1. Western Vancouver Island Industrial Heritage Society | Two Spot Locomotive Display

MOVED AND SECONDED, THAT Council direct staff to invite comment from the Alberni Valley Museum and Heritage Commission and prepare a report outlining alternate locations to display the Two Spot Locomotive within the proximity of the train station.

CARRIED | Res. No. 23-288

H. PROCLAMATIONS

1. Minister of Children and Family Development

MOVED AND SECONDED, THAT Council proclaim the month of October as 'Foster Family Month' in Port Alberni.

CARRIED | Res. No. 23-289

I. CORRESPONDENCE FOR INFORMATION

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

a. Youth Parliament of British Columbia Alumni Society | Application Form

MOVED AND SECONDED, THAT Council direct staff to forward the Youth Parliament of British Columbia Alumni Society application form to Alberni District Secondary School, Eighth Avenue Learning Centre and North Island College.

CARRIED | Res. No. 23-290

b. Vancouver Island Regional Library | 2024 Adopted Budget

c. Cathy Peters | Anti Human Trafficking Initiative UBCM Tradeshow Follow-Up

d. B'nai Brith Canada | International Holocaust Remembrance Alliance Plenary Summary

e. Minister of Housing | Point in Time (PIT) Homeless Count Final Results

f. Advisory Planning Commission Minutes | August 17, 2023

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. Council and Regional District Reports

Council received a report outlining recent meetings and events related to the City's business.

L. NEW BUSINESS

1. First Nation Representatives at Council Meetings

MOVED AND SECONDED, THAT Council amend the motion to direct staff to prepare a report outlining options to include a representative from Hupacasath and Tseshah First Nation to attend public Council meetings for the purpose of providing input to Council

to add 'engage with Hupacasath and Tseshaht First Nation regarding their willingness to provide representatives'.

CARRIED | Res. No. 23-291

MOVED AND SECONDED, THAT Council direct staff to engage with Hupacasath and Tseshaht First Nation regarding their willingness to provide representatives to attend Council meetings for the purpose of providing input to Council and, based on those discussions, prepare a report outlining options.

CARRIED | Res. No. 23-292

2. BC's Housing Central Conference | Authorize Council Registration

MOVED AND SECONDED, THAT Council authorize Councillors Patola and Dame [Councillor Solda as alternate] to participate in BC's Central Housing Conference taking place November 20-22, 2023 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Travel Policy No. 3009-2.

CARRIED | Res. No. 23-293

3. Occupational Health and Safety Policies

MOVED AND SECONDED, THAT Council rescind current Council-approved occupational health and safety policies as follows to permit future policy approval by the Chief Administrative Officer:

- *Occupational Health and Safety Policy*
- *Critical Incident Stress Management Program*
- *Joint Occupational Health and Safety Committees*
- *Personal Protective Equipment*
- *Prevention of Workplace Violence*
- *Worker's Compensation Act & Regulations*
- *Working Alone*

CARRIED | Res. No. 23-294

MOVED AND SECONDED, THAT Council approve 'Council Occupational Health and Safety Policy' No. 5005-1.

CARRIED | Res. No. 23-295

4. Human Resources Policies

MOVED AND SECONDED, THAT Council rescind current Council-approved administrative human resources policies as follows, to permit future policy approval by the Chief Administrative Officer:

- *Employment Fitness Evaluation*
- *Employment of Relatives*
- *Interview Expenses*
- *Moving Expenses*
- *Probationary / Trial / Acting Periods*
- *Reference Requests*
- *Impairment in the Workplace*

- *Attendance*
- *Attendance Management*
- *Communication Systems*
- *Electronic Device Use*
- *Progressive Discipline*
- *Smoke Free Workplace*
- *Standards of Conduct / Conflict of Interest*
- *Workplace Harassment*
- *Apprenticeship Training*
- *EFAP*
- *Employee Computer Purchase Plan*
- *Compensation for Emergency Response Outside of Regular Hours – Exempt Employees*
- *General (Personal) Leaves of Absence without pay*
- *Job Improvement Courses*
- *Leave of Absence with Pay*
- *Leave to Vote in Elections*
- *Memorial Plaques*
- *Municipal Pension*
- *Personal Vehicle Use for City Business Purposes*
- *Sick Leave (Detoxification Program)*
- *Workplace Accommodation*
- *Acting Pay for Exempt Employees*
- *Acting Pay for Schedule “B” Employees*
- *Benefits for Sick/Disabled Employees*
- *Conversion of Vacation to Sick Leave (Union Members)*
- *Standby Compensation – Exempt Staff*
- *Union Member Temporarily Filling a Management Position*
- *Social Networking Policy*

CARRIED | Res. No. 23-296

5. Connect the Quays Pathway Project

The CAO provided a response to inquiries related to excavation depths in the construction of Phase 1 of the Connect the Quays Pathway noting that depths will vary depending on requirements for the area such as retaining walls and lighting.

6. Sunken Trawler Update

The CAO provided an update on the Sunken Trawler located at Port Alberni Fisherman’s Wharf, noting that the Western Canada Marine Response team continues to conduct regular assessments and have reported no changes in stability or pollution. Crews are working to rectify the situation as soon as is possible.

M. QUESTION PERIOD

N. Anderson

Inquired about the process related to the motion to invite First Nations representatives to Council meetings to provide input and also about the legislation with regards to the transition of Council approved Human Resources and Occupational Health and Safety policies to CAO approved.

N. ADJOURNMENT

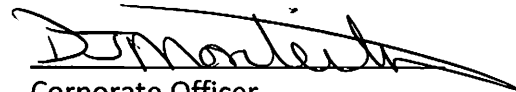
MOVED AND SECONDED, THAT the meeting adjourn at 2:49 pm.

CARRIED

CERTIFIED CORRECT



Mayor



Corporate Officer