



**VILLAGE OF PORT ALICE**  
**PUBLIC WORKS COMMITTEE MEETING AGENDA**  
TO BE HELD THURSDAY APRIL 10, 2025, AT 4:00 PM  
IN THE VILLAGE OFFICE COUNCIL CHAMBERS

**(1) CALL TO ORDER**

**(2) ADOPTION OF AGENDA**

*THAT the Agenda for the Public Works Committee Meeting be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received for information.*

**(3) MINUTES:**

a. *THAT the minutes from the March 6, 2024, Public Works Committee Meeting be approved as presented.*

**(4) REPORTS:**

a. Public Works Foreman's Monthly Report – March  
March 31, 2025, Report from Jason Yunker, Public Works Foreman

**(5) ADJOURNMENT:**

*THAT the meeting of the Village of Port Alice Public Works Committee held April 10, 2025, be adjourned.*

VILLAGE OF PORT ALICE COUNCIL COMMITTEE  
MEETING MINUTES Thursday March 6, 2025  
In the MUNICIPAL COUNCIL CHAMBERS  
Public Works Committee Meeting



Present Mayor Kevin Cameron  
Councillor Sean Watson  
Councillor Russell Murray

Absent Councillor Dave Stewart  
Councillor Holly Aldis

Staff Bonnie Danyk CAO/ CFO  
Jason Yunker, Public Works Foreman

**CALL TO ORDER**

Mayor Kevin Cameron called the meeting to order at 4:00 pm

**APPROVAL OF AGENDA**

PW 07/25  
Agenda

Moved, seconded and CARRIED

***THAT** the Agenda for the Public Works Committee be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received for information.*

PW 08/25  
Minutes  
2025-02-06

**MINUTES:**

Moved, seconded and CARRIED

***THAT** the Minutes of the Public Works Committee meeting on February 6, 2025, be approved.*

**REPORTS:**

Public Works Foreman's Monthly Report – February

February 28, 2025, Report from Jason Yunker, Public Works Foreman

PW 08/25  
Adjourn

**ADJOURNMENT:**

Moved, seconded and CARRIED

***THAT** the Public Works Committee meeting of the Village of Port Alice held March 6, 2025 be adjourned at 4:22 pm.*

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Public Works Committee Meeting held March 6, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



## VILLAGE OF PORT ALICE REPORT TO COUNCIL

---

**To:** Mayor & Council  
**From:** Jason Yunker, Public Works Foreman  
**Date:** March 26, 2025  
**Subject:** Public Works Monthly Report

---

Everything went well for March. We got street sweeping completed thanks to Edgett Excavating out of Courtenay. Port Hardy's sweeper is no longer in good enough shape to make it out to us unfortunately. We have started our fire hydrant maintenance for this year, hope to be done in a few weeks. We just installed a new radar level indicator for our treatment plant. This new device will help us to be less dependant of our current float system which will give us cost savings over the course of the year. In addition to the level indicator, we have new security monitoring cameras installed at the treatment plant. The cameras serve a dual purpose, beyond the security aspect the cameras help monitor the operation of the plant as it is working to treat our waste. Critical aspects such as airflow and tank levels can be seen at a glance.

### **Water**

- Water samples taken to Port McNeil.
- Wells were checked and meters read daily.
- Fire hydrant maintenance.

### **Sewer Sys/ Treatment Plant**

- Effluent samples were shipped to Courtney monthly.
- Regular daily/weekly maintenance was performed for STP.
- Lift stations were cleaned and inspected weekly.
- Installed new radar level indicator
- Cameras installed at the STP

### **Transfer Station**

- Transfer Station was cleaned daily/weekly.
- Garbage cans in town were cleaned(weekly)
- Hauled 1 loads of recyclables (E-waste, cardboard, tires) to 7-mile.
- Hauled 1 blue bin of garbage to 7- Mile
- Hauled 1 wood bin.
- Brush hauled to Sweeney's pit

### **Equipment**

- Generators were tested(monthly)
- Weekly inspections carried out on Play structures/Parks/Marina/Water Tanks
- Fixed control arm on back hoe.
- CVI's done on PW trucks
- Brakes done on the F550

## **Roads**

- Clear limbs and branches from Mill Road.
- Street sweeping complete

## **Facilities**

- Ran the generators for town
- Arena checks

## **General**

- Clean up shop

Respectfully submitted by,

*Jason Yunker*

Jason Yunker  
Public Works Foreman