
AGENDA - COMMITTEE OF THE WHOLE
Monday, February 5, 2024 @ 6:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

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Register to participate via MS Teams webinar at: <https://portalberni.ca/council-agendas-minutes>

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by Committee members.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube).

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 3

1. Minutes of the meeting held at 6:00 pm on January 29, 2024, as presented.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address the Committee. A maximum of six [6] speakers for no more than five [5] minutes each will be accommodated. For those participating electronically, please use the 'Raise your Hand' feature and you will be called upon to speak in the order of which it appears.

D. DELEGATIONS

1. **Broombusters Invasive Plant Society** - Page 6
J. Sales, W. Friberg and S. Thomas in attendance to request Council consideration for the support of a City-wide Broombusting event.
2. **Alberni Valley Nature Club** - Page 8
S. McRuer in attendance to present information regarding an Urban Forestry Strategy.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

G. CORRESPONDENCE

H. NEW BUSINESS

1. **Overview of 2024-2028 Financial Plan Process** - Page 9

Report dated January 31, 2024 from the Director of Finance providing an overview and summary of the 2024-2028 Financial plan process.

THAT the Committee of the Whole receive the report 'Overview of 2024-2028 Financial Plan Process' dated January 31, 2024.

I. QUESTION PERIOD

An opportunity for the public to ask questions of Council. For those participating electronically, please use the 'Raise your Hand' feature and you will be called upon to speak in the order of which it appears.

J. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE COMMITTEE OF THE WHOLE
Monday, January 29, 2024 @ 6:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
R. Macauley, Deputy Director of Finance
W. Thorpe, Director of Parks, Recreation and Culture
S. Bourgoin, Recreation Services Manager
J. MacDonald, Director of Infrastructure Services
J. Pelech, Manager of Information Services
S. Lowe, Manager of Communications/Recording Secretary

Gallery: 23

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 approved, as circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on January 15, 2024, be adopted, as presented.

CARRIED

C. PUBLIC INPUT PERIOD

Neil Anderson

Commented on the remedial action order imposed by Council for the property located at 5170 Argyle Street.

Bob Kanngiesser

Commented on the report to Council regarding 2023 BC Municipal Taxation Comparisons.

Joseph Leskosek

Requested to speak following the delegations.

D. DELEGATIONS

1. Justice for Dontay [Lucas]

MOVED AND SECONDED, THAT the Committee of the Whole recommend that Council begin the process of engaging with Dontay's family to find a space dedicated to celebrating Dontay Lucas' life.

CARRIED

2. School District 70 | Social Justice 12

MOVED AND SECONDED, THAT the Committee of the Whole recommend that Council, pending the blessing of Indigenous elders, support the painting of an Indigenous crosswalk, and further, include the necessary funding in the Financial Plan.

CARRIED

C. PUBLIC INPUT PERIOD CONTINUED

Joseph Leskosek

Commented on a park in Westporte Place as a suggested dedication space for Dontay.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

G. CORRESPONDENCE

H. NEW BUSINESS

1. Asset Retirement Obligations Policy

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council approve Policy 3009-4 'Asset Retirement Obligations'.

CARRIED

Mayor Minions left the meeting at 7:02 pm and returned at 7:05 pm.

Meeting recessed for 5 minutes to manage technical difficulties.

2. Fees and Charges Bylaw, 2007, Bylaw No. 4665

MOVED AND SECONDED, THAT the Committee of the Whole recommend that Council endorse amendments to the "Fees and Charges Bylaw, 2007, Bylaw No. 4665" by replacing Schedule 'A' and provide three readings of the amending bylaw.

CARRIED

3. BC Municipal Taxation 2023 Comparisons

MOVED AND SECONDED, THAT the Committee of the Whole receive the report 'BC Municipal Taxation 2023 Comparison' dated January 21, 2024.

CARRIED

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4. **Reserve Fund Establishment Bylaw No. 5086, 2023**
MOVED AND SECONDED, THAT the Committee of the Whole recommend Council endorse the amendment to the "Reserve Fund Establishment Bylaw No. 5086, 2023" and provide three readings of the amending bylaw.
CARRIED
 5. **2024 Reserve Planning Process and Balances**
MOVED AND SECONDED, THAT the Committee of the Whole receive the report '2024 Reserve Planning Process and Balances' dated January 17, 2024.
CARRIED
 6. **Aquatic Centre Operations**
MOVED AND SECONDED, THAT the Committee of the Whole receive the report 'Aquatic Centre Operations' dated January 22, 2024.
CARRIED
 7. **Update on Intersection Pedestrian Safety Improvements**
MOVED AND SECONDED, THAT the Committee of the Whole receive the report 'Update on Intersection Pedestrian Safety Improvements' dated January 22, 2024.
CARRIED

I. QUESTION PERIOD

Bob Kanngiesser

Requested clarity on the hiring of lifeguards versus instructors at the Aquatic Centre.

J. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 8:58 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



JAN 10 2024

CITY OF PORT ALBERNI

DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: J [redacted] Sales

Organization (if applicable): Broombusters Invasive Plant Society

Street Address: [redacted]

Phone: [redacted]

Mailing Address: [redacted]

Email: info@broombusters.org

No. of Additional Participants:

[Name/Contact Information] W [redacted] Friberg [redacted] and S [redacted] Thomas ([redacted])

MEETING DATE REQUESTED:

Feb 5/24

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

See attachment

Requested Action by Council (if applicable):

Port Alberni Sponsored Broombusting Event this Spring

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

[redacted]

Signature:

Jan 10, 2024

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Feb 5/24

Date Approved: Jan 15/24

Applicant Advised: Jan 15/24

Approved: (Deputy Director of Corporate Services)

[Signature]

☒ Council ☐ Economic Development
☒ CAO ☐ Engineering/PW
☐ Finance ☐ Parks, Rec. & Heritage
☒ Corporate Services ☐ Development Services
☐ Agenda ☐ Community Safety
☐ Other
File # 0550-30. COW Feb 5/24

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.

Delegation Request for Port Alberni from Broombusters Invasive Plant Society 2024
Requested Action: Port Alberni Sponsored Broombusting Event this Spring

Last September, UBCM passed the Resolution to Control Scotch Broom in BC - because Scotch broom is a fire hazard, takes over farms, forests, parks and roadsides, and because it has been designated as the invasive plant doing the greatest threat to Biodiversity in BC. We want to thank the city for helping to make that happen!

Controlling Scotch broom will require commitment and creative thinking on the part of local governments, communities, and volunteers. This year, the Broombusters of the Alberni Valley would like to ask the city to do something new, which we believe will raise awareness about the dangers of Scotch broom, educate the public of how and why to remove broom, and actually get lots of Scotch broom cut in the city. And be lots of fun.

We ask that Broombusters and Council pick a date for a city-wide Broombusting event!

- The event could take place at the beginning of Broombusting season (late April – early May) for 2-3 hours on Saturday morning. In the area of Echo Center – where there is still lots of broom and easy parking.
- When the city shows support, citizens realize that this issue is legitimate, important, and worthy of their participation. When residents know the why and how of Scotch broom control, it will have good long-term results for the city and region – including lessening fire danger.
- If Council is participating, they can ask for news coverage in the local papers and radio. If the city can help with publicity, that is even better! (On city website, Facebook pages and other channels). Broombusters will supply all signage and tools.
- We could make it fun. With simple prizes, photo opportunities, fun competitions, refreshments. Both the City of Parksville in 2017 and Qualicum Beach in 2016 sponsored special events for their 10th anniversary of participating with Broombusters. (See photos attached to this email.). Port Alberni had its first Broombusting cuts in 2007 at the hospital. The city deserves a celebration!

Our hope is that this joint endeavor will lead to more volunteers - which will mean more broom removed from the region for years to come. Broombusting is community building. It draws people together from all incomes, career paths, ages and world views. All are welcome!

Broombusters want to express gratitude for the support of the city for many years.
We thank Council for considering this option.

Sincerely,

J[REDACTED] Sales

Executive Director of Broombusters

And W[REDACTED] Friberg, S[REDACTED] Thomas and J[REDACTED] McCaig – Alberni Valley Area Organizers

www.broombusters.org



CONTACT INFORMATION: (please print)

Full Name: S [redacted] McRuer Organization (if applicable): Alberni Valley Nature Club
Street Address: [redacted] Phone: [redacted]
Mailing Address: same Email: [redacted]
No. of Additional Participants:
[Name/Contact Information] TBA We just decided on Tuesday.

MEETING DATE REQUESTED: 5 Feb 2024

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

To explain why the city needs an Urban Forestry Strategy.

Requested Action by Council (if applicable): Please make it a part of the Official Community Plan.

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: low Feb 5/24

Date Approved: Jan 16/24

Applicant Advised: Jan 16/24

Approved: (Deputy Director of Corporate Services)

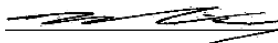
[Signature]

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☒ Development Services
☐ Community Safety
☐ Other
low Feb 5/24
0550-30

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Date: January 31, 2024
File No: 1720-20-2024-2028
To: Committee of the Whole
From: M. Fox, CAO
Subject: Overview of 2024-2028 Financial Plan Process

Prepared by: <i>A. McGIFFORD</i> Director of Finance	Supervisor: <i>M. Fox</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Mike Fox, CAO
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RECOMMENDATION

THAT the Committee of the Whole receive the report 'Overview of 2024-2028 Financial Plan Process' dated January 31, 2024.

PURPOSE

To provide an overview and summary of the 2024-2028 Financial plan process and invite the Committee's recommendations or requests for additional information.

BACKGROUND

The *Community Charter* requires that a municipality must have a Financial Plan that is adopted annually. The *Community Charter* goes further to state that the planning period for a Financial Plan is 5 years, that period being the year in which the plan is specified to come into force and the following 4 years. In addition to the Financial Plan needing to set out objectives and policies of the municipality, the process must also include a process of public consultation/engagement prior to its adoption.

ALTERNATIVES/OPTIONS

That the Committee of the Whole receive the report 'Overview of 2024-2028 Financial Plan Process' dated January 31, 2024.

ANALYSIS

The draft financial plan provides funding required for the current levels of service, direction set by Council and continued implementation of the 2023-2027 *Corporate Strategic Plan priorities*. Council will have opportunities to review and amend the Financial Plan prior to final adoption, which is required to be completed by May 14, 2024. Updated annually, the City's five-year Financial Plan includes budgeted revenues and expenditures to deliver day-to-day services to the community, implement strategic initiatives, invest in infrastructure, and enable long-term funding strategies for future infrastructure requirements. In large part, this Financial Plan was approved previously within the 2023-2027 Financial Plan with changes based on utilization and cost increases for the current levels of service.

Over the next few months the Committee and Council will be brought forward information to support decision making and will also allow for additional information requests where required

Tax rates for 2024 will be set by separate bylaw and presented to Council in April 2024, subsequent to final adoption of the Financial Plan and receipt of BC Assessment's Revised Roll (end of March). In BC, all municipalities must consider the proposed tax rates for each property class in conjunction with the objectives and policies presented in the Financial Plan. The intent of the disclosure of a municipality's objectives and policies is to promote accountability and transparency to the public.

Council will be asked to consider giving first reading to the *City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024* at the February 12th Regular Council meeting to formally introduce the bylaw and permit the opportunity for review, provision of alternative direction, and amendments within legislative deadlines.

IMPLICATIONS

The final impact of the annual financial plan is not scheduled to be confirmed until April 2023. The province requires adoption of the 'Financial Plan' and associated bylaws before May 15th of each year. An overview of the Financial Plan will be provided to Committee and input will be received for follow up. A "Question and Answer" log will once again be provided and tracked at meeting to provide follow up throughout the process.

COMMUNICATIONS

The Financial Plan process starts February 5, 2024 and the proposed schedule recommended is:

Date	Meeting	Purpose
February 5, 2024	CoW	Director of Finance to provide an overview and summarize the City's proposed Five-Year Financial Plan
February 12, 2024	RCM	Financial Plan Introduced and Council to consider First Reading <i>"City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024"</i>
February 20, 2024	CoW	Public Engagement Session
March 4, 2024	CoW	Public Engagement Session
March 11, 2024	RCM	Council to consider Second Reading <i>"City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024"</i>
March 25, 2024	RCM	Address any follow up - Council to consider Third Reading <i>"City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024"</i>
April 8, 2024	RCM	Address any follow up - Council to consider Final Adoption <i>"City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024"</i>

Council has the ability to schedule additional CoW meetings should they be required.

BYLAWS/PLANS/POLICIES

- *"City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024"*

SUMMARY

The Financial Plan process takes considerable effort and time to prepare and consolidate for Council's review and final approval. Over the next few months there will be numerous opportunities for input from the public and for Council to provide any recommendations or additional information in the planning process prior to final adoption, which is required to be completed by May 14, 2024.