

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD TUESDAY, FEBRUARY 9, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Ruttan; Councillors Alemany, McLeman, Minions, Paulson, Sauvé and Washington

The next item added to the basic emergency supply kit being prepared in advance of the coastal exercise in June was a hand crank radio.

A. APPROVAL OF AGENDA (including introduction of late items)

It was moved and seconded:

That the agenda be approved as circulated with the addition of late items H.4 from Jean McIntosh; H.5 from Kelly Foxcroft-Poirier and K.2 Acting City Manager - Implementation of Rogers' Report.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Regular Council Meeting held at 7:00 pm on February 9, 2016, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

John Mayba provided information regarding a public event to discuss the future of cycling in Port Alberni – February 17th, 6-8 p.m. at Echo Centre.

Keith Wyton advised that Andrew Nikiforuk will be presenting “The Reality of LNG: Fracking, Earthquakes & Fractured Economies” at Echo Centre on February 25th at 7:00 p.m.

Dwayne Flory discussed the potential development of the Westporte lands suggesting increased water runoff will take place in the ‘floodplain’ area.

D. DELEGATIONS

1. Vicki Lee - Farmers Market & Coupon Program

Vicki Lee attended to provide an update regarding the Spirit Square Farmer's Market & the BC Farmers Market Nutrition Coupon Program.

It was moved and seconded:

That Council for the City of Port Alberni write to the Minister of Health urging continued funding support of the BC Farmers Market Nutrition Coupon Program.

CARRIED

2. "Still at Home in the Alberni Valley" Homeless Plan

Patty Edwards representing the Alberni Valley Community Stakeholders Initiative To End Homelessness (AVCSI) presented the "Still at Home in the Alberni Valley" Homeless Plan requesting Council's support of the Plan and support for their grant-in-aid application to the ACRD for a part-time coordinator to help implement the program.

E. UNFINISHED BUSINESS

1. "Thunder in the Valley"

It was moved and seconded:

That the report from the City Engineer and the Director of Finance dated February 3, 2016 outlining modifications required, costs, proposed traffic routing and liability costs/issues to host the Thunder in the Valley drag racing event on Stamp Avenue, be received.

CARRIED

It was moved and seconded:

That staff be directed to continue working with the Alberni Valley Drag Racing Association on cost-sharing options to hold the Thunder in the Valley event on Stamp Ave with a report back to the next meeting.

DEFEATED

It was moved and seconded:

That the Thunder in the Valley event proceed on Stamp Avenue in 2016 and staff be directed to review the insurance requirement provisions.

CARRIED

2. RCMP

It was moved and seconded:

That the report dated January 27, 2016 from Inspector Mac Richards, OIC, RCMP providing information on City Employees at the RCMP Detachment as requested by Council, be received.

CARRIED

3. "Tri-Conic Challenge"

It was moved and seconded:

A report dated February 9, 2016, be received from the Economic Development Manager approving the request from the Alberni Valley Chamber of Commerce for \$2,000 to support preparation of a grant application for the "Tri-Conic Challenge" (swim/bike/run) taking place in June 2017; funded from the Business Development Budget.

CARRIED

4. Personnel Committee

It was moved and seconded:

That Council for the City of Port Alberni direct staff to prepare a policy encompassing duties and parameters of the Personnel Committee for Council's consideration.

CARRIED

5. Response to Questions from January 25, 2016 Regular Council Meeting

The Mayor confirmed that the legal opinion received in regards to Medical Marijuana dispensaries was subject to solicitor client privilege and would not be made available to the public.

6. **Association of Vancouver Island and Coastal Communities (AVICC)**

It was moved and seconded:

Limit or Ban Burning on Forest Lands in Community Airsheds

WHEREAS data from the BC Ministries of Environment and Health indicate that seasonal air quality concerns from outdoor wood burning combined with common air 'inversion' events greatly impact the health of residents, and noting that municipalities and regional districts have taken strong measures to limit or ban outdoor burning by residents;

AND WHEREAS the BC Wildfire Act and Environmental Management Act permit the burning of woody debris ("slash") from forestry operations on Private and Crown land within community air-sheds that often contribute to poor seasonal air quality;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities petition the BC Ministry of Environment to bring forward new regulations to further limit or ban the burning of wood debris piles on private and crown forest lands within community air-sheds in order to ensure communities and industry are synchronized in working toward the same goal of a safe and healthy environment for all.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni forward the following resolution to the upcoming AVICC Convention for consideration.

Island Corridor Foundation Federal Funding

WHEREAS the Esquimalt & Nanaimo (E&N) Railway corridor remains a critical transportation asset for the current and future needs of the people and economy of Vancouver Island;

AND WHEREAS the Association of Vancouver Island and Coastal Communities (AVICC) passed a resolution urging action in 2012 and further delay in repairs to the corridor jeopardizes its viability;

THEREFORE BE IT RESOLVED that the AVICC petition the Government of Canada to approve and release the \$7.5 million for capital works on the Victoria to Courtenay rail line in order for work to begin as soon as possible and ensure the future of rail based freight and passenger transportation between Victoria, Courtenay and Port Alberni.

CARRIED

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated February 9, 2016 be received and the cheques numbered 133999 to 134178 inclusive, in payment of accounts totalling \$593,388.77, be approved.

CARRIED

2. City Clerk - Public Hearing Report - January 25, 2016

It was moved and seconded:

That the report of the Public Hearing held January 25, 2016 regarding "Zoning Text Amendment No. T7, (Marijuana Dispensary Regulations), Bylaw No. 4893", be received.

CARRIED

3. City Planner - Social Planning Commission

It was moved and seconded:

That the report dated February 1, 2016 from the City Planner be received and that Council for the City of Port Alberni direct staff to prepare a draft bylaw that would support a Social Planning Commission.

CARRIED

The Mayor called a 10 minute recess at 8:35 pm.

The meeting resumed at 8:45 pm.

4. City Engineer - Lagoon Desludging Project

It was moved and seconded:

That the City Engineer's report dated February 3, 2016 be received and Council for the City of Port Alberni award the tender for the Lagoon Desludging contract to Terrapure Environmental for \$1,878,073.00, from funds included in Loan Authorization Bylaw No. 4807 "Wastewater Treatment Systems Improvement Loan."

CARRIED

5. Current Status Report

It was moved and seconded:

That item 8 on the status report regarding preparation of Pesticide Reduction Policy/Education be given 'medium' priority.

CARRIED

It was moved and seconded:

That the Current Status Report be received.

CARRIED

6. Managers' Monthly Reports

Planning Department

It was moved and seconded:

That the monthly report from the City Planner providing information about current departmental operations, be received.

CARRIED

Engineering Department

It was moved and seconded:

That the monthly report from the City Engineer providing information about current departmental operations, received.

CARRIED

G. **BYLAWS**

1. **City Clerk - Council Procedures Bylaw Amendment**

It was moved and seconded:

That the report dated February 1, 2016 from the City Clerk, be received.

CARRIED

It was moved and seconded:

That "Council Procedures Bylaw 2013, Amendment No. 2, Bylaw No. 4895", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Council Procedures Bylaw 2013, Amendment No. 2, Bylaw No. 4895", be read a second time.

CARRIED

It was moved and seconded:

That "Council Procedures Bylaw 2013, Amendment No. 2, Bylaw No. 4895", be read a third time.

CARRIED

H. **CORRESPONDENCE FOR ACTION**

1. **Federation of Canadian Municipalities (FCM)**

It was moved and seconded:

That the information from the Federation of Canadian Municipalities announced their annual conference in Winnipeg, Manitoba June 3-5 2016, be received and that the Mayor and Councillors Alemany, Paulson and McLeman be authorized to attend.

CARRIED

2. Brienn LeBlanc

It was moved and seconded:

That the e-mail dated January 26, 2016 requesting consideration of a bike park, be received and referred to the Director of Community Services.

CARRIED

3. Minister of Environment

It was moved and seconded:

That the e-mail dated January 20, 2016 from the Minister of Environment requesting and input related to climate activities in federally defined area building on "The Climate Action Revenue Incentive Program" (CARIP) submissions, be received and referred to the City Manager.

CARRIED

LATE ITEMS:

4. Jean McIntosh - Alberni Valley Museum

It was moved and seconded:

That the email dated February 8, 2016 urging Council's support of the Alberni Valley Museum and not act on the recommendation contained in the Judy Rogers' report in regards to transferring the museum to a non-profit society, be received.

CARRIED

5. Kelly Foxcroft-Poirier - Alberni Valley Museum

It was moved and seconded:

That the correspondence dated February 8, 2016 expressing support for the Alberni Valley Museum and requesting Council not act on the recommendation contained in the Judy Rogers' report in regards to transferring the museum to a non-profit society, be received.

CARRIED

I. PROCLAMATIONS

1. Somass Toastmasters

It was moved and seconded:

That the e-mail dated January 28, 2016 from Somass Toastmasters requesting that Council declare the month of February as "Toastmasters International Month" in Port Alberni, be received and the month proclaimed as requested.

CARRIED

J. INFORMATIONAL CORRESPONDENCE

1. RCMP, Pacific Region - Municipal Policing Agreement

Letter dated January 18, 2016 providing expenditures to December 31, 2015.

2. Advisory Traffic Committee Meeting

The minutes of the January 20, 2016 meeting.

3. The City of North Vancouver

Copy of a letter dated January 19, 2016 to the Minister of Natural Gas Development and Minister Responsible for Housing providing feedback and recommendations regarding the *BC Building Act* Implementation.

4. Fred Mann

Letter dated January 26, 2016 providing comment regarding the recent Public Hearing regarding business licence and proposed bylaw changes and amendments to regulate the retail sale of medicinal marijuana in Port Alberni.

5. Alberni Valley Community Stakeholders Initiative to End Homelessness (AVCSI)

Minutes of December 18, 2015 and January 22, 2016 meetings.

6. Port Alberni Refugee Sponsorship Committee - Notre Dame (PARSC)

Letter dated January 15, 2016 advising of the Committee's progress in sponsoring two Syrian Refugee families and thanking the Mayor and Council for their support.

7. Union of British Columbia Municipalities (UBCM)

E-mail dated January 26, 2016 providing an update from the Province on the status of the Syrian refugees that are arriving and settling in British Columbia.

8. Canadian Heritage

E-mail dated January 26, 2016 advising that February 15, 2016 is the 51st Anniversary of the National Flag of Canada.

9. **Walmart Canada**
E-mail dated January 26, 2016 providing details of their plastic bag reduction plan which takes effect February 9, 2016.
10. **West Coast Aquatic and Alberni-Clayoquot Regional District**
E-mail dated January 28 announcing the Public Review sessions for the Barkley and Clayoquot Sound draft Marine Spatial Plans. The Port Alberni Session takes place Wednesday, February 17 from 4 to 7 pm at Echo Centre.
11. **Environment and Climate Change Canada**
E-mail dated February 1, 2016 attaching materials regarding recovery planning for species at risk in British Columbia.
12. **Ministry of Finance, Gaming Policy and Enforcement Branch**
Letter dated January 28, 2016 advising of the \$109,872.19 payment to the City representing casino revenue for the period October 1 to December, 2015.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 12 be received and filed.

CARRIED

K. REPORT FROM IN-CAMERA

1. Management Review Report

Release of the Organization & Compensation Review Report prepared by Judy Rogers Consulting Inc., September 2015. Also provided was an Implementation Report dated February 5, 2016 for Council's consideration prepared by the Acting City Manager (attached hereto and forming part of these minutes). Council endorsed recommendations contained in the report as follows:

Recommendation No. 1

That the organizational structure be consolidated through a realignment of the delivery of administrative and operational services over the next two years.

It was moved and seconded:

That the Parks and Facilities Maintenance divisions become a function of Public Works with the Facilities Operations Supervisor and Parks Operations Supervisor reporting to a designated Public Works Superintendent – target completion date May 1, 2016.

CARRIED

It was moved and seconded:

That an exempt employee Manager of Human Resources be hired as soon as possible – target completion date June 30, 2016.

That the motion be amended to reflect that a temporary Human Resources Assistant be hired until such time as a new CAO is recruited.

DEFEATED

That an exempt employee Manager of Human Resources be hired as soon as possible – target completion date June 30, 2016.

CARRIED

It was moved and seconded:

That a pool of senior exempt staff to act in the City Manager's absence be identified in a succession plan, and a policy developed outlining compensation for employees acting in such capacity – target implementation date September 30, 2016.

CARRIED

It was moved and seconded:

That upon hiring a new City Manager, the title be formally changed to Chief Administrative Officer (CAO).

CARRIED

It was moved and seconded:

That one of the three Public Works Superintendent positions be modified to include increased responsibility with the modified position reviewed through the job evaluation process – target completion date May 1, 2016.

CARRIED

It was moved and seconded:

That the role of Administrative Assistant be upgraded to include the assignments of Communications and Deputy City Clerk with the modified position reviewed through the job evaluation process – target completion date May 1, 2016.

CARRIED

It was moved and seconded:

That the role of Fire Chief be expanded to include responsibility for fire protection, emergency services, oversight of RCMP municipal staff and bylaw enforcement – target completion date September 30, 2016.

CARRIED

Recommendation No. 2

That Council, in consultation with the Regional District, pursue shared services.

It was moved and seconded:

That Council for the City of Port Alberni endorse the Acting City Manager's recommendation to:

- ***Respect the autonomy, mandate and service delivery methods of the ACRD;***
- ***Invite the ACRD Board to meet with Council to begin discussion on the recommendation, and seek a broad statement agreement to set the stage for more detailed discussions;***
- ***Seek to develop in a cooperative manner with the ACRD a work plan for exploring the potential for shared services.***

CARRIED

Recommendation No. 3

That Council consider amendments to the benefits package for senior staff.

Recommendation No. 4

That all exempt staff contracts be reviewed and updated to reflect best practices with implementation by January 1, 2016.

It was moved and seconded:

That Recommendations No. 3 and 4 related to senior staff benefits package and exempt contracts continue to be discussed in-camera.

CARRIED

Recommendation No. 5

That a succession plan be implemented

It was moved and seconded:

That the City's succession plan be updated – target completion date September 30, 2016.

CARRIED

Recommendation No. 6

That a review of non-tax revenue opportunities be conducted.

It was moved and seconded:

That a review of current non-tax revenue generation methods and potential new non-tax revenue generation methods be undertaken seeking out best practices from other local governments and input from a working group – target completion date November 1, 2016.

CARRIED

Recommendation No. 7

That Council conduct a review of non-core services, currently delivered by the Municipality.

It was moved and seconded:

That the City undertake a review of services currently provided that could be provided by a different level of government, by the private sector, or for which the City's service delivery could discontinue – target completion date November 1, 2016.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni announce that the City desires to work with the community and partners to determine an alternate delivery model for the museum and heritage services and further, that the City Manager and Director of Community Services be directed to provide a report including a proposed work plan for Council's consideration – target completion date July 1, 2017.

CARRIED

It was moved and seconded:

That in accordance with Council's procedures Bylaw, the meeting continue beyond 10:00 p.m.

CARRIED

L. COUNCIL REPORTS

1. Mayor's Report

It was moved and seconded:

That the Mayor's verbal report be received.

CARRIED

2. Regional District Report (Mayor Ruttan/Councillor McLeman)

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. NEW BUSINESS

1. Western Vancouver Island Industrial Heritage Society

It was moved and seconded:

That Council for the City of Port Alberni authorize an advance of \$10,000 to the Western Vancouver Island Industrial Heritage Society as part of the contract arrangement for operation of the McLean Mill and Alberni Pacific Railway, specifically for start-up works required to ready the Mill for the upcoming season.

CARRIED

2. Five Year Financial Plan

It was moved and seconded:

That Council for the City of Port Alberni direct staff to include in the Draft Five Year Financial Plan 'Items for Consideration List', \$20,000 to hire a consultant to pinpoint needs and costs on the state of major bridges on the E&N Railway currently limiting travel between Parksville and Port Alberni (request through ACRD with potential to cost-share with SVI/ICF).

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni direct staff to include in the Draft Five Year Financial Plan 'Items for Consideration List', \$250,000 for rehabilitation of the E&N Railway between Port Alberni and Parksville enough to enable Steam train service (request through ACRD with potential to cost-share with SVI/ICF).

CARRIED

N. QUESTION PERIOD

Neil Anderson, 8th Avenue enquired regarding the damaged membrane at Bob Dailey Stadium track. The Mayor responded that staff was aware of the issue.

O. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 10:22 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk