MINUTES
SPECIAL MEETING OF COUNCIL 2017-2021 FIVE YEAR FINANCIAL PLAN
WEDNESDAY, FEBRUARY 8, 2017 AT 6:00 PM
IN THE CITY HALL COUNCIL CHAMBERS

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

A. APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held February 1, 2017 at 6:00 p.m., be adopted.

CARRIED

C. COUNCIL REVIEW

2017-2021 Five-Year Financial Plan

Tim Pley, Chief Administrative Officer provided an overview of the 2017-2021 Budget in Brief document, highlighting the City's overall budget revenues and expenses and providing a brief summary of each department.

Fire Chief Kelly Gilday summarized the proposed budget for the Fire Department, noting a 5% increase over the five-year term.

Chief Gilday provided the following comments in response to questions from Council:

- The proposed budget includes the reduction of a firefighter position in both 2017 and 2019. These reductions will change the way the department responds to fires and may impact automatic aid agreements with rural fire departments within the Alberni Valley.
- The provision of a casual firefighter position is not in the current collective agreement and would need to be negotiated.
- The existing staffing model employed by the department is deemed to be the most efficient in comparison to a mix of full-time and paid-on-call staff.

- Three swing firefighter positions are currently covering the existing staff shortage.
- The proposed budget and staffing changes do not conflict with the collective agreement or Worksafe BC regulations.
- The department could consider making use of the City's mechanical services for maintenance on the fire trucks but it would require scheduling and may create delays. Other fire departments typically do not have mechanics on staff.

Pat Deakin, Economic Development Manager summarized the proposed budget for the Economic Development Department, noting a 5% increase over the five-year term.

Mr. Deakin provided the following comments in response to questions from Council:

- Department revenues come from grants and contributions from the Alberni-Clayoquot Regional District.
- Approximately $100,000 per year has been budgeted for marketing and advertising expenses and $20,000 for consulting services.
- No budget has been identified for the Sprout Program but work is proceeding.
- A budget for continuation of the Facade Improvement Program is included in the draft budget but there are not funds set aside for improvements to the Johnston Road corridor that may be identified as part of the design charrette process.
- The community rebranding process in Quesnel cost approximately $160,000. If the City's rebranding process requires resources they could be drawn from the marketing and advertising budget.

Inspector Brian Hunter summarized the proposed budget for Police Services, noting a 9.5% increase over the five-year term.

Inspector Hunter and the CAO provided the following comments in response to questions from Council:

- Council is able to determine the level of service provided through the contract with the RCMP which includes the number of officers.
- The hiring of an exempt manager for the department's municipal staff is recommended to provide leadership, support administrative functions and represent the City's interests with respect to the policing contract.
- The crime reduction strategy currently in place will remain a priority going forward.
- Removing the $1 million cap on the RCMP surplus reserve is recommended.
- The current unfilled positions at the detachment are the result of a variety of causes, including parental leave, transfers, injuries etc.

Scott Smith, City Planner summarized the proposed budget for the Planning, Building and Bylaw Department noting a 6.3% increase over the five-year term, not 9.9%, as referenced in the Budget in Brief document.

The City Planner provided the following comments in response to questions from Council:

- A dedicated vehicle with the proper technological tools has allowed the Bylaw Enforcement Officer to be out in the field providing enforcement more consistently.
- Administrative support for bylaw enforcement services could increase the level of service as less time would be spent in the office performing administrative duties.
- The consulting budget in 2016 was increased due to the Johnston Road design charrette.

Wilf Taekema, Operations Manager summarized the proposed budget for the Public Works Department noting a 3.4% increase over the five-year term.

The Operations Manager and CAO provided the following comments in response to questions from Council:

- The proposed budget has been developed factoring in the reduced energy costs from the City's LED Streetlight Program and increased cemetery fees to cover the full cost of the service.
- Increased garbage fees are being proposed to fully cover the cost of the service.
- The replacement of the City's two garbage trucks is proposed as the warranties have now expired and emissions problems and other issues are increasing the maintenance costs. The Equipment Replacement Reserve Fund has sufficient funds to cover the replacement costs.
- The City does not currently have the staff to significantly increase the number of capital projects undertaken. Increased use of contractors may be required but a cost-benefit analysis would be helpful to determine how to best address this situation.

Wayne Cheveldave, Mechanical Services Superintendent confirmed that the City Hall van is proposed for replacement with a new plug-in hybrid vehicle.

Theresa Kingston, Director of Community Services summarized the proposed budget for Heritage services, which includes the Alberni Valley Museum and the contract for operation of the McLean Mill and Alberni Pacific Railway.

The Director of Community Services provided the following comments in response to questions from Council:

- Council's direction to develop an alternate governance model for the Alberni Valley Museum is being followed but is not complete. As a result, budget changes are not being proposed in the draft financial plan.

- An effort to appropriately apportion utility and other costs to various heritage facilities will be made with subsequent negotiations with user groups to ensure responsibilities for these costs are reflected in the agreements.
- Admission fees are being considered for the Alberni Valley Museum.
- The ongoing cost and other resource requirements to maintain the City's industrial collections are of concern.
- There is not currently a stakeholder group in the heritage field that has the capacity or desire to assume the operation of the Alberni Valley Museum under a new governance model. Council will be receiving a report soon with options for consideration.

The Director of Community Services also summarized the proposed budget for Parks and Recreation and provided the following comments in response to questions from Council:

- The budget projects an increase of 2% in general admissions to keep pace with rising costs.
- The Aquatic Centre is functional and can be maintained going forward but will cost more to operate due to maintenance issues.
- The Community Investment Program (CIP) is a cash and in-kind service program that supports local non-profit organizations throughout the community. Council has the ability to consider late applications after the annual deadline.
- An additional $20,000 has been included in the draft plan to support Canada 150 events.

The CAO summarized the proposed budget for Government and Administration services which include Human Resources, Clerks, CAO, Finance and Information Technology. He provided the following comments in response to questions from Council:

- The replacement of the server is included in the five-year plan.
- The Human Resources Department includes 2.5 full-time equivalent positions but will be reduced to 2 in 2017 through attrition.

Scott Smith, City Planner summarized the proposed budget for the Engineering Department, noting a 0.6% increase over the five-year term.

The Mayor called a recess at 9:15 pm.

The meeting resumed at 9:25 pm.

The CAO reviewed the proposed 2017 capital budget and supplementary projects list.

In response to questions from Council, Jacob Colyn, Parks Operations Supervisor explained the proposed work at Millstone Park, noting the two engineered structures that will serve as park amenities.

In response to questions from Council, Mark Zenko, Facilities Operations Supervisor confirmed that the proposed $100,000 budget for the Harbour Quay Clock Tower will provide for replacement of certain decking, mesh and handrails as well as repair of the clock and new paint.

It was moved and seconded:

That the meeting continue beyond 10:00 p.m.

CARRIED

D. CORRESPONDENCE

Council received a letter dated February 3, 2017 from Lindsay Higgins on behalf of the A.W Neill Parent Advisory Committee requesting that Compton Road be widened to allow more room for parking and pedestrians. This proposed project has been listed on the City's 2017 Supplementary Project List for Council's consideration.

E. QUESTIONS FROM THE PUBLIC

In response to a question from Malcolm Menninga, the Economic Development Manager outlined a number of initiatives within the draft budget that are targeted at enhancing the city's livability and growing the community's population.

F. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 10:15 p.m.

CARRIED

CERTIFIED CORRECT

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Mayor

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Clerk