

A G E N D A

SPECIAL MEETING OF COUNCIL MONDAY, DECEMBER 12, 2016 AT 3:00 PM IN THE CITY HALL COUNCIL CHAMBERS

A. APPROVAL OF AGENDA

1. Recognition of Traditional Territories.
2. Call to Order and Adoption of Agenda

B. REPORTS

1. Status Report

Council to review and prioritize the Status Report (attached).

Council direction required.

C. ADJOURNMENT

That the meeting adjourn at pm.

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Chief Administrative Officer (CAO)					
1.	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	CAO/Clerk's Dept. - Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council.	High
2.	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	Works in progress primarily on former Esso site	Medium
3.	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Not a strategic priority	Discussions held regarding alternative locations. Alberni Paving considering options.	Medium
4.	Regular Jan 11/16	City to task the Community Forest to investigate and report on implementing longer harvesting rotations (FSCDC Report).	Goal #3: Environmental Protection	Request forwarded to Community Forest	Low
5.	Regular Jan 11/16	Re-affirm Vision in the Strategic Plan to improve access to the Waterfront while also developing a plan in coordination with provincial authorities to address sea level rise and flood concerns from climate disruption (FSCDC Report).	Goal #3: Environmental Protection		Low
6.	Regular Jan 11/16	Community urban food inventory webpage and information (FSCDC Report).	Not a strategic priority		Low
7.	Regular May 24/16	Review Navcanada action undertaken by North Saanich and implications for Port Alberni			Low
Clerk's Dept.					
8.	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #5: Responsive Government	Bylaws given three readings at the November 28 th , 2016 regular meeting.	High

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9.	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government Not strategic priority	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
10.	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
Community Services Dept.					
11.	Special Budget – Feb 23/16	Prepare a report outlining a comprehensive plan for the replacement of the Echo Aquatic and Fitness Centre	Goal #4: Revitalize Economy/Liveability		Medium
12.	Regular Jan 11/16	Public water bottle stations in City facilities - Multiplex and Echo Fieldhouse (FSCDC Report).	Goal #3: Environmental Protection	Multiplex complete (partially funded by ACRD).	Medium
13.	Regular August 8/16	Report re \$10,000 sponsorship request from Chamber of Commerce re TriConic Challenge event			Medium
14.	Regular Mar 9/15	Revisit options to ban smoking in City facilities and parks	Goal #3: Environmental Protection	Include actions taken by other communities for area specific smoking bans	Low
15.	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		Low
16.	Regular June 27/16	Draft development plan options for Canal Beach for public consultation regarding a long-term development plan.	Goal #4: Revitalizing Economy/Liveability		Low

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Economic Development Dept.					
17.	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #5: Responsive Government	Working with Hupacasath regarding their response to RFP	High
18.	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #4: Revitalizing Economy/Liveability Goal #5: Responsive Government	AVTA partnering with Tourism Tofino and Tourism Ucluelet on a marketing campaign. Discussion in November/16	Medium
Engineering Dept.					
19.	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 rd /Anderson)	Goal #2: Connected Community	On hold pending further discussions with WFP.	Medium
20.	Regular Jan 11/16	Create a phased implementation plan for all-abilities protected bike lanes including possible tree and garden planting (FSCDC Report)	Goal #2: Connected Community		Medium
21.	Regular Jan 11/16	Implement a pilot kitchen/yard waste pickup compost project (FSCDC Report).	Goal #3: Environmental Protection		Medium
22.	Special Budget – Feb 23/16	Community Solar	Goal #3: Environmental Protection	Feasibility and implementation plan for single city owned location of solar panel "farm" to sell energy to Grid. \$15,000 allocated in 2016 budget.	Medium
23.	Regular August 8/16	Work with ACRD to coordinate the connectivity of bike paths/lanes between the City and areas of the Valley	Goal #2: Connected Community	Report pending	Medium
24.	Regular Mar 29/16	Report regarding request from Grandview Road residents for walking path on Grandview	Goal #2: Connected Community	Report to be prepared for budget process	Low

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25.	Regular Aug 10/15	Review and report re rainbow/artistic crosswalks – upper 3 rd /Argyle	Not a strategic priority	Rotary Arts District creative crosswalks proposal referred to budget.	Low
26.	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Policy and public education plan under development	Low
Fire Dept.					
27.	Regular June 13/16	Work with BC Wildfire Service, ACRD and other stakeholders to create wildfire management plan for CPA	Goal #5: Responsive Government		High
Human Resources					
28.	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	City engaged BCMSA audit tool in April of 2016.	Medium
29.	Regular Feb. 9/16	Prepare Policy outlining duties of Personnel Committee		CAO/HR Manager	Medium
Planning Dept.					
30.	Special Budget – Feb 23/16	Create environmental rebate initiatives for property owners (FSCDC Report).	Goal #3: Environmental Protection	January 2017	High
31.	Regular October 11/16	Bring forward draft request for proposals for development of the former Tidebrook property.	Goal #4: Revitalize Economy/Liveability	December 12/16	Medium
32.	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government		Medium
33.	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for tiny houses/carriage houses	Goal #4: Revitalize Economy/Liveability		Medium

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34.	Regular Feb. 9/16	Draft bylaw to establish a Social Planning Commission	Goal #5 Responsive Government		Medium
35.	Regular Mar 14/16	Report reviewing options for potential amendments to home occupation regulations – comparison to regulations in other municipalities and enforcement complaints	Goal #4: Revitalize Economy/Liveability		Medium
36.	Regular October 11/16	Report regarding amendments to the City's Zoning and Waterworks Bylaws to permit the sale of eggs and honey and provide urban farms with the same water consumption rates as industrial customers.	Goal #4: Revitalize Economy/Liveability	Supporting letter from Food Security Climate Disruption Committee to be included with report.	Low
37.	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority		Low
38.	Regular May 24/16	Report (based on Engineer's May 17 report) recommending amendments to the City's property maintenance bylaw to address vacant property concerns	Goal #4: Revitalize Economy/Liveability		Low

Organizational Structure Review (adopted by Council February 9/16)			
	Council Direction:	Assigned To:	Target Completion Date:
1.	Parks & Facilities Maintenance divisions become function of Public Works – Facilities Ops Supv and Parks Ops Supv report to designated Public Works Supt.	CAO/Director of Community Services	May 1, 2016 Transition complete
2.	Hire exempt Manager of Human Resources as soon as possible	CAO	June 30, 2016 (Complete May, 2016) Krista Tremblay commences in position May 30, 2016
3.	Identify pool of senior exempt staff to act in CAO's absence in succession plan and develop policy outlining compensation for employees acting in such capacity	CAO	September 30, 2016 Policy adopted November 14/16
4.	Modify one Public Works Supt. position to include increased responsibility – review through JE process	CAO	May 1, 2016 (Complete April 2016) Wilf Taekema promoted to Manager of Operations – announcement made April 11, 2016
5.	Upgrade Administrative Assistant position to include Communications and Deputy City Clerk role – review through JE process	CAO/City Clerk	May 1, 2016 (Complete April, 2016) Jake Martens promoted to Deputy City Clerk/ Communications Coordinator – announcement made April 11, 2016.
6.	Expand role of Fire Chief to include responsibility for fire protection, emergency services, oversight of RCMP municipal staff and bylaw enforcement	Fire Chief	September 30, 2016
7.	Pursue shared service opportunities with ACRD	CAO	In progress
8.	Update City's succession plan	CAO/Mgr Human Resources	September 30, 2016
9.	Review non-tax revenue opportunities (incl. review of all external contracts – best practices from other local govt's and input from working group	CAO/Director of Finance	November 1, 2016
10.	Review non-core services that could be provided by different level of gov't or could be discontinued	CAO	November 1, 2016
11.	Work with community and partners to determine alternate service delivery model for museum and heritage services – proposed work plan to be completed	CAO/Director of Community Services	July 1, 2017 In progress - Councillor Washington appointed to Stakeholder working group.

Respectfully Submitted



Tim Pley - CAO