

**CITY OF PORT ALBERNI - MEETING SCHEDULE
MONDAY, DECEMBER 4, 2017**

7:00 pm	Annual Organizational Meeting <i>@ Council Chambers</i>	OPEN MEETING
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DATES TO NOTE

Tues. Dec 5 6:00 pm	Public Hearing Re: Bylaws 4952 & 4953 <i>@ Council Chambers</i>	OPEN MEETING
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Wed. Dec 6 7:00 pm	Alberni Valley Heritage Commission <i>@ Alberni Valley Museum</i>	OPEN MEETING
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Thurs. Dec 7 4:30 pm	Food Security and Climate Disruption <i>@ Committee Room</i>	OPEN MEETING
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Mon. Dec 11 7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
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A G E N D A

ANNUAL ORGANIZATIONAL MEETING OF COUNCIL

**MONDAY, DECEMBER 4, 2017 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT:

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

1. Recognition of Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the City Clerk.

That the agenda be approved as circulated.

B. REPORTS

1. Mayor - Annual Address

City Council Annual Address presented by Mayor Ruttan.

That the City Council Annual Address, presented by the Mayor, be received.

2. 25 Year Employee Recognition Awards

Presentation of 25 Year Employee Recognition awards to:

Herbert Nadig
Edgar Francoeur
Janette Harrison
Alan Loiselle
Shayla Britton
Rondi Shanks
Karina Kobus
Sandra Oickle

3. Regional District Directors

That Council for the City of Port Alberni appoint Mayor Ruttan (allocated 5 votes) and Councillor McLeman (allocated 4 votes), to the positions of Director of the Alberni Clayoquot Regional District. Alternates shall be (in order):

*Councillor Paulson
Councillor Minions
Councillor Alemany
Councillor Sauv 
Councillor Washington*

Note: Where one alternate attends a meeting, they are allocated the voting strength of the Director they replace. Where two alternates attend as Directors, the larger voting share shall be assigned to the Councillor appearing first on the above list.

4. Vancouver Island Library Board - Page 5

Letter dated November 1, 2017 requesting consideration of the City's representative to the Vancouver Island Regional Library Board.

That Councillor Minions be appointed to the Vancouver Island Library Board for a term of one year, January 1 to December 31, 2018 and that Mayor Ruttan be appointed as the alternate.

5. Appointments to Committees and Commissions - Page 9

Committee and Acting Mayor appointments.

That the appointments to Committees and Council representatives to public bodies, commissions and select committees, be adopted as circulated.

That the Youth Advisory Committee established by resolution of Council on January 12, 2015, be discharged.

6. Schedules of Meetings

Adoption of Council/Committee Meeting Schedules - Page 11

a) Regular Meetings

That the 2018 Annual Regular Meeting Schedule of City Council be approved as circulated.

b) Committee/Commission Meetings

That the 2018 meeting schedules for the Advisory Planning Commission, Alberni Valley Heritage Commission, Audit Committee, Advisory Traffic Committee, Committee of the Whole, Food Security & Climate Disruption Committee and Seniors Advisory Committee be approved as circulated.

7. Mayor - Closing Remarks

C. ADJOURNMENT

That the meeting adjourn at pm.



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

November 1, 2017

Original sent via email

Mayor Mike Ruttan
City of Port Alberni
4850 Argyle St.
Port Alberni BC V9Y 1V8

Dear Mayor Ruttan,

Re: Appointment to the 2018 Vancouver Island Regional Library Board

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*: "Each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

The *Library Act* also stipulates that "...members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2017. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2018 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Lake Cumberland
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington
Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach
Charlotte Sandspit Sayward Sidney/North Saanich Soointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay

ORGANIZATIONAL MEETING AGENDA - DECEMBER 4, 2017

ENTERED
5

B.4



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
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e: info@virl.bc.ca w: www.virl.bc.ca

Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2017 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: hminkzuvich@virl.bc.ca or fax: 250.758.2482.

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink, which appears to read "Rosemary Bonanno".

Rosemary Bonanno, BA MLS
Executive Director

CC: Tim Pley, CAO, City of Port Alberni

RB/hmz

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



Board of Trustees 2018 Appointment Form Trustee

The _____ has appointed _____ as *Trustee* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2018. The term of the appointment is January 1 –
December 31, 2018. This appointment will continue until a successor is appointed, as provided under
Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section
18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
☐ check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

☐ Home: _____ ☐ Municipal: _____
☐ Other: _____

Phone (please check preferred contact number)

☐ Home: _____ ☐ Mobile: _____
☐ Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.



**Board of Trustees
2018 Appointment Form
Alternate**

The _____ has appointed _____ as *Alternate* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2018. The term of the appointment is January 1 –
December 31, 2018. This appointment will continue until a successor is appointed, as provided under
Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section
18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
☐ check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

☐ Home: _____ ☐ Municipal: _____
☐ Other: _____

Phone (please check preferred contact number)

☐ Home: _____ ☐ Mobile: _____
☐ Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.

**CITY OF PORT ALBERNI
COUNCIL APPOINTMENTS DECEMBER 2017 - DECEMBER 2018**

1. Mayor Mike Ruttan

The Mayor is the head and chief executive officer of the City with duties prescribed by the Community Charter. Further to these duties the Mayor will participate in the following:

- Director of Upnit Power Corporation
- Chair, Personnel Committee
- Director, Alberni-Clayoquot Regional District
- Member, North Island-Sunshine Coast Regional Advisory Committee (NISCRAC)
- Court of Revision

2. Councillor Chris Alemany

- Liaison, Advisory Traffic Committee (*Alternate: Councillor Sauvé*)
- Emergency Planning Committee (*Alternate: Councillor Paulson*)
- Air Quality Council (*Alternate: Councillor Washington*)
- Member, ACRD Transportation Committee
- Member, Food Security & Climate Disruption Committee
- Liaison, Island Corridor Foundation Local Government Liaison Committee

3. Councillor Jack McLeman

- Director, Alberni-Clayoquot Regional District
- Liaison, AV Community Forest Corporation (*Alternate: Councillor Minions*)
- Member, AV Community Forest Legacy Committee
- Member, Personnel Committee (*Alternate: Councillors Alemany & Paulson*)
- Liaison, McLean Mill Society

4. Councillor Sharie Minions

- Liaison, Alberni Valley Chamber of Commerce (*Alternate: Councillor Paulson*)
- Liaison, West Coast Native Healthcare Society (*Alternate: Mayor Ruttan*)
- Trustee, Vancouver Island Regional Library Board (*Alternate: Mayor Ruttan*)
- Court of Revision
- Member, Reconciliation Committee

5. Councillor Ron Paulson

- Liaison, Continuing Care Societies (*Alternate: Councillor Sauvé*)
- Liaison, School District 70/North Island College (*Alternate: Councillor Alemany*)
- Member, Community Investment Program/Permissive Tax Exemption Committee (*Alternate: Councillor Sauvé*)
- Member, AV Community Forest Legacy Committee
- Member, Audit Committee

6. Councillor Denis Sauvé

- Liaison, Port Alberni International Twinning Society (*Alternate: Councillor Washington*)
- Liaison, Advisory Planning Commission (*Alternate: Councillor Paulson*)
- Court of Revision
- Member, Audit Committee
- Member, Seniors Advisory Committee
- Member, Personnel Committee (*Alternate: Councillors Alemany & Paulson*)
- Liaison, Community Stakeholders Initiative on Homelessness (*Alternate: Councillor McLeman*)

7. Councillor Dan Washington

- Member, Audit Committee
- Liaison, Alberni Valley Heritage Commission (*Alternate: Councillor Sauvé*)
- Liaison, West Island Woodlands Advisory Group (*Alternate: Mayor Ruttan*)

**SCHEDULE OF APPOINTMENTS FOR THE ALTERNATE MAYOR
(December 2017 – 2018)**

January & July	Jack McLeman	April & October	Denis Sauvé
February & September	Sharie Minions	May & November	Chris Alemany
March & August	Ron Paulson	June & December	Dan Washington

CITY OF PORT ALBERNI
COUNCIL APPOINTMENTS DECEMBER 2017 - DECEMBER 2018
Regional District of Alberni Clayoquot Representatives Mayor Ruttan, Councillor McLeman Alternates (in order): Councillors Paulson, Minions, Alemany, Sauvé, and Washington
Personnel Committee Mike Ruttan (Chair), Councillors McLeman, Sauvé
Audit Committee Councillors Dan Washington, Ron Paulson, Denis Sauvé
Community Investment Program/Permissive Tax Exemptions Councillor Paulson (Alternate: Councillor Sauvé) Frances Ketteringham, Ron Jorgenson + 2 to be confirmed
Court of Revision Mayor Ruttan, Councillor Minions, Councillor Sauvé
Board of Variance Boris Lehner, Gerry Hickey, Danese McDonald (3 year term to December 2018)
Advisory Planning Commission Larry Ransom, Staff Sgt. Terry Smith, Rick Newberry, Jim Tatoosh (Hupacasath), TBC (Tseshah), Councillor Sauvé, Amy Anaka, Ken McRae, John Douglas, Jeanette Nichols, Don Ferster, Sandy McRuer
Alberni Valley Heritage Commission Gareth Flostrand, Judy Carlson, Bert Simpson, John Douglas, Pam Craig, Jolleen Dick, Libby Manson, Penny Cote, Nancy Blair, Bill Collette, Deanna Beaudoin, Councillor Washington
Advisory Traffic Committee Scott Smith, Wilf Taekema, Wes Patterson, Staff Sgt. Terry Smith, Pat Dahlquist, Caroline Robinson, Cameron McKinnon/Phil Atkinson, Councillor Alemany
AV Community Forest Legacy Committee Councillor McLeman, Councillor Paulson, TBC (ACRD Members) Chris Duncan, Gary Swann (AVCF); Ken McRae
Port Alberni Port Authority Ken McRae (July 1, 2015 - June 30, 2018)
Air Quality Council Councillor Chris Alemany; Kelly Gilday, Fire Chief
Seniors Advisory Committee Councillor Sauve, TBC (Sunshine Club), Jan Cole, Ian Staton, Margaret Vatamaniuck
Food Security & Climate Disruption Committee Councillor Alemany, Sam Brownlee (AV Transition Town), Gary Swann, John Mayba, Guy Langlois, Sandra Gentleman, Branden Chase, Rosalind Chapman
Reconciliation Committee Councillor Minions, Sheena Falconer, Ian Benoit, Wally Samuel; Jim Tatoosh, Rick Hewson (Hupacasath), Cynthia Dick, Ann Robinson (Tseshah)



CITY OF PORT ALBERNI 2018 ANNUAL REGULAR MEETING SCHEDULE REGULAR COUNCIL MEETINGS

*(All Council meetings held at 7:00 pm in the Council Chambers
at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted)*

Monday, January 8
Monday, January 22
Tuesday, February 13
Monday, February 26
Monday, March 12
Monday, March 26
Monday, April 9
Monday, April 23
Monday, May 14
Monday, May 28
Monday, June 11
Monday, June 25
Monday, July 9 – <i>(Note 2:00 pm start time)</i>
Monday, August 13 – <i>(Note 2:00 pm start time)</i>
Tuesday, September 4
Monday, September 24
Tuesday, October 9
Monday, October 22
Tuesday, November 13
Monday, November 26
Monday, December 3 <i>Inaugural Meeting</i>
Monday, December 10

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CITY OF PORT ALBERNI 2018 ANNUAL REGULAR MEETING SCHEDULE ADVISORY PLANNING COMMISSION

(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 12:00 pm)

These meetings are open to the public.

Thursday, January 18
Thursday, February 15
Thursday, March 15
Thursday, April 19
Thursday, May 17
Thursday, June 21
Thursday, July 19
Thursday, August 16
Thursday, September 20
Thursday, October 18
Thursday, November 15
Thursday, December 20

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**CITY OF PORT ALBERNI
2018 ANNUAL REGULAR MEETING SCHEDULE
ALBERNI VALLEY HERITAGE COMMISSION**

*(Held in the Alberni Valley Museum, 4255 Wallace Street, Port Alberni BC at 7:00 pm)
These meetings are open to the public.*

Wednesday, January 3
Wednesday, February 7
Wednesday, March 7
Wednesday, April 4
Wednesday, May 2
Wednesday, June 6
<i>There are no meetings in July and August</i>
Wednesday, September 5
Wednesday, October 3
Wednesday, November 7
Wednesday, December 5

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CITY OF PORT ALBERNI 2018 ANNUAL REGULAR MEETING SCHEDULE AUDIT COMMITTEE

(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 4:00 pm)

These meetings are open to the public.

Monday, February 26
Monday, May 28
Monday, August 13
Monday, November 26

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CITY OF PORT ALBERNI 2018 ANNUAL REGULAR MEETING SCHEDULE ADVISORY TRAFFIC COMMITTEE

(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 10:00 am)

These meetings are open to the public.

Wednesday, January 17
Wednesday, April 18
Wednesday, July 18
Wednesday, October 17

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CITY OF PORT ALBERNI 2018 COMMITTEE OF THE WHOLE MEETING SCHEDULE

*(All COTW meetings held at 4:00 pm in the Council Chambers
at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted)*

<i>No meetings in January & February due to Budget Meetings</i>
Monday, March 19
Monday, April 16
Tuesday, May 22
Monday, June 18
Monday, September 17
Monday, October 15
Monday, November 19
Monday, December 17

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CITY OF PORT ALBERNI 2018 REGULAR MEETING SCHEDULE FOOD SECURITY & CLIMATE DISRUPTION COMMITTEE

(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 4:30 pm)

These meetings are open to the public.

Thursday, January 4
Thursday, February 1
Thursday, March 1
Thursday, April 5
Thursday, May 3
Thursday, June 7
Thursday, July 5
Thursday, August 2
Thursday, September 6
Thursday, October 4
Thursday, November 1
Thursday, December 6

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CITY OF PORT ALBERNI 2018 REGULAR MEETING SCHEDULE SENIORS ADVISORY COMMITTEE

(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 4:30 pm)

These meetings are open to the public.

Thursday, February 8
Thursday, April 12
Thursday, June 14
Thursday, August 9
Thursday, October 11
Thursday, December 13

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