

A G E N D A

SPECIAL MEETING OF COUNCIL 2018-2022 FIVE YEAR FINANCIAL PLAN THURSDAY, FEBRUARY 1, 2018 AT 6:00 PM IN THE CITY HALL COUNCIL CHAMBERS

A. APPROVAL OF AGENDA

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

B. ADOPTION OF MINUTES

1. Special Meeting of Council (E-Town Hall) held January 29, 2018 at 6:00 p.m.

C. 2018-2022 FIVE YEAR FINANCIAL PLAN

1. Project Options List

Project Options List updated following January 29, 2018 meeting for Council's consideration.

Council direction required.

2. Unfinished Business

(a) Tabled Motion – RCMP Member Reduction

That the motion to eliminate the proposed reduction of one RCMP member included in the 2018-2022 Five Year Financial Plan for 2019 be lifted from the table.

It was moved and seconded:

That Council for the City of Port Alberni eliminate the proposed reduction of one RCMP member included in the 2018-2022 Five Year Financial Plan for 2019.

(b) Information regarding Bylaw Resources in other Communities

A report from the Director of Development Services providing information regarding bylaw resources in other Vancouver Island Communities.

That the report from the Director of Development Services dated January 31, 2018, be received.

D. INPUT/QUESTIONS FROM THE PUBLIC

An opportunity for input and questions from the public.

E. COUNCIL REVIEW

Council to provide direction or request information for subsequent budget meetings.

F. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES
SPECIAL MEETING OF COUNCIL 2018-2022 FIVE YEAR FINANCIAL PLAN
MONDAY, JANUARY 29, 2018 AT 6:00 PM
IN THE CITY HALL COUNCIL CHAMBERS

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

REGRETS: Councillor Minions

A. APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved with late items C.3.1 Supplementary Projects Completion Analysis 2017; C.3.2 CAO – McLean Mill Capital Projects; C.5 Alberni Valley Chamber of Commerce - \$50,000 investment.

CARRIED

B. 2018-2022 FIVE YEAR FINANCIAL PLAN

1. City Clerk – E-Town Hall Overview

Davina Hartwell, City Clerk, provided a brief overview of the e-Town Hall meeting format.

Questions and comments were received throughout the meeting from members of the public in attendance and those participating online through email, Facebook and Twitter.

Topics addressed included:

- Addressing crime in the uptown 3rd/Argyle area
- Need for additional RCMP resources including Youth Liaison Officer
- Proposed expansion to bylaw services and necessity for electric vehicle
- Grandview Road safety concerns
- Status of new Aquatic Centre
- Status of Clock Tower repairs

All comments/questions will form part of the record of the meeting.

2. Chief Administrative Officer

Tim Pley, Chief Administrative Officer provided an overview of the draft 2018-2022 Five-Year Financial Plan and the projects options list included in the agenda package for reference and information.

3. Q&A from January 15, 2018 Meeting

Council received the responses to questions asked at the January 15, 2018 meeting.

3.1 In regards to item 8 on the Q&A list, a late item report identifying supplementary projects completion analysis for 2017 was provided.

3.2 In regards to item 1 on the Q&A list, the CAO provided a late item report itemizing the list of capital projects proposed for McLean Mill. Bill Collette, President of the McLean Mill Society attended to review the list noting their total ask of Council is \$151,000 in addition to the \$175,000 already included in the Five Year Plan - \$95,000 for capital improvements, \$31,000 for rail insurance and \$25,000 to bring operational to their original request for \$200,000.

3.3 In regards to item 3 on the Q&A list, Inspector Hunter addressed the fund level of \$1 million for major events noting that the City is ahead of the curve as compared to other municipalities. The CAO confirmed that the ceiling has been set by Council at \$2 million.

4. Overview of 2018 Capital Projects

Staff was in attendance to provide an overview and respond to questions regarding 2018 Capital Projects.

5. Chamber of Commerce – ‘Business Ambassador’ Investment

It was moved and seconded:

That the letter from the Alberni Valley Chamber of Commerce dated January 25, 2018 expressing their commitment to taking a lead role in addressing ‘Big City’ problems affecting Port Alberni and proposing that the City invest a minimum of \$50,000 to a contract that the Chamber would manage obligating them to staff the uptown/3rd Avenue area with a ‘Business Ambassador’, be received and put on the Projects Options List for consideration.

CARRIED

D. REPORTS

1. Requests for Early Budget Approval

(a) Additional Bylaw Resources

It was moved and seconded:

That the report from the CAO dated January 25, 2018 providing costs of developing a Bylaw Services Department and a proposed implementation plan, be received.

CARRIED

Council requested additional information regarding bylaw resources provided in other Vancouver Island communities.

(b) Building Security Incentive Program

It was moved and seconded:

That the report from the CAP dated January 25, 2018 providing costs of developing a building security incentive program, be received.

CARRIED

(c) Other Items requiring Early Approval

It was moved and seconded:

That the report from the CAO dated January 21, 2018 requesting early approval for McLean Mill Operating grant and North Park Reconstruction Project, be received.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni provide early approval of \$75,000 from General Revenue for the McLean Mill operating grant; and

That Council for the City of Port Alberni provide early approval of \$410,000 for the North Park Drive reconstruction project comprising of \$75,000 from General Revenue; \$135,000 from Gas Tax Fund; \$200,000 from Sewer Operating Reserve.

CARRIED

2. **Manager of information Technology – Server vs. Cloud**

It was moved and seconded:

That the report from the Manager of Information Technology dated January 29, 2018 providing information regarding on-premise capital server costs vs. cloud data centre costs, be received.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni continue to support the 2018 Information Technology budget included in the draft 2018-2022 Five Year Financial Plan and direct staff to bring back a report during the year with detailed cost options and service implications in order to support Council in making a decision to either add the server ERRF contributions back into the budget beginning in 2019 or to increase operating costs to fund cloud servers beginning in 2023.

CARRIED

3. **Director of Finance – Capital Expenditure Policy**

It was moved and seconded:

That the report from the Director of Finance dated January 24, 2018 providing information on capital expenditure policy and how it applies to capital purchases, be received.

CARRIED

4. **Director of Finance – Supplemental Projects Funded from General Revenue**

It was moved and seconded:

That the report from the Director of Finance dated January 25, 2018 providing clarification on General Revenue funded capital expenditures v. non-capital expenditures in the 2017 Supplementary Projects list, be received.

CARRIED

E. COUNCIL REVIEW

It was moved and seconded:

That further consideration of the 2018-2022 Five Year Financial Plan and Project Options list be referred to another meeting to be held within the next two weeks.

CARRIED

It was moved and seconded:

That Mayor Ruttan be authorized hotel and per diem expenses to attend meetings in Ottawa, February 5th and 6th, 2018 as part of a presentation on government procurement and Small and Medium sized Enterprises (SME).

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni eliminate the proposed reduction of one RCMP member included in the 2018-2022 Five Year Financial Plan for 2019.

It was moved and seconded:

That further discussion regarding the proposed reduction of one RCMP member in 2019 be tabled to the next meeting to be held within the next two weeks.

CARRIED

D. ADJOURNMENT


It was moved and seconded:

That the meeting adjourn at 8:57 p.m.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk

E-Town Hall Meeting January 29, 2018
Questions/Comments received via City's Social Media Platforms

NAME	PLATFORM (F,T,E)	QUESTION/COMMENT
Filasis Nome	F Question	Will money be allocated to combat the crime problem downtown in the 3rd & Argyle area?
Caroline Robertson	F Comment	<p>I am concerned that the City has funded less police positions. In light of the recent increase in crime this needs to be addressed. As a tax payer I would gladly give up other services to have my family and community safe.</p> <p>I have lived in the 3rd ave and Argyle area for an extended period of time and the RCMP members do an excellent job. We cannot give them less resources and then say do more. I would really encourage the city to fund at least one more member permanently, preferably two.</p> <p>Thank you to all the RCMP members who serve our community for doing a difficult and at times stressful job.</p>
Ruth John	E Comment	In regards to consideration of expanding the bylaw office by increasing staff and budgeting for an electric vehicle, she asks - are there really that many infractions that you can justify this expense? We need more money for mental health issues not more bureaucracy. She also provides comments regarding ugly signage and images of tattoo parlours, pawn shops and weed dispensaries as well as the increase in unhygienic dilapidated and probably unsafe homes-not just businesses or vacant places and lots- that are cropping up everywhere.
Lynn Copeland	E Question	<p>I am new to town and have been getting to know the community. Its been good but it's clear that this community faces many challenges, economic and social. Consequently, I was disappointed to hear that City Council is proposing a budget allocation of more than \$350,000 to increase bylaw enforcement.</p> <p>Has the electorate given you to understand that this is the best way to spend tax dollars? Versus, say, improved street lighting, renewal of the city center and increased spending on RCMP to combat serious crime?</p> <p>Is the proposed bylaw enforcement team designed to address this problem? I do feel that bylaw enforcement should be low on the priority list in a community that faces so many pressing issues elsewhere.</p>
Sissy Lindsey Scott	F Question	Why does the addition of new city bylaw officers have to include a car that costs \$60,000? That is more than the majority of the population spend on a car. I don't feel like this is a logical use of money.

NAME	PLATFORM (F,T,E)	QUESTION/COMMENT
Rosalind Chapman	F Question	Why is the city's youth advisory committee inactive? Increasing more money for a youth liason officer is unacceptable to this resident. Use the committee that we have, to make recommendations and to explore alternate solutions.
hmdufour@gmail.com	E Question	<p>Is it acceptable for our City to not address the safety concerns of Grandview Road?</p> <p>The city portion of Grandview Road is the only stretch where pedestrians are required to share the lane with vehicles as there are no shoulders on either side. There are no street lights, pedestrians are very hard to see and children have no other option than walking on the street to the bus stop and to Neill School. This is also the only way to the mailboxes for pedestrians.</p> <p>Street lights, a shoulder, a walkway or a sidewalk needs to be budgeted for this stretch of road.</p>
Dan Vatamaniuck	F Question	Where are we at with the streetlight LED conversion project?
Rebecca Standley	F Question	Where are we in terms of a new pool? The current one just gets older, and the more money we spend on upkeep/renovations seems to be less available for a new one. What about a committee to look into possible funding sources? I would gladly volunteer some time for such a thing.
Rick van Viegen	E Comments referred to ATC	<p>Lives on 12th Avenue - concerned about the merge Lane off of Roger on to 10th Avenue. Numerous times I've seen near misses people not even looking just zipping right off of Rodger and right onto 10th Avenue</p> <p>The yellow markers that are in front of the co-op on 10th Avenue for the new build would most likely be advantageous to be installed in the Rodger 10th Avenue merge lane to hold people from just veering right into the traffic on 10th Ave,.</p> <p>I believe the small amount of money for a large amount of gain is in our best interest. The Traffic Advisory Council may even be able to get ICBC to pick up part of the tab for this install.</p>
Roland Smith	E Question	What is the status of the clock tower? It was itemized for repairs/upgrades on the 2015, 2016 and 2017 financial plans, but it is not itemized on the 2018 financial plan.
Rosalind Chapman	F Question	Has there been any consideration made to hiring another assistant to the bylaw officer, at a lower salary, rather than a full bylaw position? Look for ways to reduce expenses in that department please.
Crystal Power	F Comment	No more bike paths in the middle of the driving lanes!!

City of Port Alberni
DRAFT SUPPLEMENTARY PROJECTS LIST 2018

Item No.	Project	All Projects Budgeted Cost	Capital	Non-capital	Funds from General	Other Funding Source
	PAVING					
1	Grandview Walkway 385m gravel path	100,000	100,000		100,000	
2	Truck Route Phase 2 Draft options	40,000		40,000	40,000	Consulting engineering op budget
3	6th Ave - Melrose to Bruce 240m (ptp storm, water, sewer)	280,000	280,000		280,000	
	Total Paving	420,000	380,000	40,000	420,000	-
	STORM					
4	6th Ave - Melrose to Bruce 240m (ptp water & sewer)	150,000	150,000		150,000	
	Total Storm	150,000	150,000	-	150,000	-
	TRAFFIC UPGRADES					
5	Traffic Light Controller 10th & Redford	25,000	25,000		25,000	
	Total Traffic Upgrades	25,000	25,000	-	25,000	-
	WORKS-OTHER					
6	Works Yard Risk Assmt (ECR)	40,000		40,000	40,000	
	Total Works-Other	40,000	-	40,000	40,000	-
	PARKS					
7	Fall Fairgrounds - Fencing at Roger Creek embankment	25,000	25,000		12,500	12,500 Fall Fair Committee
8	Harbour Quay - Playground area windbreak	27,000	27,000		14,500	12,500 HQ Reserve Fund
9	Harbour Quay - Covered eating area/paving st	25,000	25,000		12,500	12,500 HQ Reserve Fund
10	Mill Stone Park - Completion	25,000	25,000		25,000	
11	Johnston Road Planter Boxes & Irrigation	20,000		20,000	20,000	
12	Canal Waterfront Park Pier - structural assessment	20,000		20,000	20,000	

City of Port Alberni
DRAFT SUPPLEMENTARY PROJECTS LIST 2018

Item No.	Project	All Projects Budgeted Cost	Funds from		Other Funding Source
			Capital	Non-capital	
13	Scott Kenny Trail - 4th bridge & extend trail to Roger Creek Park	150,000	150,000		150,000 West Coast Aquatics?
14	Blair Park - Resurface spray park & drainage repair	75,000	75,000		75,000
	<i>Total Parks</i>	367,000	327,000	40,000	329,500 37,500
HERITAGE AND CULTURE					
15	McLean Mill Capital Projects	95,000	95,000		95,000
16	Railway Insurance	31,000		31,000	31,000
17	McLean Mill Operations	25,000		25,000	25,000
	<i>Total Heritage & Culture</i>	151,000	95,000	56,000	151,000 -
PARKS, RECREATION & FACILITIES					
18	Tot Pool Repairs	7,500		7,500	7,500
19	Fitness Studio Recumbent Bike Replacement	5,100		5,100	5,100
20	Fitness Studio Floor Replacement/Wall Painting	18,500		18,500	18,500
21	Multiplex Electric Ice Edger	20,000	20,000		20,000
22	City Hall Reno Phase 1 - Flooring	71,000	71,000		71,000
23	Multiplex - East side retaining wall & landscaping	44,000	44,000		44,000
24	City Hall Exterior Improvements - repair concrete walkway upstairs south entrance	5,000		5,000	5,000
25	City Hall Exterior Improvements - Paint and stain	15,000		15,000	15,000
26	City Hall Exterior Improvements - Feature lighting	20,000	20,000		20,000
	<i>Total Parks, Recreation & Facilities</i>	206,100	155,000	51,100	206,100 -
	<i>Subtotal before Other Addns</i>	1,359,100	1,132,000	227,100	1,321,600 37,500
Additions per COW Report					
27	Bylaw Enforcement Dept	168,021		168,021	168,021
28	Bylaw Vehicle	60,000	60,000		60,000 Carbon Trust

**City of Port Alberni
DRAFT SUPPLEMENTARY PROJECTS LIST 2018**

Item No.	Project	All Projects Budgeted Cost	Funds from		Other Funding Source
			Capital	Non-capital	
29	Bylaw Dept equipment & renovations	55,000		55,000	55,000
30	Security lighting program incentive	25,000		25,000	25,000
31	Chamber of Commerce Business Ambassador Contract	50,000		50,000	50,000
		<u>1,717,121</u>	<u>1,192,000</u>	<u>525,121</u>	<u>1,619,621</u>
					97,500

Note: the available "general" amount will change in accordance with changes to the operations budget

	General	MFA Surplus	Total
Funds available net of projects on draft 5 year financial plan	509,624	300,000	809,624

Item No.	Projects Approved by Council	Date

Remaining funds balance	<u>-</u>	<u>509,624</u>	<u>300,000</u>
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CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO: Tim Pley, CAO
FROM: Scott Smith, Director of Development Services
DATE: January 31, 2018

SUBJECT: Bylaw Enforcement Comparison

Background

City Council requested information comparing bylaw enforcement resources in other island communities. The following table provides a comparison to some other communities.

City	Bylaw officers
Port Alberni	1
Campbell River	3.6
Comox	1
Parksville	3
Colwood	3
Cumberland	1
Qualicum Beach	1
Nanaimo	11
Courtenay	1

The above provides basic information on the number of bylaw officers. All the above communities have dedicated administration support except for Port Alberni, Comox, Cumberland, Qualicum Beach and Courtenay. There was not enough time to research the number and types of bylaw enforcement files for each community. The first aim of bylaw enforcement is voluntary compliance. When the City is unable to get voluntary compliance, the amount of time to resolve a file increases dramatically. The types of files that need to be dealt are also a major factor on the time it takes to resolve bylaw enforcement files.

Respectfully submitted,

Scott Smith, MCIP
Director of Development Services