

A G E N D A

SPECIAL MEETING OF COUNCIL WEDNESDAY, MARCH 16, 2016 AT 3:00 PM IN THE CITY HALL COUNCIL CHAMBERS

A. APPROVAL OF AGENDA

1. Call to Order and Adoption of Agenda

B. REPORTS

1. **Status Report**

Council to review and prioritize the Status Report.

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
City Manager					
1	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	City Manager/Clerk's Dept. - Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council – Early 2016	High
2	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	On hold pending potential redevelopment of adjacent "Imperial Oil" property for public use.	Medium
3	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	Following implementation of return to work program.	Medium
4	Special Budget – Mar 30/15	Arrange mtg between Council/staff/OIC to discuss additional RCMP member and municipal staff employee	Goal #6: Responsive Government	Schedule meeting. Potential to include issue of additional staff at RCMP as part of upcoming Audit of Management Structure?	Low
5	Regular Jan 11/16	Report re implications of adopting the Declaration to The Right To A Healthy Environment (FSCCC recommendation)	Goal #3: Environmental Protection		Low
Clerk's Dept.					
6	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #5: Responsive Government	Clerk's Dept./Planning Dept. Order in Council effective July 14, 2014. Bylaws and policies being prepared.	High
7	Regular Feb. 9/16	Prepare Policy outlining duties of Personnel Committee		City Clerk/City Manager/HR Manager	Medium
8	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
9	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	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

Council Directed Action Items on Current Status Report

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Community Services Dept.					
10	Regular Feb. 22/16	Report re McLean Mill Board – legal implications, structure, terms of reference		Report March 14, 2016 – also Personnel Committee recommendations re appointees to interim Board	High
11	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Policy and public education plan under development	Medium
12	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
13	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
14	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		Low
Economic Development Dept.					
15	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #5: Responsive Government	RFP issued – closed February 26/16	High
16	Regular Feb 22/16	Prepare and implement Facade Improvement Program (3 rd Ave/lower Johnston/lower Argyle) (\$50k first year)	Goal #4: Revitalize Economy/Liveability	Develop program	High
17	Regular Feb 22/16	Prepare contract re implementation of SPROUT Program	Goal #4: Revitalize Economy/Liveability	In progress	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	Report from EDM in September regarding recent meetings. Visitor Experience Survey Report Dec. 14/15 – further meeting to be held in Jan/16	Medium

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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 Sept. 14/15	Letter to trucking companies encouraging use of alternate routes other than thru uptown	Goal 2: Connected Community	On hold pending further discussions with WFP	Medium
21	Regular Aug 10/15	Review and report re rainbow crosswalks – upper 3 rd /Argyle	Not a strategic priority		Low
22	Special Budget – Feb 23/16	Solar Garden Project	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.	Low
Fire Dept.					
23	Regular July 27/15	Amend Fire Control Bylaw to reflect full year round backyard burn ban commencing April 16, 2016	Goal #3: Environmental Protection	Fire Dept./Clerk's Dept. - Spring 2016	Low
Planning Dept.					
24	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government		Medium
25	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Not a strategic priority	Meeting held on Nov 12 th . City Planner met with Alberni Paving Feb. 1/16 to discuss alternative locations. They are considering options.	Medium
26	Regular Dec. 14/15	Formation of a "Seniors Housing Stakeholders Initiative" to direct resources at Prov, Fed or Municipal levels for seniors housing projects.	Not a strategic priority	Include considerations in AVCSI letter to Council Jan 25/16.	Medium

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27	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for tiny houses/carriage houses	Goal #4: Revitalize Economy/Liveability	Report Mar/16	Medium
28	Regular Feb. 9/16	Draft bylaw to establish a Social Planning Commission	Not a strategic priority		Medium
29	Regular Jan. 11/16	Prepare draft Call for Proposals for the development of approximately 8 hectares (or less) of land adjacent to Westporte Place, for Council's consideration.	Goal #4: Revitalize Economy/Liveability		Low
30	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority		Low
31	Regular Mar 14/16	Report reviewing options for potential amendments to home occupation regulations – comparison to regulations in other municipalities and enforcement complaints	Not a strategic priority		Low
32	Special Budget – Feb 23/16	Create environmental rebate initiatives for property owners.	Goal #3: Environmental Protection	Recommendation from the FSCDC to create 3 rebate programs: Oil to Electric, Energy Audit, and Energy Retrofit Half-the-Tax Challenge. \$30,000 allocated in draft 2016 budget.	Low
33	Special Budget – Feb 23/16	Support for Seniors Housing Stakeholders Initiative	Not a strategic priority	\$10,000 allocated in draft 2016 budget.	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
2	Hire exempt Manager of Human Resources as soon as possible	CAO	June 30, 2016 Closing date for ads March 14, 2016
3	Identify pool of senior exempt staff to act in City Manager's absence in succession plan and develop policy outlining compensation for employees acting in such capacity	CAO	September 30, 2016
4	Modify one Public Works Supt. position to include increased responsibility – review through JE process	CAO	May 1, 2016
5	Upgrade Administrative Assistant position to include Communications and Deputy City Clerk role – review through JE process	CAO/City Clerk	May 1, 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	Meeting to be arranged with ACRD Board
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

Respectfully Submitted



Tim Pley - Acting City Manager/Fire Chief