

CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular Meeting of Council held March 30, 2020.

This is not the official minutes. For more information, please contact the City Clerk at 250-720-2810 or e-mail: davina_hartwell@portalberni.ca

The Mayor acknowledged the impacts and effects of the current COVID-19 pandemic on the community and requested the City Clerk and CAO provide information on how Council Meetings will be conducted as well as updates regarding City facilities, operations and staffing.

In order to adhere to required social distancing protocols and protect the health and safety of citizens, council and staff, the council meeting was conducted via video-conferencing with no members of the public in attendance. The meeting was live-streamed via the City's YouTube Channel and is available on the City's website at <https://www.portalberni.ca/council-agendas-minutes>

The CAO provided the following updates:

- All City facilities closed to the public effective March 16th
- Services still being provided
- Citizens can still interact with City via phone, email, letters, etc.
- All city playgrounds closed
- Bylaw staff monitoring parks and open spaces
- Bylaw staff enforcing provincial orders
- Transit fares waived for 30 days All City employee work related travel cancelled to August 31
- Multiplex ice removed and annual maintenance has begun
- Aquatic Centre pool has been drained and will remain closed likely until September

- Layoff notices have been provided to a number of employees
- Other employees working remotely from home where feasible

On behalf of Council, Mayor Minions acknowledged and thanked City and ACRD staff and specifically all the essential service and frontline workers who continue to provide service during this very difficult and challenging time.

■ STAFF REPORTS

Harbour Quay Lease – Unit #8 – 5440 Argyle Street

Council authorized the Mayor and Clerk to enter into a lease for Unit #8 at the Alberni Harbour Quay with Salmonberry's Emporium (Deana Bolger) for a further five-year term commencing May 1, 2020 and ending April 20, 2025 at a monthly rent of \$1,411.44 per month plus GST for the first year, and increasing January 1st each year thereafter, based on the BC Consumer Price Index.

3rd Avenue Façade Improvements

Council received a report from the City Clerk providing information in response to Council's request for an update and options regarding 3123 3rd Avenue building façade and directed no action take place for two months. The issue will be brought back to Council.

Canadian Mental Health Association (CHMA) Caretaker Residences

Council authorized the lease agreement between the City of Port Alberni and the Canadian Mental Health Association – Port

Alberni effective April 1, 2020 and expiring March 31, 2024, for City caretaker units located at Roger Creek Park, Russell Park, Williamson Park, Blair Park, Klitsa Park and the Paper Mill Dam.

Transfer of Cheque Signing Authority

Council endorsed the resolution titled 'Cheque Signing Authority', authorizing Mayor Minions, and Andrew McGifford, Director of Finance to sign all cheques drawn on the City of Port Alberni. The Director of Finance advised that the current policy limiting signatories will be reviewed.

BC Transit – Fares Waived

Council endorsed provisions to forego bus transit revenues in the City of Port Alberni for a 30-day period effective March 20, 2020.

2020 – 2024 Financial Plan Amendments – COVID-19 Impacts

Council directed staff to conduct a review of the City's Five-Year Financial Plan 2020 – 2024 Bylaw No. 5003 for the purpose of identifying all reasonable options for amendment and maintain services required through the COVID-19 event; prioritize new and emerging expenses to enable recovery from the COVID-19 event; and adjust anticipated revenues and expenses to more accurately reflect city facility closures and cancelled programs as a result of the COVID-19 pandemic.

4517 Redford Street – Proposed Amendment to Housing Agreement

Council directed staff to proceed with preparation of the relevant bylaw to amend the Housing Agreement specific to 4517 Redford Street, to accommodate a Community Care Facility.

■ **BYLAWS**

Official Community Plan and Zoning Bylaw Amendments – 4450 Maitland Street

"Official Community Plan Amendment No. 29 (4450 Maitland Street – Alberni Low Energy Housing), Bylaw No. 5000" and "Zoning Bylaw Amendment No. 37 (4450 Maitland Street – Alberni Low Energy Housing), Bylaw No. 5001" were adopted.

Official Community Plan and Zoning Bylaw Amendments – 5536 & 5546 Swallow Drive

"Official Community Plan Amendment No. 28 (5536 and 5546 Swallow Drive – Power) Bylaw No. 4995" and Zoning Bylaw Amendment No. 36 (5536 and 5546 Swallow Drive – Power) Bylaw No. 4996" were adopted.

■ **CORRESPONDENCE**

Agricultural Land Commission

Council received a letter from the Agricultural Land Commission and directed staff to submit an application to the ALC for non-farm use at property located at 5633 Smith Road, and known as the McLean Mill National Historic Site (noting the City's right to withdraw the application) at the same time communicating with the Federal Government regarding governance over the site.

Council also requested an update from the McLean Mill site operator (Chamber of Commerce).

Nancy Neuwirth

Council received a letter from Nancy Neuwirth requesting Council consider providing a discount on utility bills for seniors. The Director of Finance is looking into the directives being provided by the province and will report back regarding his findings.

Alf Thompson

Council received a letter from Alf Thompson regarding backyard burning and its relation to air quality in the Alberni Valley.

Canadian Federation of Independent Business (CFIB)

Council received a request to help support small business during the COVID-19 pandemic and directed staff to respond to the CFIB that they will consider these requests as Council moves forward with its financial planning discussions.

Leslie Walerius

Council received a letter from Leslie Walerius requesting Council reconsider various projects identified in the Corporate Strategic Plan given the uncertainty at this time.

Stephen and Jacqueline Turner

Council received a letter from Stephen and Jacqueline Turner dated March 22, 2020 requesting Council consider postponing all non-essential projects, extending the deadline for the payment of property taxes and providing a reduction on utility bills given the uncertainty surrounding COVID-19.

Robert Gunn [representing a Community Coalition]

Council authorized a donation of \$5,000 to the Coalition organizing the community's food services and resources in response to COVID-19. The funds will be utilized to purchase food for people in serious need.

■ PROCLAMATIONS

Council proclaimed **April 24, 2020** as "Human Values Day".

Council proclaimed the month of May as "Melanoma Awareness Month".

Seniors' Week Organizing Committee

Council proclaimed June 7 – 13, 2020 as "Senior's Week" in Port Alberni.

■ NEW BUSINESS

Council Summary

is prepared following each Regular Council meeting. It is posted on the City's website at www.portalberni.ca and distributed by e-mail. To be placed on the distribution list, please contact: davina_hartwell@portalberni.ca

Complete Council agendas

including all correspondence and reports are available at www.portalberni.ca Generally these are posted the Friday before each Regular Council meeting and are archived on the site.

MEETINGS AT A GLANCE

Mon. April 6th

2:00 pm – Special Meeting of Council

Tues. April 14th

2:00 pm – Regular Meeting of Council