

CITY OF PORT ALBERNI - MEETING SCHEDULE

MONDAY, MAY 9, 2016

3:00 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Tues. May 17 7:00 pm	Exercise Coastal Response Public Information Session <i>@ Capitol Theatre</i>	OPEN MEETING
Thurs. May 19 12:00 pm	Advisory Planning Commission <i>@ Committee Room</i>	OPEN MEETING
Tues. May 24 4:00 pm	Audit Committee Meeting <i>@ Committee Room</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
Mon. May 30 5:00 pm	Public Hearing Re: Bylaw's 4907, 4908 and 4909 <i>@ Council Chambers</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, MAY 9, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

The following pages list all agenda items received by the deadline. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports refer to the City's website www.portalberni.ca or contact the City Clerk phone: (250 720-2810) or email: davina_hartwell@portalberni.ca

PRESENT:

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

The deadline for agenda items is 12 noon on the Wednesday before the scheduled regular meeting. Acceptance of late items is at the discretion of Council.

1. Late items identified by Councillors.
2. Late items identified by the City Clerk.

That the agenda be approved as circulated with the addition of late items as outlined.

B. ADOPTION OF MINUTES - Page 12

1. Special Meeting held at 1:30 pm and Regular Council Meeting held at 7:00 pm on April 25, 2016.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address Council on topics of relevance to City Council. A maximum of four speakers for no more than three minutes each will be accommodated.

D. DELEGATIONS

1. John Mayba/Sarah Thomas - AV Transition Town - Bike to Work Week

In attendance to discuss "Bike to Work Week" and Cycling Infrastructure.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. Acting City Manager - Exempt Management Group - Policies - Page 24

Report dated May 3, 2016 requesting Council's approval regarding policies prepared in response to recommendations 3 and 4 contained in the Judy Rogers Organization and Compensation Review report (*attached*) related to benefits and contracts for exempt staff.

That the report from the Acting City Manager dated May 3, 2015, be received and Council for the City of Port Alberni endorse the following policies in regards to exempt employee benefits as presented:

*P6 – Supervisory Management Executive Group Plan (Exempt Staff)
MEG*

P6 – Lieu Time Provision – Exempt Employees

P6 – Special Superannuation Agreement (Exempt Staff)

P6 – Benefits for Supervisory (Exempt Staff)

P6 – Salary Administration – Exempt Positions

F. STAFF REPORTS

Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application.

1. Accounts

That the certification of the Director of Finance dated May 9, 2016 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. 2016-2020 Five Year Financial Plan Summary - Page 48

A Summary document of the 2016-2020 Five Year Financial Plan is provided for information and will be posted on the City's website and made available to the public.

That the 2016-2020 Five Year Financial Plan Summary, be received.

3. Acting City Manager - Declaration of the Right to a Healthy Environment - Page 67

Report dated May 2, 2016 regarding a request to pass a declaration of the right to a healthy environment.

That the Acting City Manager's report dated May 2, 2016 be received and Council for the City of Port Alberni endorse a Declaration of the Right to a Healthy Environment as presented.

4. City Planner - Possible Street Renaming - Page 70

Report dated May 4, 2016 providing information regarding the possible renaming of Gertrude Street, Stamp Avenue and 3rd Avenue.

That the report from the City Planner dated May 4, 2016, be received and Council for the City of Port Alberni direct staff to send written information to owners and occupiers of property along Gertrude Street, Stamp Avenue and 3rd Avenue and local emergency services regarding the proposal for a street name change and invite comments.

5. Current Status Report - Page 73

That the Current Status Report be received.

6. Managers' Monthly Reports

Providing information about current departmental operations.

Planning Department - Page 78

That the monthly report from the City Planner providing information about current departmental operations, be received.

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to landuse policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two Council meetings. Each reading enables council to reflect on the bylaw before proceeding further.

1. "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896"

Notice of Council's intent to adopt the Bylaw has been advertised.

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4896.

2. "Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906"

That "Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4906.

3. City Planner - Advisory Planning Commission - Page 79

The summary report of the April 21, 2016 meeting of the Advisory Planning Commission is provided for Council's consideration of the following applications:

Development Application: Proposed amendment to Zoning Bylaw
3152 2nd Avenue, Lot 18, Block 73, District Lot 1, Alberni District, Plan VIP197
Applicant: K. Ambrose;

Development Application: Proposed amendment to Zoning Bylaw
4981 Ian Avenue, Lot 15, Block 2, District Lot 13, Alberni District, Plan VIP4455
Applicant: D. Paquette

Development Application: Proposed amendment to Zoning Bylaw
5820 Pierce Road, Lot 1, District Lot 21, Alberni District, Plan EPP9699
Applicant: R. and D. Van Vliet

That the summary report of the April 21, 2016 meeting of the Advisory Planning Commission, be received.

"Zoning Text Amendment T9 (3135 2nd Avenue - K. Ambrose), Bylaw No. 4907" - Page 114

That "Zoning Text Amendment T9 (3135 2nd Avenue - K. Ambrose), Bylaw No. 4907", be now introduced and read a first time.

That "Zoning Text Amendment T9 (3135 2nd Avenue - K. Ambrose), Bylaw No. 4907", be read a second time.

"Zoning Bylaw Map Amendment No. 13 (4981 Ian Avenue - D. Paquette), Bylaw No. 4908" - Page 115

That "Zoning Bylaw Map Amendment No. 13 (4981 Ian Avenue - D. Paquette), Bylaw No. 4908" be now introduced and read a first time.

That "Zoning Bylaw Map Amendment No. 13 (4981 Ian Avenue - D. Paquette), Bylaw No. 4908" be read a second time.

"Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road - R. Van Vliet), Bylaw No. 4909" - Page 117

That "Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road - R. Van Vliet), Bylaw No. 4909", be now introduced and read a first time.

That "Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road - R. Van Vliet), Bylaw No. 4909", be read a second time.

Setting Public Hearing for Bylaws Numbered 4907, 4908, 4909

That the following Bylaws be advanced to a Public Hearing on Monday, May 30, 2016 at 5:00 pm in the City Hall Council Chambers:

- *"Zoning Text Amendment T9 (3135 2nd Avenue - K. Ambrose), Bylaw No. 4907"*
- *"Zoning Bylaw Map Amendment No. 13 (4981 Ian Avenue - D. Paquette), Bylaw No. 4908"*
- *"Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road - R. Van Vliet), Bylaw No. 4909".*

*** Recess ***

H. CORRESPONDENCE FOR ACTION

All correspondence addressed to the Mayor and Council by an identifiable citizen is included on an Agenda. Action items are those asking for a specific request of Council and will be provided a response.

1. Pete Milliken - Page 119

Letter dated April 19, 2016 expressing concern about spending \$50,000 on a bike lane study. (Note: \$50,000 in budget to advance a grant application through Bike BC for construction of bike lanes).

That the letter dated April 19, 2016 from Pete Milliken expressing concern about spending \$50,000 on a bike lane study, be received and a response provided to the writer.

2. Heart & Stroke Foundation of BC & Yukon - Page 120

Letter dated April 26, 2016 requesting use of City streets for the Heart & Stroke Big Bike event taking place from 8:00 am to 8:00 pm on Saturday, June 11, 2016 with route beginning and ending in the Buy Low Foods parking lot on Johnston Road.

That the letter dated April 26, 2016 from the Heart and Stroke Foundation of BC & Yukon requesting use of City Streets for the Heart & Stroke Big Bike event taking place from 8:00 am to 8:00 pm on Saturday, June 11, 2016 with route beginning and ending at Buy Low Foods parking lot, be received and the request endorsed by Council subject to the event assuming full responsibility, including liability insurance, for the event.

3. Valley Street Rods Car Club - Page 122

E-mail dated April 26, 2016 requesting use of the parking area at Harbour Quay for the "Thunder in the Valley Car Show" event on Friday, August 5, 2016 and closure to regular traffic to the Harbour Quay from 2:00 pm until 10:00 pm to accommodate the event.

That the e-mail dated April 26, 2016 from the Valley Street Rods Car Club requesting use of the Harbour Quay for the "Thunder in the Valley Car Show" event on Friday, August 5, 2016 and closure to regular traffic to the Harbour Quay from 2:00 pm until 10:00 pm to accommodate the event, be received and Council concur with the request subject to notification of emergency services, consultation with all affected businesses to minimize potential conflict and traffic concerns and provision of standard liability insurance.

4. Royal Canadian Legion - Page 123

E-mail dated May 2, 2016 thanking Council for recognizing the Local Veterans and Troops in the Legion's remembrance project the "Military Service Recognition Book" and requesting continued support by purchasing an ad in the 2016 edition.

That the e-mail dated May 2, 2016 from the Royal Canadian Legion requesting support from the City by purchasing an ad in the 2016 edition of the "Military Service Recognition Book", be received and a business card size ad placed at a cost of \$295.24 + GST.

I. PROCLAMATIONS

J. INFORMATIONAL CORRESPONDENCE

Correspondence which provides information to Council but does not make a specific request or topics that are not relevant to city services and responsibilities are included.

1. Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour and Chief Executive Officer, Tourism Industry Association of BC - Page 127

E-mail dated April 26, 2016 inviting Mayors from every community to become official tourism ambassadors for a day on Monday, May 30, 2016 to celebrate Tourism Week.

2. Ministry of Finance, Gaming Policy and Enforcement Branch - Page 133

Letter dated April 29, 2016 advising of the \$112,333.52 payment to the City representing casino revenue for the period January to March, 2016 and a report dated May 2, 2016 from the Director of Finance providing further information regarding allocation of funds.

3. Philip Germuth, Mayor of the District of Kitimat - Page 135

Copy of a letter dated April 15, 2016 to the Honourable Christy Clark, Premier of British Columbia supporting implementation of the Graduated Licencing Program for Motorcyclists with Training and Power Restrictions.

4. Ministry of Advanced Education - Page 137

Letter dated April 26, 2016 responding to the Mayor's letter dated March 30, 2016 (*attached*) regarding Council's support for tuition-free Adult Basic Education.

5. Insurance Bureau of Canada - Page 140

Letter dated April 12, 2016 advising the "Shake Zone" program, a mobile earthquake simulator, will be in Port Alberni on May 31, 2016 to help build public awareness of earthquake risk.

That Informational Correspondence items numbered 1 through 5 be received and filed.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's verbal report be received.

2. Regional District Report (Mayor Ruttan/Councillor McLeman)

That the Regional District verbal report be received.

3. Councillors' Reports

That the Councillors' verbal reports be received.

M. NEW BUSINESS

An opportunity for the Mayor or Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings.

N. QUESTION PERIOD

An opportunity for the public and the press to ask questions of the Mayor and Council.

O. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, APRIL 25, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

REGRETS: Councillor Minions

The next item added to the basic emergency supply kit being prepared in advance of the coastal exercise in June was canned food and a manual can opener.

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

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 1:15 pm, Regular Council Meeting held at 7:00 pm on April 11, 2016 and Special Meeting held at 2:00 pm on April 12, 2016 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Sarah Thomas attended on behalf of the Air Quality Council and commended Council on steps they have taken to improve air quality. She noted an Air Quality & Health Forum taking place May 26th at the Multiplex, 6:00-8:00 p.m.

Katherin Charbonneau, Child Care Consultant with Pacific Care highlighted the importance of quality child care noting May is Child Care Month.

D. DELEGATIONS

1. ADSS - Social Studies 11

Julia Davenport, Pharyn Frank and Nicole Johnson presented SS11 students work towards creating a No Smoking in Vehicles Bylaw.

2. Lynne MacFadgen, Regional Director, Continuing Education and Training, North Island College

In attendance to provide an overview and highlights of the education/training needs and opportunities identified at the recent Alberni Valley Learning Council planning forum.

3. Hugh Grist, Alberni Valley Community Foundation

Provide information regarding the Alberni Valley Community Foundation and its initiatives. Their AGM is May 12th, 7:00 p.m. at the Athletic Hall.

E. UNFINISHED BUSINESS NIL

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated April 25, 2016 be received and the cheques numbered 134785 to 134937 inclusive, in payment of accounts totalling \$790,045.04, be approved.

CARRIED

2. City Clerk – Public Hearing Report – April 11, 2016

It was moved and seconded:

That the report of the Public Hearing held April 11, 2016 regarding Bylaws #4899, #4900, #4901, #4902 and #4903, be received.

CARRIED

3. City Engineer – Gertrude Street Bridge Construction Update

It was moved and seconded:

That the report from the City Engineer dated April 19, 2016, be received and Council for the City of Port Alberni allocate funding in the amount of \$141,500 from 2017 Gas Tax Funds to the extra expenditures required on the Gertrude Street Bridge Widening project and that projects identified in the 2017 five year financial plan be re-evaluated during the budget process.

Recorded Vote:

For the Motion: Councillors Washington, Alemany, Paulson and Mayor Ruttan

Against the Motion: Councillors Sauvé and McLeman

CARRIED

4. City Clerk – Assignment of Corporate Administration

It moved and seconded:

That the report from the City Clerk dated April 19, 2016, be received and that in the absence of the City Clerk, the responsibility of corporate administration be assigned to the Deputy City Clerk/Communications Coordinator.

CARRIED

5. City Clerk – Alberni Valley Community Forest

It was moved and seconded:

That Council for the City of Port Alberni appoint Erin Watkins to replace Stan Kujala as a Director of the Alberni Valley Community Forest Corporation effective May 9, 2016, representing the Sproat Lake Electoral Area as nominated by Penny Cote, ACRD Director, Area 'D'.

CARRIED

6. Current Status Report

It was moved and seconded:

That the Current Status Report be received with item numbers 28, 29 and 32 raised to a high priority.

CARRIED

7. Managers' Monthly Reports

RCMP Department

It was moved and seconded:

That the monthly reports from the RCMP providing information about current departmental operations, be received.

CARRIED

Engineering Department

It was moved and seconded:

That the monthly report from the City Engineer providing information about current departmental operations, received.

CARRIED

Community Services (Parks, Recreation & Heritage)

It was moved and seconded:

That the monthly report from the Community Services Director providing information about current departmental operations, be received.

CARRIED

Economic Development

It was moved and seconded:

That the monthly report from the Economic Development Manager providing information about current departmental operations, be received.

CARRIED

The Mayor called a recess at 8:44 pm.

The meeting resumed at 8:54 pm.

G. BYLAWS

1. "Tax Rates 2016, Bylaw No. 4905"

It was moved and seconded:

That "Tax Rates 2016, Bylaw No. 4905" be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4905.

CARRIED

2. "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896"

It was moved and seconded:

That the report dated April 21, 2016 from the City Clerk, be received.

CARRIED

It was moved and seconded:

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896", be read a second time.

CARRIED

It was moved and seconded:

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No.4896", be read a third time.

CARRIED

It was moved and seconded:

That staff be directed to advertise the City's intention to adopt "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896" at its May 9, 2016 Regular meeting of Council in accordance with Community Charter provisions.

CARRIED

3. "Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906"

It was moved and seconded:

That the report dated April 18, 2016 from the Deputy Fire Chief, be received.

CARRIED

It was moved and seconded:

That "Fire Control Bylaw, 2015, Amendment No. 1(Outdoor Burning), Bylaw No. 4906", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906", be read a second time.

CARRIED

It was moved and seconded:

That "Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906", be read a third time.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Matthew Pearson

It was moved and seconded:

That the letter dated April 5, 2016 requesting Council consider amending “Zoning Text Amendment No. T7 (Marijuana Dispensary Regulations), Bylaw No. 4893” and “Business Licence Bylaw Amendment No. 4, Bylaw No. 4894”, be received with no action taken.

CARRIED

2. Truck Loggers Association (TLA)

It was moved and seconded:

That Council for the City of Port Alberni confirm associate membership in Truck Loggers Association at the annual cost of \$385.00 + GST (\$404.25).

CARRIED

3. Melissa Shiplack

It was moved and seconded:

That the letter dated April 8, 2016 expressing concern regarding the overcrowding at West Coast General Hospital, be received and the letter forwarded to Dr. Brandon Carr, President and Chief Executive Officer of Island Health.

CARRIED

4. Port Alberni Friendship Centre

It was moved and seconded:

That the letter received April 13, 2016 requesting letters of support for their CORE funding and for the Urban Partnership Program which funds their Youth Employment Program, be received and Council provide letters of support as requested.

CARRIED

5. BC Transit

It was moved and seconded:

That the letter from BC Transit dated April 14, 2016, be received and the Mayor and Clerk be authorized to sign the 2016-2017 Annual Operating Agreement.

CARRIED

6. BC Transit

It was moved and seconded:

That the letter dated April 18, 2016 inviting participation in the GradPass Program which allows graduating Grade 12 students to ride the bus free of charge for any two consecutive days of their choice in June 2016, be received and approved.

CARRIED

I. PROCLAMATIONS

1. Alberni Valley Hospice Society/Ty Watson House

It was moved and seconded:

That the letter dated April 14, 2016 from the Alberni Valley Hospice Society be received and Council proclaim the month of May, 2016 as "National Hospice Palliative Care Month in the Alberni Valley".

CARRIED

2. Steelworkers Local 1-85

It was moved and seconded:

That the letter from the Steelworkers Local 1-85 dated April 5, 2016, be received; the observance and Proclamation of the "National Day of Mourning" on April 28th be recognized as requested.

CARRIED

3. Walk for Alzheimer's Day

It was moved and seconded:

That May 1, 2016 be proclaimed as "Walk for Alzheimer's Day" in Port Alberni.

CARRIED

4. PacificCARE Child Care Resource & Referral

It was moved and seconded:

That the letter dated April 19, 2016 from PacificCARE Child Care Resource & Referral be received and Council proclaim the month of May, 2016 as "Child Care Month" in Port Alberni.

CARRIED

J. INFORMATIONAL CORRESPONDENCE

1. Richard Kudra

Email dated April 7, 2016 providing his views and information regarding cannabis.

2. Paul Hasselback, Medical Health Officer - Island Health

Letter dated April 6, 2016 indicating that Local Health Area (LHA) Profiles will be available online in due course at http://www.viha.ca/mho/stats/lha_profiles.htm.

3. City of Burnaby

Copy of a letter dated April 6, 2016 to the Union of British Columbia Municipalities requesting they petition the Minister of Finance to undertake a Provincial review of the Homeowner Grant Program to determine a more equitable distribution across all regions of the Province.

4. Ministry of Community, Sport and Cultural Development and Minister Responsible for Translink

Letter dated April 8, 2016 advising that they hope to meet with local governments and stakeholders over the coming months to discuss the impacts of companies such as Uber, Lyft and Airbnb to consumers, communities and existing service providers. Comments can also be emailed to CSCD.Minister@gov.bc.ca.

5. Vancouver Island Regional Library

E-mail dated April 13, 2016 attaching its latest edition of "From the Board Table".

6. **Ombudsperson**
Report received April 15, 2016 providing a copy of Files Closed from January 1 to March 31, 2016.
7. **Catalyst Paper Corporation**
Letter dated April 12, 2016 enclosing its sustainability report for 2015.
8. **Seniors Advisory Committee**
The minutes of the February 11, 2016 meeting.
9. **BC Assessment**
Letter dated April 18, 2016 advising that BC Assessment has sent 6098 requests for information through the mail to property owners within our community and are providing a *Frequently Asked Questions* guide regarding property data updates and validations that they are seeking from property owners.
10. **Franklin River Crew**
Press Release dated April 18, 2016 expressing concern regarding the rate dispute between Island Pacific Logging and Western Forest Products which has placed Franklin River Crews out of work for the past four months.
11. **Ray Lawson, General Manager, TELUS Vancouver Island**
Email dated April 19, 2016 announcing TELUS WISE (Wise Internet and Smartphone Education) which is offered free of charge to all Canadians providing internet and smartphone safety.
12. **BC Government and Service Employees' Union (BCGEU)**
Letter dated April 14, 2016 expressing concern regarding the sale of alcohol beverages in grocery stores and encouraging a one kilometer distance rule bylaw for all alcohol beverage retailers.
13. **Elections BC**
Letter dated April 18, 2016 advising that District Electoral Officers will begin contacting community hall, recreation centres, fire halls, public libraries and other municipal facilities to confirm their availability in advance of the May 9, 2017 Provincial Election.

It was moved and seconded:

That in regards to the Press Release provided by the Franklin River crew, Council for the City of Port Alberni write a letter to all parties urging settlement of their labour dispute as quickly as possible.

CARRIED

It was moved and seconded:

That Informational Correspondence items numbered 1 through 13 be received and filed.

CARRIED

K. REPORT FROM IN-CAMERA

Executive Search - CAO

The Mayor reported that the Executive Search firm of Davies Park has been engaged to recruit a new CAO for the City of Port Alberni at a cost of \$35,000 + expenses.

It was moved and seconded:

That the \$35,000 + expenses funding to retain Davies Park Executive Search Company to recruit a new CAO for the City of Port Alberni be allocated from within the 2016-2020 Five Year Financial Plan (\$15,000) and the remainder from contingency.

CARRIED

L. COUNCIL REPORTS

1. Mayor's Report

It was moved and seconded:

That the Mayor's verbal report be received.

CARRIED

2. Regional District Report (Mayor Ruttan/Councillor McLeman)

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. NEW BUSINESS NIL

N. QUESTION PERIOD

In response to a question from Neil Anderson, the Mayor confirmed a response to Roland Smith's letter outlining costs of implementing the Judy Rogers Report will be provided in due course.

O. ADJOURNMENT

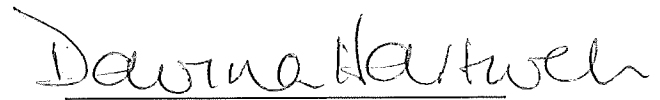
It was moved and seconded:

That the meeting adjourn at 9:40 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk



CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Mayor & Council
FROM: Tim Pley, Acting City Manager/Fire Chief
DATE: May 3, 2016

SUBJECT: Exempt Management Group - Policies

Issue:

Council endorsement required regarding policies prepared in response to recommendations 3 and 4 contained in the Judy Rogers Organization and Compensation Review report related to benefits and contracts for exempt staff.

Background:

Council for the City of Port Alberni undertook an Organization and Compensation Review in 2015. The final report prepared by Judy Rogers Consulting was received at a special in-camera meeting of camera on October 5th, 2015 and released at the regular meeting of Council on February 9, 2016. A copy of the report is attached for reference. Council endorsed the report in its entirety and provided direction towards implementing the recommendations contained in the report at their February 9, 2016 regular meeting.

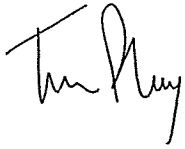
Recommendations 3 and 4 from the final report related to exempt staff benefits and contracts and have been reviewed and considered by Council in a series of special in-camera meetings. Council has now concluded their review and provided direction regarding benefit and policy changes. These are outlined in the Recommendations and Decisions Summary Document attached. The decisions requiring new policy or policy amendments are highlighted and the relevant policies provided for Council's endorsement in order that decisions can be implemented.

Recommendation:

That the report from the Acting City Manager/Fire Chief dated May 3, 2015, be received and Council for the City of Port Alberni endorse the following policies in regards to exempt employee benefits as presented:

*P6 – Supervisory Management Executive Group Plan (Exempt Staff) MEG
P6 – Lieu Time Provision – Exempt Employees
P6 – Special Superannuation Agreement (Exempt Staff)
P6 – Benefits for Supervisory (Exempt Staff)
P6 – Salary Administration – Exempt Positions*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tim Pley". The signature is fluid and cursive, with the first name "Tim" and last name "Pley" clearly distinguishable.

Tim Pley
Acting City Manager/Fire Chief

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CITY OF PORT ALBERNI

ORGANIZATION AND COMPENSATION REVIEW

September 2015

Prepared for Mayor and Council

Judy Rogers Consulting Inc.

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INTRODUCTION:

The City of Port Alberni has sought the services of a consultant to review the management structure and salary compensation for the exempt employees within the City of Port Alberni. It is a privileged and confidential review. The purpose of the report is to provide advice and recommendations on the current structure and compensation to Mayor and Council and the consultant's opinion and advice on matters reviewed. The consultant has looked at comparisons with other BC municipalities.

The City of Port Alberni is a Vancouver Island community of approximately 17,000 residents. The City's mission is to enhance the quality of life for its residents and taxpayers through the delivery of high quality core municipal services and programs. It is served by 221 municipal employees and a Council made of a Mayor and six councillors.

Mayor and Council have set six strategic goals that guide and enhance the City's mission and values. The Mayor and Council have articulated their strategic goals. These strategic goals provide the framework for Council's objectives:

1. Live within our means
 - Minimize tax increases for residential taxpayers
 - Ensure efficient utilization of tax dollars
 - Increase non-tax revenue sources
2. Connected community
 - Maintain infrastructure
 - Alternate transportation routes
 - Active transportation network
3. Environmental Protection
 - Protect water, land and air quality
4. Livability
 - Ensure an inviting community
 - Facility development and improvements
5. Revitalize the Economy
 - Welcome investment
 - Attract businesses, new residents and visitors
6. Responsive government
 - Collaborative relationships with other levels of government
 - Effective and efficient operations and delivery of service
 - Informed and engaged community

These goals shape the work of the City staff who provide the Mayor and Council with clear metrics of evaluating their progress over the next four years.

Port Alberni is positioning itself to manage aging infrastructure, attract economic development, manage retirements of key personnel and make adjustments to the tax base. This Council is looking to continue and enhance an effective and efficient organization.

This Council and the administration are to be commended for undertaking the review in a timely and thorough manner. All appropriate documentation and past reports were provided to the consultant as Mayor and Council and senior staff welcomed the review seeing it as an opportunity to improve services to the citizens of Port Alberni.

PURPOSE OF THE REPORT:

Mayor and Council are seeking advice on improved efficiencies while maintaining effective core services to the public and have sought the services of a consultant to review the management structure and salary compensation for the exempt employees within the City of Port Alberni.

The purpose of the report is provide advice and recommendations on the current structure to Mayor and Council. The Mayor and Council have asked for a written report which will form the basis for Council's decision. The report includes the advice of the consultant.

REVIEW PROCESS:

Interviews were conducted with the Mayor and Council (7) and with the 21 exempt employees and managers reporting to the Chief Administrative Officer (CAO).

Standard interview questions were developed for the interviews. As well, an interview with the CAO of the Regional District was conducted. Face-to-face interviews were conducted July 10 and 11, 2015 and again on July 21, 22 and 23, 2015. For convenience, three managers requested telephone conference interviews. Total of 29 persons were interviewed during this process.

The following documents were reviewed as part of the consultant's review:

Materials Reviewed:

- 2014 Annual Municipal Report
- Organization Chart – October 2014
- Administration Organizational Chart
- Engineering & Public Works Department Organizational Chart
- Parks and Recreation Department Organizational Chart
- Fire Department Organizational Chart
- RCMP Organizational Chart
- Summary of Management Staff Changes 1987-2010
- City Employees – 2015
- Benefits for Supervisory Staff (Exempt Staff)
- Job Evaluation Rating Process
- Exempt Job Descriptions
- Employment Contracts
- Financial Reports
- Management Organizational Structure and Management Compensation Review June 8, 2011 – Chris Green & Associates
- City of Port Alberni Fire Department Report, May 2011 – Dugal Smith & Associates
- Salary Review – Exempt Positions – D.S. Evison Consultant 1983
- A Management Review of City of Port Alberni – August 2, 2001 – Fiala Consulting Group
- Report – City of Port Alberni: An Evaluation of Exempt Salary Levels and a Review of the Management Structure for Effectiveness – Work Design Associates October 1, 1995
- 2015 Survey Data- range of similar size municipalities
- Salmon Arm Municipal Exempt Staff Salary Survey Summary July 30, 2014
- Appendix A Salary Survey Report November 2010 (13 participants from BC to Alberta municipalities including Fort St. John)
- Senior Staff Salary Survey CIVICINFO 2013
- 2012 SOFI Information for BC Municipalities 10-25 K Population Annual Remuneration
- Alberni News – clippings from various articles
- City of Port Alberni Supervisory Compensation based on 2014 (salary and benefits combined)

EXECUTIVE SUMMARY:

The City of Port Alberni is well served by its senior staff who provide the administrative leadership in order to implement core services and key directions from the Mayor and Council. It is a very stable workforce with little turnover at the senior level. The CAO's leadership over 13-years has ensured continuity of practices and policies that are essential to a local government's success. Outstanding customer taxpayer services have remained a top priority for staff.

The incoming Mayor and Council continue to look for best practices in municipal administration and in the mechanisms/structure for delivery of efficient services to the taxpayer.

This consultancy involved a review of the management structure and compensation of exempt employees within the City of Port Alberni and comparative municipalities. The report provides advice to Council on improving efficiencies while maintaining effective delivery of core services within a best practice framework.

The recommendations attached offer a road map for increasing the performance level of the organization. The timing and implementation of some or all of the recommendations is left to Council's discretion.

RECOMMENDATIONS:

1. **RECOMMENDATION NO. 1**
THAT the organizational structure be consolidated through a realignment of the delivery of administrative and operational services.
2. **RECOMMENDATION NO. 2**
THAT Council, in consultation with the Regional District, pursue shared services.
3. **RECOMMENDATION NO. 3**
THAT Council consider amendments to the benefit package for senior staff.
4. **RECOMMENDATION NO. 4**
THAT all exempt staff contracts be reviewed and updated to reflect best practices with implementation by January 1, 2016.
5. **RECOMMENDATION NO. 5**
THAT a Succession Plan be implemented.
6. **RECOMMENDATION NO. 6**
THAT a review of non-tax revenue opportunities be conducted.
7. **RECOMMENDATION NO. 7**
THAT Council conduct a review of non-core services, currently delivered by the municipality.

RECOMMENDATION NO. 1

THAT the organizational structure be consolidated through a realignment of the delivery of administrative and operational services over the next two-years.

The City Manager currently has nine direct reports including: City Clerk, Director of Corporate Services/Deputy City Manager, Director of Finance, City Planner, City Engineer, Fire Chief, Director of Parks and Recreation, Economic Development Manager and indirectly RCMP OIC.

This restructure contemplates reducing the number of direct reports to the City Manager. The key four executive positions are: Financial Services, Community Services, Engineering and Public Works and Protective Services with oversight of corporate administration falling under the City Manager.

The current position of Parks and Recreation Director should be filled immediately by transferring an existing senior director into that position. The department should be restructured over the next two years to reflect the effectiveness and efficiencies necessary to the overall city operations and capital programs and shared services going forward. This position is critical as the individual would be an agent of change for the restructuring of parks and recreation.

It is proposed that recreation, culture and heritage; shared services and community development come under a Director of Community Services. This model would have parks and facilities moving to Engineering and Public Works. The Museum would be transferred to a not-for-profit society.

In this model, a road map for moving forward is as follows. The current position of Corporate Services/Deputy City Manager would be eliminated by moving the oversight of human resources to the City Manager (administered by a full-time Human Resource Assistant). Information Technology would report to the Director of Financial Services. Community development would take place in the newly restructured Community Services. The role of the Deputy City Manager would be assumed, as part of the succession planning process, by rotation of exempt staff as Acting City Manager in the City Manager's absence. This would free up the current Director of Corporate Services/Deputy City Manager to take over the critical role of Director of Community Services.

The transfer of parks and facilities to Engineering could be done concurrently with the reorganization of the newly created Community Services. This would create increased responsibility for a superintendent.

Communications and special projects could be combined under a manager by upgrading the Administrative Assistant role.

Proposed Restructure:

Corporation Administration

- Legislative Services
- Communications
- Human Resources
- Special Projects
- Development Services

Financial Services

- Information Technology
- Oversight for contractual relationships with Regional Library Services and Transit
- Finance services
- Risk Management

Community Services

- Recreation, Culture and Heritage
- Community Development
- Shared services

Engineering and Public Works

- Utilities/Street/Mechanical/Maintenance
- Parks
- Facilities

Protective Services

- Fire
- Emergency Services
- RCMP – oversight of RCMP contract and staff
- Bylaw Enforcement

RECOMMENDATION NO. 2

THAT Council, in consultation with the Regional District, pursue shared services.

In order to stream line services for the public of the Alberni Valley it is recommended that Council consider creating a shared staff person (half paid by municipality and by the Regional District) who pursues opportunities for moving forward to a shared service model with recreation and parks, bylaw enforcement, accounting and payroll services and protective services.

The benefits to the community of the "shared service" model are that duplication of services is eliminated and there are consistent service deliveries resulting in significant cost savings to the Alberni Valley taxpayer and the City of Port Alberni taxpayer.

This "shared service" model should be pursued by getting agreement from the Regional District to move forward on jointly determined priorities and timelines.

RECOMMENDATION NO. 3

THAT Council consider amendments to the benefit package for senior staff.

The compensation package for senior exempt employees in the City of Port Alberni includes a base salary, taxable and non-taxable benefits, a city pension contribution, a special yearly 1% special agreement, vacation entitlement, 6% Municipal Executive Group (MEG), as well as salary increases based on the annual past year for the BC Consumer Price Index.

Many studies have been conducted on exempt salary compensation which has compared exempt employees of Port Alberni with other municipalities of a similar size. When the salaries were compared with other municipal employees the City's exempt employees are paid on the low-end of an average wage scale.

The on-going costs and liabilities to the City of Port Alberni are in the benefits package. Given, the challenges to Port Alberni's operating and capital budgets, resistant to increasing property taxes in all categories the benefit package, is not sustainable. Compared to the municipal market place the Port Alberni benefit package is rich. Many municipalities have moved from the generous provisions to exempt staff by implementing more reasonable benefits. The average benefits for government exempt employees ranges from between 24% - 28% of base salary while Port Alberni's total benefit package is 28.1%.

While salary and benefits are used as recruitment incentives for attracting new employees the following strategies would increase the base salary level, reduce the on-going liabilities and be in keeping with prudent financial management practices in a fiscally restrained environment.

(a) Roll the 6% (MEG) into the base salary of the exempt employees on January 1, 2016.

It is recommended that, as of January 1, 2016, the current practice of MEG be added one time (6%) into the base salary of the exempt employees. Council should give consideration to other options that recognizes overtime worked by exempt employees. For example, an option could be up to two weeks' additional paid leave for overtime worked (which must be taken in the year that the overtime was accumulated and not banked).

(b) Modify the accumulation of the banked holidays by allowing only 2-weeks of accumulated holidays to be carried over from year-to-year.

Under the current MEG system employees have an additional three weeks that can be added to their pre-retirement bank. As well, long-serving employees earn additional weeks of service as holidays. Exempt staff are required to only use 4 weeks per year and can roll their holiday entitlement into the following year. This creates a substantial liability for the municipality when the exempt staff retire.

(c) As a cost saving measure, the special superannuation agreement* for exempt staff could be discontinued.

*The City currently contributes an additional 1% of the monthly salaries of non-union supervisory employees to the Superannuation Fund, if the exempt employee contributes an equal amount.

(d) That the hours of work of exempt employees be reviewed.

Currently exempt staff of Port Alberni work a nine-day fortnight by working an additional 53 minutes each day. Council may want to assess whether this practice is impacting the timeliness and efficiency of providing services to the taxpayer because of staff's availability.

RECOMMENDATION NO. 4

THAT all exempt staff contracts be reviewed and updated to reflect best practices with implementation by January 1, 2016.

- (a) Retain Legal Counsel with expertise and experience in labour relations to review all exempt employment contracts including:**
- Termination Severance – consideration should be given to alignment with the Public Sector's Employers Act;
 - Issue of residency;
 - City's feasibility to change positions without incurring significant costs through constructive dismissals;

- Benefit package;
- Cost of premiums for the municipality; and
- Policy on annual salary adjustments.

As well notice provisions will need to be factored into the timeline and there may be additional provisions recommended by Legal Counsel.

RECOMMENDATION NO. 5

THAT a Succession Plan be implemented.

It is recommended that the CAO ensure that a succession plan is in place for all critical positions within the municipality.

With an aging workforce, the experience of long serving employees retiring or moving onto other opportunities, there is a critical need to ensure that staff are being trained. There is a need to build and ensure "bench strength". For example, if Council were to eliminate the Deputy City Manager's position senior executives could be rotated through an acting assignment when the City Manager was absent.

RECOMMENDATION NO. 6.

THAT a review of non-tax revenue opportunities be conducted.

Consideration be given to reviewing rental charges for the use of City equipment.

Review all external contracts including the Regional Library, transit services and RCMP.

RECOMMENDATION NO. 7

THAT Council conduct a review of non-core services, currently delivered by the municipality.

The operation of the Museum, a non-core service, is costly for the municipality. Most municipalities work with not-for-profit societies who govern the activities and the services provided by the Museum. Councils provide operational grants. If the Museum services were to be delivered by a not-for-profit organization cost-savings would result, fund raising opportunities would be created, there would be greater access to government partners, and there would be increased volunteer activity.

**ROGERS REPORT (ORGANIZATION AND COMPENSATION REVIEW 2015)
RECOMMENDATIONS AND DECISIONS – EXEMPT EMPLOYEES**

In her report to Mayor and Council, Judy Rogers noted that *“the City’s exempt employees are paid on the low end of an average wage scale”* and that *“compared to the municipal market place the Port Alberni benefit package is rich.”* She noted that *“many municipalities have moved from the generous provisions to exempt staff by implementing more reasonable benefits.”*

She further noted that *“while salary and benefits are used as recruitment incentives for attracting new employees the following strategies would increase the base salary level, reduce the on-going liabilities and be in keeping with prudent financial management practices in a fiscally restrained environment.”*

Item	Rogers’ Recommendation	Council’s Direction
Management Executive Group Plan (MEG)	Rogers recommended that the City <i>“roll the 6% (MEG) into the base salary of the exempt employees on January 1, 2016.”</i>	That Council for the City of Port Alberni direct the Acting City Manager to eliminate the City policy provisions regarding the Management Executive Group Plan (MEG) effective July 1, 2016 and convert the 6% MEG value to a 4% salary increase across the board for exempt employees resulting in a 2% cost reduction for the City. (Policy attached – P6-Supervisory Management Executive Group Plan (Exempt Staff) MEG)
Time in Lieu of Overtime	Rogers recommended that <i>“Council should give consideration to other options that recognize overtime by exempt employees. For example, an option could be up to two weeks’ additional paid leave for overtime worked.”</i>	That Council for the City of Port Alberni direct the Acting City Manager to prepare a policy enabling up to two weeks’ time off in lieu of overtime worked which shall require the CAO’s approval and any time off accrued to be utilized in the year it is earned, such policy to be implemented upon elimination of the MEG provisions. (Policy attached – P6-Lieu Time Provision – Exempt Employees)
Special Superannuation Agreement (Pension)	Rogers noted that <i>“the special superannuation agreement for exempt staff could be discontinued.”</i>	That Council for the City of Port Alberni direct the discontinuation of the Special Superannuation Agreement for exempt staff and provide a one-time payment incentive to staff equal to two years of contributions (\$34,000). (Policy attached – P6-Special Superannuation Agreement (Exempt Staff))

Item	Rogers' Recommendation	Council's Direction
Accumulated Annual Vacation	Rogers recommended that the City <i>"modify the accumulation of the banked holidays by allowing only 2-weeks of accumulated holidays to be carried over from year-to-year."</i>	That Council for the City of Port Alberni direct the Acting City Manager to proceed with a policy requiring that at least one week of accumulated unused annual vacation be utilized by exempt staff during each annual holiday year until the full amount of accumulated annual vacation has been used. (Policy attached – P6-Benefits for Supervisory (Exempt Staff))
Benefits Extended Medical Dental Life Insurance	Rogers' recommendation regarding seeking legal advice in updating employment agreements referenced <i>"reflecting best practices"</i> with regard to a list of items, including <i>"benefit package"</i> and <i>"cost of premiums for the municipality."</i>	That Council for the City of Port Alberni convert the benefit plan for exempt staff and Council to reflect that of the CUPE plan for dental, optical and extended health benefits. (Policy attached – P6-Benefits for Supervisory (Exempt Staff))
Flex Scheduling	Rogers recommended that <i>"Council may want to assess whether or not this practice (nine-day fortnight) is impacting the timeliness and efficiency of providing services to the taxpayer because of staff's availability."</i>	That Council for the City of Port Alberni direct removal of the right to flex language from all contracts effective July 1, 2017 but that no changes be made to the current practice.
Job Evaluation Program	Rogers made no specific recommendation regarding the City's Exempt Job Evaluation Program	That Council for the City of Port Alberni direct the Acting City Manager to amend the City Policy to reflect that the City's Exempt Job Evaluation Program be conducted by the CAO with changes presented to the City's Personnel Committee. (Policy attached – P6-Salary Administration – Exempt Positions)

Item	Rogers' Recommendation	Council's Direction
Annual Salary Increases	Rogers' recommendation regarding seeking legal advice in updating employment agreements referenced <i>"reflecting best practices"</i> with regard to a list of items, including <i>"policy on annual salary adjustments."</i>	That Council for the City of Port Alberni direct the Acting City Manager to amend the City's salary Administration Policy and Council's Remuneration Bylaw to reflect that the CAO make a recommendation annually regarding increases to exempt employee salaries and Council Remuneration. (Policy attached – P6-Salary Administration – Exempt Positions)
Exempt Employee Employment Agreements	Rogers recommended <i>"that all exempt staff contracts be reviewed and updated to reflect best practices with implementation by January 1, 2016."</i>	That Council for the City of Port Alberni direct the implementation of new employment agreements at every opportunity when new exempt employees are hired, and when existing exempt employees are promoted and further that, the 4% salary increase and one-time lump sum payment in lieu of the Special Superannuation Agreement be added to each exempt salary only at the time when exempt employees sign a new employment agreement.



CITY OF PORT ALBERNI POLICY MANUAL

Title: P6 – SUPERVISORY MANAGEMENT EXECUTIVE GROUP PLAN (EXEMPT STAFF)
MEG

Department Responsible: Finance

New ☐

Pages: 1 OF 1

Amended ☐

Effective July 1, 2016 the Supervisory Management Executive Group Plan (Exempt Staff) is discontinued.

Effective Date: July 1, 2016
Replaces: May 5/80

Authorized By: Council



CITY OF PORT ALBERNI POLICY MANUAL

Title: P6 – SPECIAL SUPERANNUATION AGREEMENT (EXEMPT STAFF)		
Department Responsible: Finance		
New	☐	Pages: 1 OF 1
Amended	☒	

Effective as soon as possible after May 9 2016 the City will discontinue the provision of a Special Superannuation Agreement for exempt personnel.

Effective May 9 2016 the City will provide exempt employees currently enrolled in the City's Special Superannuation Plan a one-time payment equal to 24 months of City contributions to that plan, less any amount contributed on each exempt employee's behalf between May 9 2016 and the date of termination of the Plan.

Effective Date: May 9 2016
Replaces: June 25/13

Authorized By: Council



CITY OF PORT ALBERNI POLICY MANUAL

Title: P6 – Lieu Time Provision – Exempt Employees		
Department Responsible: Human Resources		
New	☒	Pages: 1 OF 1
Amended	☐	

Effective July 1, 2016 exempt employees may be compensated for work outside of their regular hours of work with time off in lieu.

This provision is limited to a maximum of 2 weeks per year. For the purposes of this provision a year is regarded to be July 1 to June 30 (a "holiday year").

Time off in lieu earned under this provision must be used during the same holiday year in which it is earned.

Time off in lieu earned under this provision cannot be carried forward to subsequent holiday years without the approval of the City's CAO.

The City will not pay out for unused time off in lieu.

Time off in lieu will be earned only with the approval of the City's CAO. Exempt employees applying to the City's CAO for time off in lieu of work outside of regular hours of work will submit the appropriate documentation complete with their immediate supervisor's signature supporting the application.

Effective Date: July 1, 2016
Replaces:

Authorized By: Council



CITY OF PORT ALBERNI POLICY MANUAL

Title: P6 – BENEFITS FOR SUPERVISORY (EXEMPT STAFF)		
Department Responsible: Finance/HR		
New ☐	Pages: 1 OF 2	
Amended ☒		

Long-Term Sickness & Disability Benefit

The City will pay the full salary of any non-union supervisory employee who becomes continuously sick or disabled for a period of up to 210 calendar days commencing on the first day of sickness or disability and shall provide for a long-term disability plan based on 60% of the employee's salary commencing from the 211th day of such sickness or disability to age 65, with the employee to pay the premiums therefore.

Group Life & Accidental Death & Dismemberment Insurance

The City shall pay the premium for Group Life and Accidental Death and Dismemberment Insurance for all non-union supervisory employees for amounts equal to twice their annual salary.

Dental & Optical Plans

The City shall provide Dental and Optical Plans for Non-Union Supervisory employees equal to and the same as plans provided for Union employees under the Collective agreement with CUPE 118.

Extended Health Benefit Plan

The City shall pay the premium for the City's Extended Health Benefit Plan for all non-union supervisory employees, providing the same coverage as provided for Union employees under the Collective agreement with CUPE 118.

Vacation Entitlement

	% entitlement upon termination
Less than 1 Year - $\frac{\text{Number of months worked} \times 20 \text{ working days}}{12 \text{ months}}$	9
After 1 year 20 working days	9

After 1 year increments in vacation entitlement for Non-union Supervisory employees shall be the same as those for Union employees under the Collective Agreement with CUPE 118.

Earned holidays in excess of 20 working days may be accumulated. Annual holidays so accumulated shall be taken before the expiry of the annual holiday year in the following year.

Non-union Supervisory employees who have accumulated unused annual vacation beyond that allowed in City policy outlined above will utilize at least 1 week of that accumulated unused annual vacation during each annual holiday year until the full amount of accumulated annual vacation has been exhausted.

No non-union Supervisory employee shall accumulate unused annual vacation beyond that allowed in City policy outlined above except in unusual circumstances. In such cases accumulation of unused annual vacation must be approved by the City's CAO prior to the end of the annual holiday year.

Effective Date: May 9, 2016
Replaces: Jul 1 & Nov 6/78, Jan 1/90, Nov
14/94, July 1/05

Authorized By: Council



CITY OF PORT ALBERNI POLICY MANUAL

Title: P6 – SALARY ADMINISTRATION – EXEMPT POSITIONS

Department Responsible: Human Resources

New ☐
Amended ☒

Pages: 1 OF 35

POLICY: Salary Administration – Exempt Positions

1. **Exempt JE Plan** – The attached 2011 *Management and Exempt Job Evaluation Plan* prepared by Chris Green and Associates Management Consultants, adopted by Council on April 8, 2013 (with amendments as shown) and further revised on May 9 2016 is attached and forms part of this Policy. For reference this document is referred to as the Exempt JE Plan. This 2011 Exempt JE Plan (revised on May 9 2016) entirely replaces the former 1996 Exempt JE Plan.
2. **Plan Application** – The Exempt JE Plan applies to all exempt employees of the City of Port Alberni except the CAO whose salary administration is determined separately by Council.
3. **Rating Factors** – The Exempt JE Plan includes seven (7) job-related factors each with a range of point values achievable based on the function and qualification requirements of the job being rated. The sum of points achieved for all seven factors equals the JE Point Score for the job. Details of rating factors are provided in Section 2 of the Plan.
4. **Rating Process** – Initial rating undertaken in 2011 as part of the Plan development provided a JE Point Score for each of the 19 positions evaluated. Subsequent rating of new or modified positions will be undertaken by the City's CAO, with a resulting report presented to the City's Personnel Committee. Terms of reference for the JEC is provided in the Plan with rating of positions undertaken using Rating Charts also included. Details of the Rating Process are provided in Section 3 of the Plan.
5. **Salary Determination** – The "salary line" relating job scores to salary level was derived through a 2011 *External Market Compensation Survey* undertaken by Chris Green & Associates. This survey sampled the salary levels for eight (8) "benchmark" jobs at seven (7) municipalities in B.C. similar to Port Alberni. Benchmark salary data was refreshed in 2016. The mean salary levels for each of the benchmark jobs provided a score vs. salary curve referred to as the "Market Policy Salary Line" in the Plan. Details of the Salary Line derivation are provided in Section 4 of the Plan. Details of Salary levels for Port Alberni positions are provided in Section 5 of the Plan.
6. **Salary Range** – A salary range applies to each position. The top of the range equals the Market Policy Salary Line value plus 10%. The bottom of the range is the Market Policy Salary Value minus 15%. The salary level provided within this range depends on the job incumbent's experience, qualifications, and performance. Newly hired incumbents would normally start at a salary level below the Market Policy Salary value. Increments within the range would be provided with increasing experience and performance levels.

Starting salaries and increments within the range due to performance evaluation must be approved by the City's CAO.

7. **Probationary Period** – All new exempt staff or exempt staff moving into a new position will have a probationary period of 6 months. While on probation, an incumbent will receive 95% of the established initial rate of the position. Advancement from the probationary rate will be based on demonstrating satisfactory performance during the probationary period. Probationary performance reviews by the Department Head will occur as outlined for exempt staff in the policy P2 – PROBATIONARY/TRIAL/ACTING PERIOD.
8. **Performance Evaluation** – Salary increases with the established range for a position is tied to individual performance. Salary advancement due to performance assessment will generally be as outlined in Section 6 of the Plan. Specifics of the performance evaluation process will be as outlined in the policy P2- PERFORMANCE EVALUATION EXEMPT STAFF. All salary increases due to performance evaluation must be approved by the City's CAO. The aggregate amount of exempt staff salaries including performance related increases must be within the budget allocation approved by Council.
9. **Annual Salary Adjustments** - The City's CAO will annually make a recommendation for Council's consideration regarding increases to exempt employee salaries and Council remuneration. *(Note: The CAO may recommend that no increase be given to a specific exempt position in certain circumstances, for example - where salary for an exempt employee position is above 100% of average for that position relative to comparator communities.)*
10. **Plan Review & Update** – The Exempt JE Plan should be updated by undertaking a municipal survey review of similar municipalities every 3 or 4 years (pursuant to resolution of Council on July 11, 2011).

Insert Chris Green Report (revised May 2016 – 33 pages

Effective Date: May 9, 2016
Replaces: Jun/96, Feb 12/01, Sept 30/08 &
May 30/13

Authorized By: Council

City of Port Alberni 2016 - 2020 Five Year Financial Plan



Summary Document

REGULAR COUNCIL AGENDA - MAY 9, 2016

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About

The 2016-2020 Five Year Financial Plan Summary Document is an abbreviated version of the City's Five-Year Financial Plan and is provided for convenience only. For the complete Financial Plan please visit the City's website at www.portalberni.ca

Section 165(1) of the Community Charter requires the City to adopt a 5 year financial plan each year. This document serves to ensure that the City has the ability to meet the financial challenges of today and in the future, while maintaining appropriate levels of service.

The plan combines the operating and capital budgets for all services provided by the City of Port Alberni:

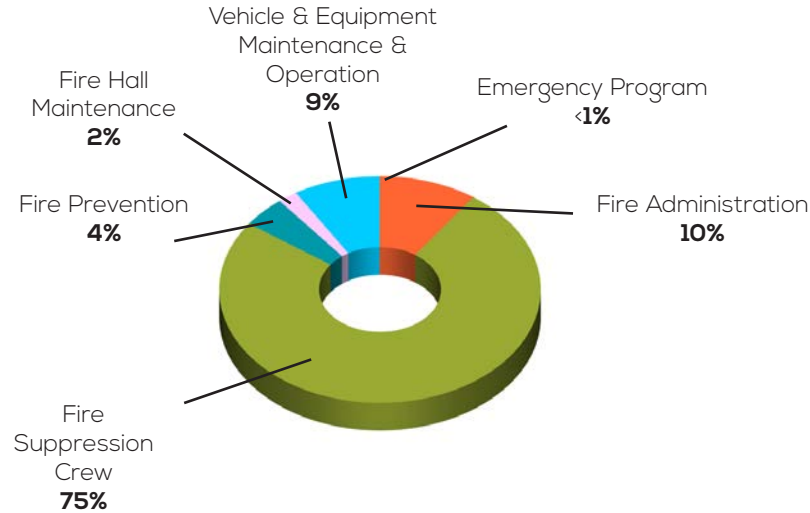
- The operating budget covers day-to-day spending on services such as recreation programs, parks maintenance, public transit, fire protection and police.
- The capital budget funds the construction and repair of City assets that support municipal services such as public roads and bridges, buildings and community centres, and other major equipment.

This document profiles the City's operations budget, providing the 2014 actuals, the 2015 and 2016 budgeted figures and estimates for the next four years based on internal plans. Each year, this rolling plan is reviewed and updated by staff and City Council.

The plan provides for the many services that keep the community safe and livable, encourage business growth and investments, and make Port Alberni an attractive destination for visitors.

If you have questions or comments regarding this document please contact the City of Port Alberni Finance Department at 250-723-2146.

Fire Department



The Port Alberni Fire Department has a proud history of providing a wide variety of safety-based programs focused on the protection of life, property and the environment, and the avoidance of harm and suffering. These services include fire, rescue and emergency services, in addition to fire prevention education.

The 2016-2020 Five Year Financial Plan provides for the continuation of fire services at their current level. Planned budget increases are driven largely by negotiated wage increases with the Port Alberni Professional Fire Fighters Association (PAPFFA) and by increased equipment fund contributions in anticipation of the planned replacement of the ladder truck in 2017.

	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Fire Administration	316,201	320,095	323,522	327,175	330,916	334,662	338,456
Fire Suppression Crew	2,442,833	2,449,966	2,510,930	2,573,456	2,637,538	2,703,219	2,770,537
Fire Prevention and Investigation	146,973	144,308	147,901	151,584	155,358	159,226	163,191
Fire Hall Maintenance and Operation	54,901	57,250	58,395	59,563	60,754	61,969	63,209
Vehicle and Equipment Maintenance and Operation	275,705	281,134	286,607	290,764	276,563	283,516	290,650
Emergency Program (Tsunami Warning)	380	900	918	936	955	974	994
Total Expenditures	3,236,993	3,253,653	3,328,273	3,403,478	3,462,084	3,543,566	3,627,037
REVENUE SUMMARY (\$)							
Fire Service Charges and Protection Agreement Fees	(179,036)	(155,900)	(171,223)	(174,853)	(178,561)	(182,349)	(186,218)
NET OPERATIONAL COST (FROM TAXES)	\$3,057,956	\$3,097,753	\$3,157,050	\$3,228,625	\$3,283,523	\$3,361,217	\$3,440,819
% Increase over Prior Year Budget		1.5%	2.3%	2.3%	1.7%	2.4%	2.4%
Annual Cost for Average Residence		\$241	\$245	\$277	\$273	\$278	\$295

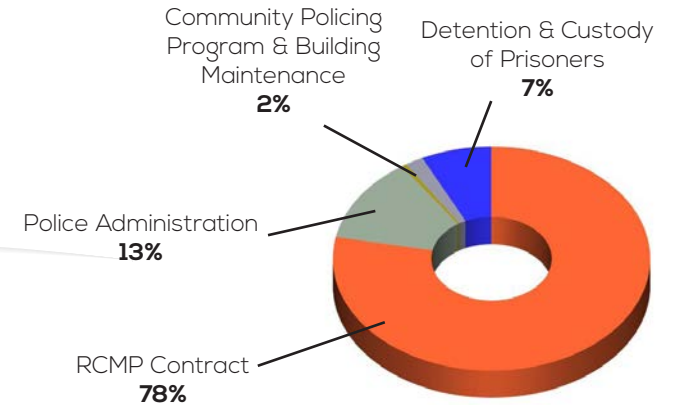


Police Services (RCMP)

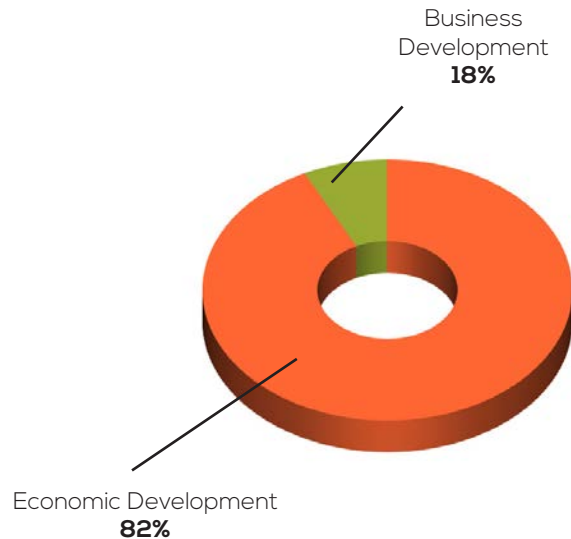
The RCMP is Canada's national police service and is contracted by the City of Port Alberni to provide policing services. The City provides the building and support services, including administrative, financial, reception, clerical, custodial and guarding functions. The current contract for the RCMP provides for 34 members (officers).

Police Service Agreements provide for different cost-sharing arrangements depending on a municipalities population size. For Port Alberni, 90% of RCMP costs are paid by the City and 10% by the federal government.

The 2016-2020 Five Year Financial Plan provides for the continuation of police services at their current level. Planned budget increases are based on contract projections provided by the RCMP.



	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
RCMP Contract	4,338,968	5,091,474	5,305,570	5,401,687	5,744,588	5,844,099	6,154,408
Police Administration - City Staff	797,526	824,000	825,650	838,663	860,832	879,617	899,978
Community Policing Program and Office	30,867	25,000	25,000	25,000	26,000	26,000	27,000
Police Detachment Building Maintenance & Operation	131,257	126,500	131,359	135,237	138,950	142,402	145,943
Detention & Custody of Prisoners	460,369	480,800	486,429	495,301	506,281	516,434	527,372
Total Expenditures	5,758,987	6,547,774	6,774,008	6,895,888	7,276,651	7,408,552	7,754,701
REVENUE SUMMARY (\$)							
Law Enforcement Service Charges	(150,606)	(140,400)	(140,400)	(122,400)	(122,400)	(122,400)	(122,400)
Provincial Reimbursement for Custody of Prisoners	(258,437)	(167,000)	(167,000)	(167,000)	(167,000)	(167,000)	(167,000)
Traffic Fine Revenue Share	(30,867)	(25,000)	(25,000)	(25,000)	(26,000)	(26,000)	(27,000)
NET OPERATIONAL COST (FROM TAXES)	\$5,319,078	\$6,215,374	\$6,441,608	\$6,581,488	\$6,961,251	\$7,093,152	\$7,438,301
% Increase over Prior Year Budget		1.3%	3.5%	1.8%	5.5%	1.8%	4.7%
Annual Cost for Average Residence		\$483	\$500	\$564	\$579	\$587	\$638



Economic Development Department

The Port Alberni Economic Development Department works to achieve a vibrant, diverse and sustainable economy in the Alberni Valley. The department strives to identify and promote economic development opportunities for the community, secure funding for economic development programs and activities, promote all sectors of the local economy, and assist organizations, businesses and individuals with key projects.

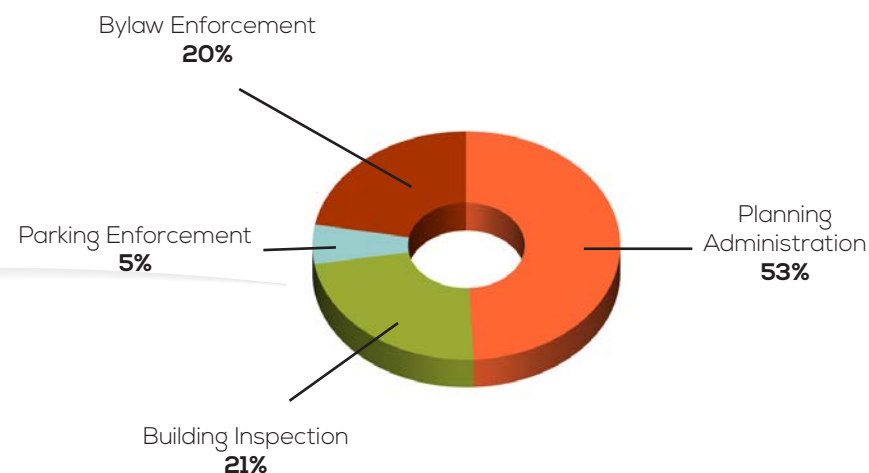
The 2016-2020 Five Year Financial Plan provides for the continuation of economic development services at their current level. A substantial budget increase for 2016 has been approved to facilitate a commercial facade renovation program and to increase external marketing efforts in cooperation with the Alberni Valley Chamber of Commerce.

	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Economic Development	249,273	309,700	346,009	348,826	351,901	354,813	357,772
Business Development (District Energy Project Support)	39,011	45,000	76,200	26,200	26,200	26,200	26,200
Total Expenditures	288,284	354,700	422,209	375,026	378,101	381,013	383,972
REVENUE SUMMARY (\$)							
Regional Contribution to Economic Development	(27,833)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)
Community Gaming Revenue (Offsetting ED)	(107,590)	(50,176)	(102,540)	(101,890)	(101,228)	(100,553)	(99,864)
NET OPERATIONAL COST (FROM TAXES)	\$152,860	\$282,024	\$297,169	\$250,636	\$254,373	\$257,960	\$261,608
% Increase over Prior Year Budget		10.5%	19.0%	-11.2%	0.8%	0.8%	0.8%
Annual Cost for Average Residence		\$22	\$23	\$21	\$21	\$21	\$22

Planning Department

The Planning Department provides a full complement of services to the public and other civic departments related to interests in land, building and development, in addition to bylaw enforcement. The department is responsible for land use and development applications through the implementation of regulations that support the City's Vision and the Official Community Plan.

The 2016-2020 Five Year Financial Plan provides for the continuation of planning and building services at their current level. In 2015 the department undertook a significant project to create a digital database of the City's water infrastructure assets. For 2016, the Planning and Economic Developments are collaborating on the development of a comprehensive design and plan for the Johnston Road streetscape. In addition, a new energy retrofit incentive program is planned to help reduce community energy emissions.



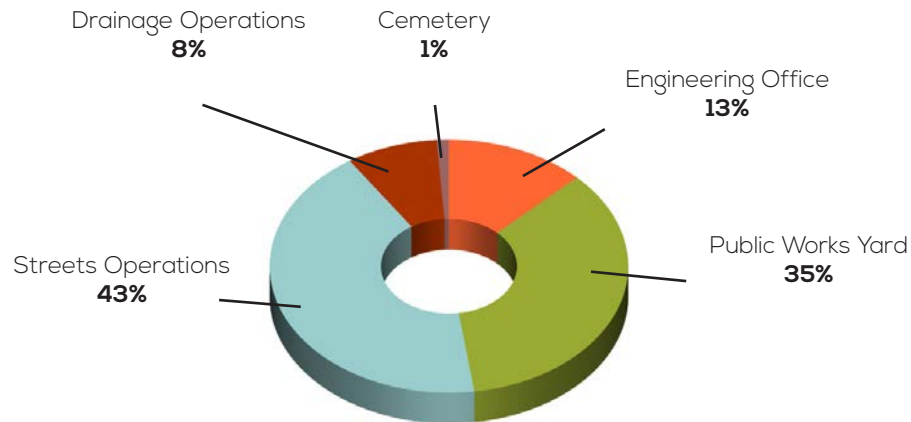
	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Planning Administration	221,360	216,515	261,650	223,360	226,370	230,180	233,090
Consulting Services	-	40,000	-	-	-	-	-
Building Inspection	103,980	105,328	103,510	106,762	109,389	111,518	113,650
Parking Enforcement (Commissionaire Service)	22,398	25,000	25,000	25,000	25,000	25,000	25,000
Bylaw Enforcement	87,538	93,600	99,415	101,323	103,535	105,553	107,676
Total Expenditures	435,276	480,443	489,575	456,445	464,294	472,251	479,416
REVENUE SUMMARY (\$)							
19.3% of Traffic Fines Revenue Share(Offset Bylaw Enforcement)	(15,473)	(66,680)	(102,680)	(102,680)	(101,680)	(101,680)	(100,680)
Development Permit Fees	(32,731)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Building Permit Fees	(66,081)	(88,100)	(74,100)	(74,100)	(74,100)	(74,100)	(74,100)
Parking Ticket Fine Revenue	(8,550)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
NET OPERATIONAL COST (FROM TAXES)	\$312,440	\$300,663	\$287,795	\$254,665	\$263,514	\$271,471	\$279,636
% Increase over Prior Year Budget		11.7%	1.9%	-6.8%	1.7%	1.7%	1.5%
Annual Cost for Average Residence		\$23	\$22	\$22	\$22	\$62	\$65

Engineering & Public Works Department

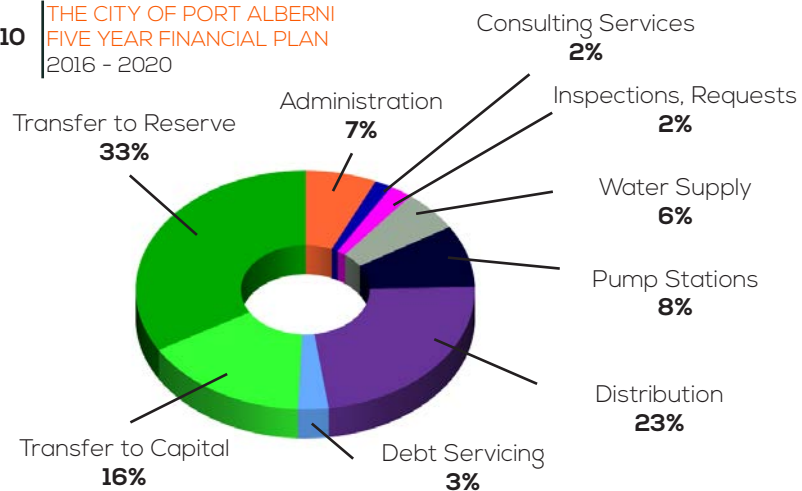
The Engineering and Public Works Department provide many of the basic services that you use and depend upon each day. The department is responsible for the administration, planning, maintenance, construction, management and technical engineering of the City's infrastructure including streets, sewer systems and storm drainage, water works, and solid waste/garbage collection.

For the purposes of this document waterworks, sewers and solid waste collection are provided individually on subsequent pages.

The 2016-2020 Five Year Financial Plan provides for the continuation of departmental services at their current level. Modest budget increases planned over the next five years are primarily driven by negotiated wage increases with CUPE Local 118.



	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Engineering Office							
Engineering Administration (operations at City Hall)	546,686	572,574	559,409	572,101	583,613	595,358	607,339
Engineering Consulting Services	21,023	40,000	40,000	40,800	41,616	42,448	43,297
Public Works Yard							
Public Works, Supervision, Clerical, Dispatch, Stores, Reception	462,552	457,500	483,787	493,080	503,042	513,207	523,579
Public Works Building, Yard, Shops Maint & Operation	331,022	341,457	339,392	353,049	359,703	367,375	374,906
Fleet & Equipment Maintenance & Replacement	758,612	757,997	743,874	776,077	791,513	805,435	821,448
Safety & Training	84,284	126,000	104,000	106,080	108,202	110,366	112,573
Streets Operations							
Inspection, Customer Requests, Record keeping	170,963	95,000	101,000	103,020	105,080	107,182	109,326
Roads Repair & Maintenance	909,138	792,223	889,900	840,888	857,706	874,860	892,357
Street Sweeping (sweeping, spill & litter pickup)	146,248	87,000	114,000	116,280	118,606	120,978	123,397
Snow & Ice Removal (plowing, sanding, salting)	174,308	200,000	200,000	204,000	208,080	212,242	216,486
Bridge & Retaining Walls Maintenance & Repair	13,599	50,000	50,000	51,000	52,020	53,060	54,122
Street Lights & Traffic Signals, Signs and Marking	541,528	598,040	557,800	568,956	580,335	591,942	603,781
Gravel Supply	179,199	160,000	181,000	184,620	188,312	192,079	195,920
Drainage Operations							
Open Drainage (ditch, dyke, culvert maintenance/repair)	157,763	138,500	138,500	141,270	144,095	146,977	149,917
Storm Sewers Maint (catch basins, drains, manholes, sumps)	143,953	237,000	237,000	241,740	246,575	251,506	256,536
Storm Sewer Lift Station Maintenance (Margaret St Station)	8,259	13,400	13,800	14,076	14,358	14,645	14,938
Cemetery Operation & Maintenance (Greenwood Cemetery)							
Cemetery Operations (interments, monuments placement)	67,124	53,000	53,928	55,006	56,129	57,252	58,397
Total Expenditures	4,716,260	4,719,691	4,807,390	4,862,043	4,958,985	5,056,911	5,158,319
REVENUE SUMMARY (\$)							
Works Yard Recoveries (building, shop, equipment)	(1,292,842)	(1,437,807)	(1,434,300)	(1,463,000)	(1,492,100)	(1,522,100)	(1,552,100)
Streets Recoveries (gravel)	(85,991)	(100,000)	(100,000)	(102,000)	(104,000)	(106,000)	(108,000)
Driveway Crossing Permits	(71,082)	(77,500)	(77,500)	(77,500)	(77,500)	(77,500)	(77,500)
Cemetery Fees, Charges and Interest	(35,731)	(32,600)	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
NET OPERATIONAL COST (FROM TAXES)	\$3,230,614	\$3,071,784	\$3,162,590	\$3,186,543	\$3,252,385	\$3,318,311	\$3,387,719
% Increase over Prior Year Budget		4.1%	1.9%	1.1%	2.0%	2.0%	2.0%
Annual Cost for Average Residence		\$239	\$246	\$273	\$271	\$275	\$291



Waterworks Branch

The Waterworks Branch is responsible for the provision of high quality drinking water through the operation and maintenance of an extensive water disinfection and distribution system. They must also maintain volume and pressure levels to meet fire flow demands, while continually monitoring and improving the network.

Waterworks services are fully funded through utility charges and not property taxation.

The 2016-2020 Five Year Financial Plan provides for new conservation-based billing rates for water and sewer utilities within the City of Port Alberni. The changes were introduced to ensure the long term sustainability of these services by providing adequate funding to operate, repair, maintain and renew utility infrastructure.

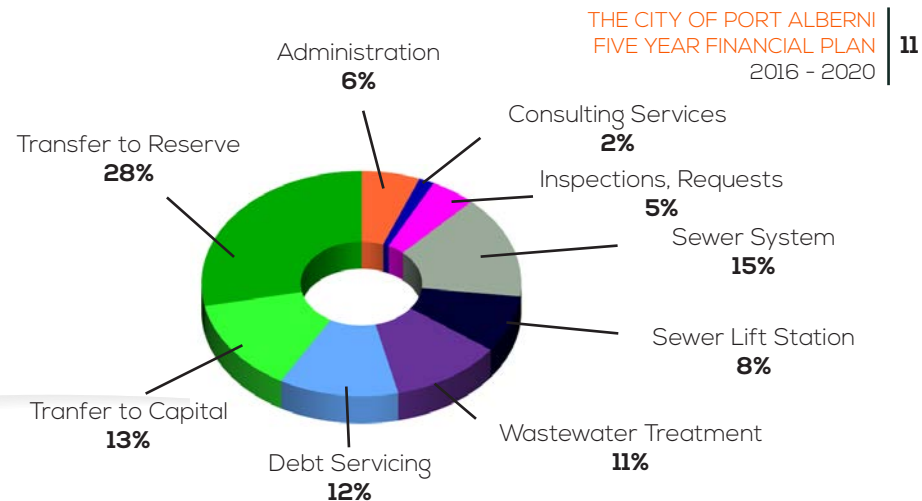
	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Water Administration (licenses, leases, accounting support)	182,893	204,000	204,000	208,080	212,242	216,486	220,816
Engineering Consulting Services	32,359	50,000	50,000	50,000	50,000	50,000	50,000
Inspection, Customer Requests, Record keeping	56,827	60,000	66,000	67,320	68,666	70,040	71,441
Water Supply O/M (dams & reservoirs)	154,761	175,300	168,500	171,870	175,307	178,814	182,390
Pump stations O/M (power, treatment, telemetry)	231,696	243,200	257,000	262,140	267,383	272,730	278,185
Distribution O/M (pipes, valves, prv's, hydrants, meters)	629,338	682,050	703,550	717,621	731,973	746,613	761,545
Debt Servicing	-	132,663	86,043	86,043	86,043	86,043	86,043
Transfer to Capital	321,792	1,015,000	482,500	1,472,000	1,345,000	1,060,000	1,120,000
Transfer to Reserve	846,783	201,699	1,016,474	296,096	558,371	986,238	1,076,364
Total Expenditures	2,456,449	2,763,912	3,034,067	3,331,170	3,494,986	3,666,964	3,846,784
REVENUE SUMMARY (\$)							
Utility Billing - Metered Sales	(2,370,411)	(2,693,042)	(2,962,346)	(3,258,580)	(3,421,509)	(3,592,585)	(3,772,214)
Charges for Other Service (connections, turn on/off)	(55,657)	(42,570)	(43,421)	(44,290)	(45,176)	(46,079)	(46,270)
Penalties & Interest	(30,381)	(28,300)	(28,300)	(28,300)	(28,300)	(28,300)	(28,300)
NET OPERATIONAL COST (FROM TAXES)	0	0	0	0	0	0	0
% Increase over Prior Year Budget		10.0%	9.8%	9.8%	4.9%	4.9%	4.9%
Annual Cost for Average Residence		\$279	\$299	\$305	\$320	\$336	\$353

Sewers Branch

The Sewers Branch is responsible for building and maintaining a reliable sanitary sewer system to service the community. This includes the conveyance and treatment of sanitary sewage from all homes and businesses connected to the system.

Sanitary sewer services are fully funded through utility charges and not property taxation.

The 2016-2020 Five Year Financial Plan provides for new conservation-based billing rates for water and sewer utilities within the City of Port Alberni. The changes were introduced to ensure the long term sustainability of these services by providing adequate funding to operate, repair, maintain and renew utility infrastructure.

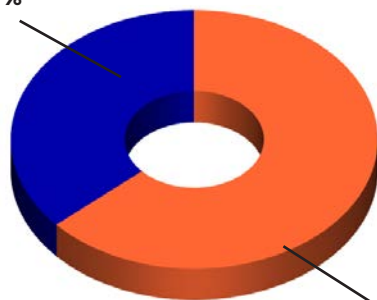


	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Sewer Administration (leases, permits, accounting support)	147,738	156,000	156,000	159,120	162,302	165,548	168,859
Engineering Consulting Services	2,956	40,000	40,000	40,000	40,000	40,000	40,000
Inspection, Customer Requests, Record keeping	125,568	110,000	120,000	122,400	124,848	127,345	129,892
Sewer System O/M (flushing, main repair, blockages, manholes)	276,795	354,740	387,740	395,495	403,405	411,473	419,702
Sewer Lift Station O/M (pumps, power, telemetry, valves)	174,438	213,500	213,500	217,770	222,125	226,568	231,099
Wastewater Treatment (power, aerators, sampling, lab tests)	273,866	278,000	295,000	300,900	306,918	313,056	319,317
Debt Servicing (Sewer Overflow and Lagoon Acquisition)	81,983	427,005	314,447	256,771	256,771	256,771	256,771
Transfer to Capital	50,045	320,000	350,000	760,000	650,000	600,000	700,000
Transfer to Reserve	960,037	482,839	739,945	621,740	764,490	847,895	781,969
Total Expenses	2,093,426	2,382,084	2,616,632	2,874,196	2,930,860	2,988,657	3,047,610
REVENUE SUMMARY (\$)							
Utility Billing - Sewer Fees	(1,881,818)	(2,234,088)	(2,457,497)	(2,703,246)	(2,757,311)	(2,812,458)	(2,868,707)
Charges for Other Service (connections, disposal fees)	(146,580)	(57,494)	(63,243)	(69,568)	(70,959)	(72,378)	(73,826)
Penalties, Interest, LI Charges	(26,002)	(50,502)	(55,892)	(61,381)	(62,589)	(63,821)	(65,077)
Transfer from Capital - Gas Tax Fund	(39,026)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
NET OPERATIONAL COST (FROM TAXES)	0	0	0	0	0	0	0
% Increase over Prior Year Budget		9.8%	9.8%	9.8%	2.0%	2.0%	2.0%
Annual Cost for Average Residence	\$208	\$235	\$262	\$288	\$294	\$300	\$306

Solid Waste Collection

Solid Waste Disposal
(ACRD landfill fees)

37%



Solid Waste
Collection
63%

The City operates a residential solid waste collection service utilizing an automated cart system. All solid waste is taken to the Alberni Valley Regional Landfill operated by the Alberni-Clayoquot Regional District. The City's recycling program is also provided by the Alberni Clayoquot Regional District and financed by Multi-Material BC.

In 2015 the City discontinued commercial container garbage collection. This change has resulted in a cost reduction in both 2016 and 2017.

The 2016-2020 Five Year Financial Plan provides for the continuation of solid waste collection services at their current level. Modest budget increases planned over the next five years are primarily driven by negotiated wage increases with CUPE Local 118.

	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Solid Waste Collection	638,250	515,901	441,500	448,777	458,169	467,762	477,561
Solid Waste Disposal (ACRD landfill fees)	424,099	330,000	254,000	259,080	264,262	269,547	274,938
Total Expenses	1,062,349	845,901	695,500	707,857	722,431	737,309	752,499
REVENUE SUMMARY (\$)							
Utility Billing - Solid Waste Revenues	(1,002,860)	(835,000)	(658,000)	(671,160)	(684,583)	(698,275)	(712,240)
NET OPERATIONAL COST (FROM TAXES)	\$59,489	\$10,901	\$37,500	\$36,697	\$37,848	\$39,034	\$40,259
% Increase over Prior Year Budget		-12.7%	-17.8%	1.8%	2.1%	2.1%	2.1%
Annual Cost for Average Residence		\$99	\$110	\$113	\$113	\$113	\$114

General Government, Administration & Finance

General Government, Administration and Finance provide services to City Council, staff and the public that supports informed, responsive and effective municipal government services.

The 2016-2020 Five Year Financial Plan provides for the continuation of administrative services at their current level. In 2015 the City consolidated insurance costs into General Government, Administration & Finance resulting in a large budget increase from the prior year.

	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Council Stipends & Expenses	176,486	193,446	200,231	202,330	204,547	206,679	209,028
Council Development	24,845	45,000	50,900	46,818	47,754	48,709	49,684
Election Expense	34,610	10,000	10,000	15,000	45,000	10,000	10,000
City Manager	203,063	199,500	280,800	195,700	197,600	199,600	201,600
Municipal Clerk	375,889	374,984	406,317	411,883	417,938	423,706	429,553
Legal Services & Appraisals	51,207	40,000	40,000	40,000	40,000	40,000	40,000
Insurance & Damage Claims	332,455	280,000	277,500	277,500	282,600	287,900	293,200
Financial Management	738,902	716,900	729,000	751,100	754,700	767,200	791,000
Purchasing	227,290	228,530	218,000	222,216	226,932	231,349	235,766
External Audit	33,000	30,000	30,000	30,600	31,212	31,836	32,473
Buildings, Vehicles, Other Common Services	468,111	440,830	386,925	419,734	423,285	426,185	424,265
Carbon Offsets	58,800	58,800	58,800	58,800	58,800	58,800	58,800
Green Home Renovation Program	0	0	30,000	0	0	0	0
Total Expenditures	2,724,657	2,617,990	2,718,473	2,671,681	2,730,368	2,731,964	2,775,369
REVENUE SUMMARY (\$)							
Administration Recoveries	(277,440)	(438,221)	(438,200)	(447,000)	(456,000)	(465,000)	(474,000)
Business Licence Fees	(166,538)	(140,000)	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)
Rentals	(135,760)	(136,000)	(138,720)	(141,494)	(144,324)	(147,211)	(150,155)
Returns on Investments - Interest	(199,364)	(238,000)	(249,000)	(249,000)	(249,000)	(249,000)	(249,000)
Miscellaneous Revenue, Contributions & Grants	(254,824)	(100,000)	(99,600)	(148,600)	(149,600)	(150,100)	(151,100)
Administrative Service Charges	(65,853)	(37,500)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
NET OPERATIONAL COST (FROM TAXES)	\$1,624,878	\$1,528,269	\$1,642,953	\$1,535,587	\$1,581,444	\$1,570,653	\$1,601,114
% Increase over Prior Year Budget		7.9%	3.8%	-1.7%	2.2%	0.1%	1.6%
Annual Cost for Average Residence		\$119	\$128	\$132	\$132	\$130	\$137

Parks and Recreation Services

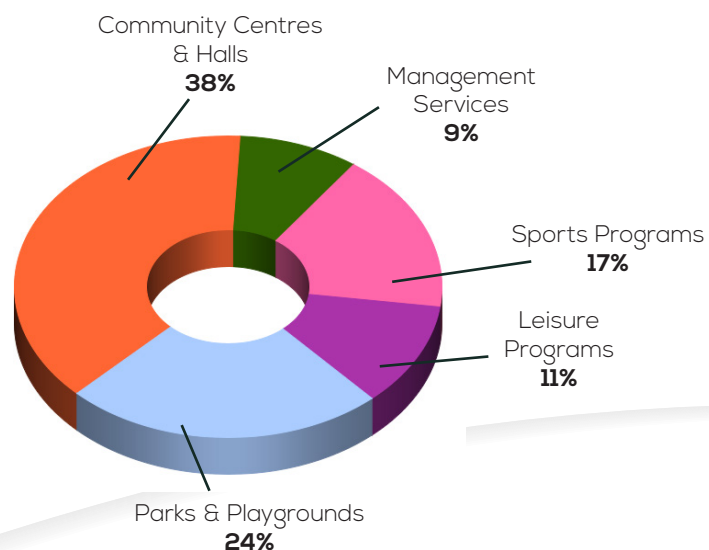


Parks and Recreation enriches the quality of life of residents by developing and maintaining efficiently operated parks and facilities and ensuring full and equitable access to a wide range of leisure opportunities.

The 2016-2020 Five Year Financial Plan provides for increased recreation services through added resources for youth programming. In addition, 2016 will see the implementation of new recreation management software that will include online registration and improved access to program and event information.

	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Parks & Recreation Management Services	448,621	446,800	492,068	459,058	468,339	476,592	485,005
Community Centres & Halls							
Echo Community Centre Operation/Maintenance	312,313	316,190	330,018	342,684	351,507	359,598	367,883
Echo Aquatic Centre Operation/Maintenance	474,461	460,994	482,718	481,681	492,895	503,380	514,094
AV Multiplex Operation/Maintenance	967,983	945,762	971,354	995,251	1,019,846	1,090,424	1,064,293
Harbour Quay Operation/Maintenance	137,653	128,738	131,877	134,854	137,989	140,931	143,938
Other Parks Buildings (Gyro, Glenwood, Echo Park & Fieldhouses)	218,348	240,148	247,948	254,304	260,919	267,050	273,237
Sports Programs							
Glenwood Centre Programs	7,299	8,500	8,650	8,823	9,020	9,201	9,385
Echo Aquatic Programs	762,916	733,575	784,119	798,849	815,582	830,922	846,559
AV Multiplex Programs	186,402	181,291	183,774	203,623	206,984	210,152	213,374
Leisure Programs							
Leisure Service Programs	216,425	225,000	228,013	245,994	251,526	256,557	261,688
Youth Services and Programs	19,261	22,000	54,455	55,544	56,770	57,906	59,064
Children's Programs	157,446	161,000	163,963	167,242	170,854	174,271	177,756
Adult Programs	92,087	92,500	96,350	98,277	100,243	102,247	104,292
Special Events	7,144	21,500	21,930	22,369	22,816	23,272	23,738
Program Vans Maintenance & Repair	12,260	13,700	13,963	14,026	14,347	14,663	14,988
Parks & Playgrounds							
Parks & Facility Management	238,675	225,808	228,286	230,991	233,657	236,333	239,044
Parks Maintenance, Upgrading & Horticultural Services	972,985	943,608	961,042	992,573	1,014,108	1,034,429	1,055,155
Parks Vehicles and Equipment Operation & Maintenance	154,463	146,074	148,853	151,830	155,015	158,115	161,277
Total Expenditures	5,386,741	5,313,188	5,549,381	5,657,973	5,782,417	5,946,043	6,014,770

continued on next page



	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUE SUMMARY (\$)							
Community Contributions, Grants and Misc Revenues.	(120,819)	(119,225)	(139,225)	(119,225)	(119,225)	(119,225)	(119,225)
Echo Community Centre Revenue	(186,425)	(205,800)	(209,916)	(214,114)	(218,397)	(222,765)	(227,220)
Echo Aquatic Centre Revenue	(33,164)	(35,500)	(36,210)	(36,934)	(37,673)	(38,426)	(39,195)
AV Multiplex Revenue	(525,337)	(565,650)	(576,963)	(588,502)	(600,272)	(612,278)	(624,523)
Harbour Quay Revenue	(111,876)	(114,000)	(124,540)	(125,785)	(127,044)	(128,313)	(129,596)
Revenue (Other Parks Buildings)	(76,179)	(80,500)	(82,110)	(83,753)	(85,427)	(87,136)	(88,879)
Glenwood Programs Revenue	(2,982)	(2,625)	(2,678)	(2,731)	(2,786)	(2,841)	(2,898)
Aquatic Programs Revenue	(244,188)	(255,000)	(260,100)	(265,302)	(270,608)	(276,020)	(281,541)
Multiplex Programs Revenue	(22,419)	(27,100)	(27,642)	(28,195)	(28,759)	(29,334)	(29,921)
Youth Programs Revenue	(8,396)	(10,000)	(10,200)	(10,404)	(10,612)	(10,824)	(11,041)
Children's Programs Revenue	(78,021)	(91,000)	(92,820)	(94,676)	(96,570)	(98,501)	(100,471)
Adult Programs Revenue	(102,338)	(120,000)	(122,400)	(124,848)	(127,345)	(129,892)	(132,490)
Special Events Revenue	(1,717)	(1,000)	(1,020)	(1,040)	(1,061)	(1,082)	(1,104)
Parks Equipment Recovery	(79,352)	(80,000)	(81,600)	(83,232)	(84,897)	(86,595)	(88,326)
NET OPERATIONAL COST (FROM TAXES)	\$3,793,526	\$3,605,788	\$3,781,958	\$3,879,231	\$3,971,741	\$4,102,810	\$4,138,340
% Increase over Prior Year Budget		0.3%	4.4%	2.0%	2.2%	2.8%	1.2%
Annual Cost for Average Residence		\$280	\$294	\$333	\$330	\$340	\$355

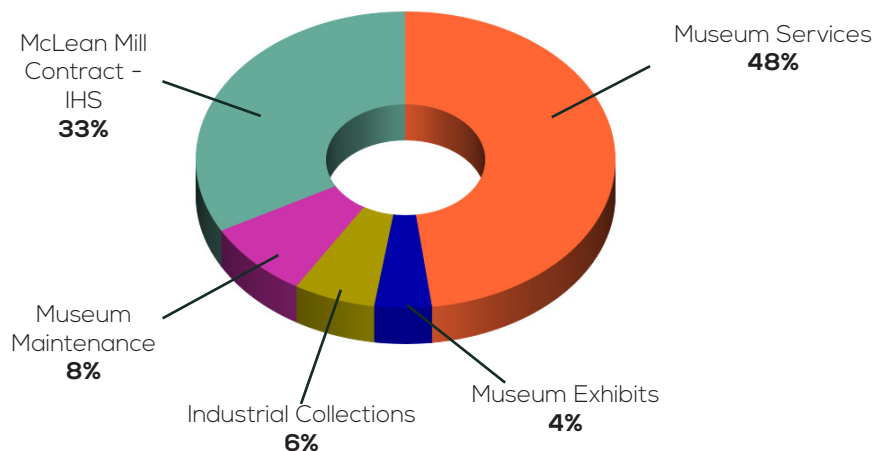
Heritage & Culture Services



The City of Port Alberni is rich in cultural and heritage resources that are an integral part of our character and quality of life. The City owns and operates the Alberni Valley Museum and provides support services for the Alberni Valley Heritage Network that includes the Western Vancouver Island Industrial Heritage Society, Alberni District Historical Society and Port Alberni Maritime Heritage Society. Together these organizations provide facilities and programs that educate and entertain both residents and visitors.

Heritage and cultural services saw budget reductions in both 2015 and 2016 with increased grant funding and a reduced contract with the Industrial Heritage Society for operation of the McLean Mill National Historic Site and Alberni Pacific Railway.

Council has directed that the Alberni Valley Museum be transitioned to an alternative service delivery model. The City has also established a new Board of Management for the McLean Mill National Historic Site to oversee its operation. These changes are intended to preserve and enhance the strong heritage assets and values within community while optimizing municipal investments.

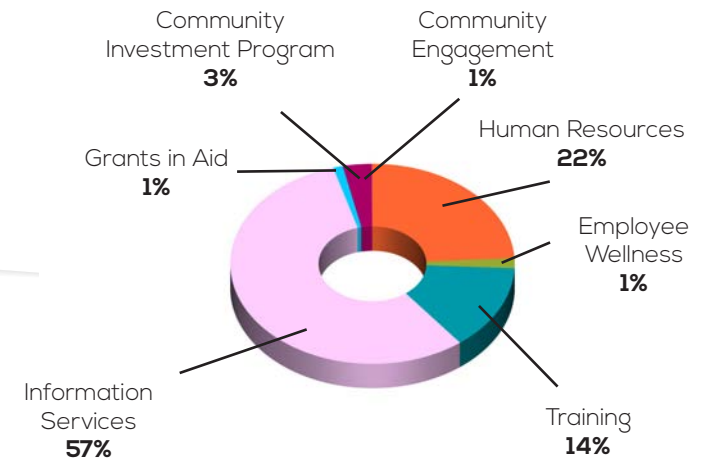


	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Museum Services (manager, staff, advertising)	359,939	321,350	327,468	333,078	339,344	345,019	350,808
Museum Exhibits (Permanent & Temporary)	16,166	29,125	29,590	30,134	30,668	31,242	31,768
Industrial Collections Support (to IHS utilities and supplies)	55,969	66,750	43,055	44,639	46,650	48,072	49,443
Museum Maintenance	52,926	54,910	56,783	58,755	60,185	61,962	63,274
McLean Mill (payment pursuant to IHS contract)	239,000	224,000	225,000	225,000	225,000	225,000	225,000
Total Expenditures	724,000	696,135	681,896	691,606	701,847	711,295	720,293
REVENUE SUMMARY (\$)							
Museum Sales & Service (gift shop, program fees)	(28,354)	(25,000)	(22,400)	(22,752)	(23,109)	(23,471)	(23,839)
Grants from Senior Government	(65,000)	(65,000)	(73,200)	(73,264)	(73,329)	(73,396)	(73,464)
Community Gaming Revenue (Offsetting McLean Mill Costs)	(239,000)	(224,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)
NET OPERATIONAL COST (FROM TAXES)	\$391,646	\$382,135	\$361,296	\$370,590	\$380,409	\$389,428	\$397,990
% Increase over Prior Year Budget		-3.5%	-2.0%	1.4%	1.5%	1.3%	1.3%
Annual Cost for Average Residence		\$30	\$28	\$32	\$32	\$32	\$34

Corporate Services

Corporate Services is focused on the people and technologies that allow our organization to run efficiently and effectively to deliver programs and services to the community. Primarily an internal services function, the department provides expertise in various disciplines to develop an engaged workforce with the necessary tools and technologies. Corporate Services also administers and support the Community Investment Program (CIP), community engagement processes and sustainability initiatives.

Recent changes to the organizational structure will result in the Information Technology Department reporting through the Finance Department, while Community Development functions will transition to Parks and Recreation.

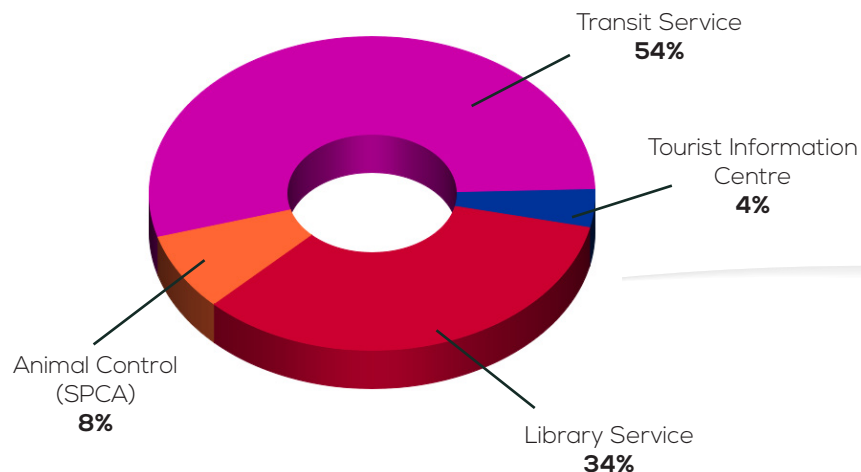


	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE SUMMARY (\$)							
Human Resources	278,293	277,682	226,745	266,451	270,616	274,252	277,950
Employee Wellness	16,287	15,372	17,262	17,608	17,960	18,319	18,685
Training	129,250	140,556	143,367	146,234	149,159	152,142	155,185
Information Services	657,134	667,187	584,914	607,449	617,064	626,342	635,734
Grants in Aid	16,271	10,608	10,820	11,037	11,257	11,482	11,712
Community Investment Program (CIP)	13,770	31,824	33,460	34,110	34,772	35,447	36,136
Community Engagement	777	2,000	2,000	2,000	2,000	2,000	2,000
Seniors Housing Stakeholder Initiative	0	0	10,000	0	0	0	0
Total Expenditures	1,111,780	1,145,229	1,028,568	1,084,889	1,102,828	1,119,984	1,137,402
REVENUE SUMMARY (\$)							
Community Gaming Revenue (Offsetting CIP)	(13,770)	(31,824)	(33,460)	(34,110)	(34,772)	(35,447)	(36,136)
HR Recoveries	(34,587)	(5,100)	(5,202)	(5,306)	(5,412)	(5,520)	(5,630)
NET OPERATIONAL COST (FROM TAXES)	\$1,063,424	\$1,108,305	\$989,906	\$1,045,473	\$1,062,644	\$1,079,017	\$1,095,636
% Increase over Prior Year Budget		7.8%	-10.2%	5.5%	1.7%	1.6%	1.6%
Annual Cost for Average Residence		\$86	\$77	\$90	\$88	\$89	\$94

External Service Providers

The City of Port Alberni contracts a number of services that support the goals and objectives of the City. These include animal control services, public transit, visitor services and the operation of the public library.

The 2016-2020 Five Year Financial Plan includes a major equipment replacement initiative for transit services planned for 2017. In addition, the Vancouver Island Regional Library Board has approved overall budget increases targeted at maintain their financial sustainability. Other external services are generally planned for a continuation of services at their current level.



	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
EXPENDITURE/REVENUE SUMMARY (\$)							
Animal Control							
Animal Pound Operation (SPCA)	129,473	149,000	154,988	158,092	161,257	164,485	167,777
Dog Licence Fees	(8,338)	(12,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Transit							
Public Transit (BC Transit)	1,020,751	1,082,379	1,075,783	1,205,814	1,180,652	1,180,652	1,180,652
Public Transit Fare Revenue	(278,916)	(291,463)	(323,703)	(324,509)	(324,782)	(324,782)	(324,782)
Tourist Information							
Visitor Information Centre Operations (Chamber of Commerce)	84,000	84,000	84,000	84,000	84,000	84,000	84,000
21% Community Gaming Revenue (Offsetting VIC Costs)	(84,000)	(84,000)	(84,000)	(84,000)	(84,000)	(84,000)	(84,000)
Library							
Library Service (Vancouver Island Regional Library)	641,180	660,338	673,333	694,543	721,977	750,279	779,390
Total Expenses	1,875,404	1,975,717	1,988,104	2,142,449	2,147,886	2,179,416	2,211,819
NET OPERATIONAL COST (FROM TAXES)	\$1,504,151	\$1,588,254	\$1,570,401	\$1,723,940	\$1,729,104	\$1,760,634	\$1,793,037
% Increase over Prior Year Budget		2.0%	0.6%	7.8%	0.3%	1.5%	1.5%
Annual Cost for Average Residence		\$124	\$122	\$148	\$144	\$146	\$154



Finance Department
4850 Argyle Street
Port Alberni BC V9Y 7W6
Phone: 250-723-2146

CITY MANAGER'S REPORT

TO: City Council FILE

FROM: Tim Pley, Acting City Manager/Fire Chief

COPIES TO: Davina Hartwell, City Clerk

DATE: May 2, 2016

SUBJECT: Declaration of the Right to a Healthy Environment

Issue:

At the January 11, 2016 Regular Meeting Council directed that a report be provided regarding requests to pass a declaration of the right to a healthy environment.

Background:

The David Suzuki Foundation has launched a campaign called the Blue Dot Movement which has an ultimate goal of having the Canadian Charter of Rights and Freedoms appropriately amended to guarantee every Canadian's right to a healthy environment. According to the Foundation, local government declarations are being sought, in part, to build support for provincial and federal decision-makers to follow suit and pass environmental bills of rights.

The City has received requests for such a declaration from both the public and the City's Food Security and Climate Disruption Committee. At the January 11, 2016 Regular Meeting, following receipt of their 2015 Annual Report, Council referred the request from the Food Security and Climate Change Committee for a staff report regarding the implications.

The suggested declaration was consistent with one proposed by the David Suzuki Foundation and their Blue Dot Movement.

Strategic Plan Implications:

This item addresses the City's 2015-2018 Strategic Plan item 3.1 *Protect Water, Air and Land Quality*.

Discussion:

The Blue Dot Campaign continues to gather momentum, with an increasing number of local governments making similar declarations to the one currently before Council. To date 133 municipal governments in Canada have passed declarations similar to the one proposed by the City's Food Security and Climate Disruption Committee. That list includes:

Zeballos	Tofino	Ucluelet	Cumberland
Courtenay	Comox	Nanaimo	Ladysmith
Cowichan Valley RD	Duncan	North Cowichan	Sidney
Victoria	View Royal	Esquimalt	Saanich
Sooke	Vancouver	North Vancouver	West Vancouver
Richmond	Burnaby	Surrey	White Rock
Maple Ridge	Port Moody	Squamish	Port Coquitlam
Powell River			

Following a review of the proposed declaration staff has prepared an amended version that meets the needs of the City of Port Alberni and supports the Blue Dot Movement. These amendments minimize risk and restrictions placed upon the City, and at the same time, preserve the intent of the recommendation made by the City's Food Security and Climate Disruption Committee. The amended declaration is set out below:

WHEREAS the City of Port Alberni understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;

AND WHEREAS the David Suzuki Foundation Blue Dot Tour has inspired many Canadians to request that the right to a healthy environment be enshrined in the Canadian Charter of Rights and Freedoms;

THEREFORE BE IT RESOLVED THAT the City of Port Alberni declares that:

All residents of the City of Port Alberni have the right to live in a healthy environment, including:

- ***The right to breathe clean air;***
- ***The right to drink clean water;***
- ***The right to consume safe food;***
- ***The right to access nature;***
- ***The right to know about pollutants and contaminants released into the local environment; and***
- ***The right to participate in government decision-making that will affect the environment.***

The City of Port Alberni recognizes its responsibility, within its jurisdiction, to respect, protect, and promote these rights and in so doing will continue to implement and improve its Corporate Plans, Strategies and By-laws to protect the local environment and support its residents' right to a healthy environment by undertaking actions such as, but not limited, to the following:

- ***consideration of the precautionary principle, with cost-effective measures, where threats of serious or irreversible damage to human health or the environment exist;***
- ***Taking into consideration full cost accounting which includes costs to human health and environment, when evaluating reasonably foreseeable costs of proposed actions and alternatives;***
- ***Ensuring infrastructure and development projects protect the environment, including water quality;***
- ***Addressing climate change by investigating further reductions in corporate greenhouse gas emissions and implementing adaptation measures;***

- *Promoting appropriate and responsible development, including responsibly increasing density, in accordance with the Official Community Plan;*
- *Prioritizing walking, cycling and public transit as modes of transportation in accordance with the City's Active Transportation Plan;*
- *Promoting access to food that is locally and sustainably sourced;*
- *Working with Alberni-Clayoquot Regional District to improve waste diversion, including recycling and composting, and waste reduction; and*
- *Establishing and maintaining accessible green spaces by providing high quality active and wilderness parks*

The City of Port Alberni shall review these objectives, targets, timelines and actions regularly, and evaluate progress towards fulfilling this declaration.

The City of Port Alberni shall consult with residents as part of this process.

AND BE IT FURTHER RESOLVED THAT the City of Port Alberni support the City of Victoria motion to the Federation of Canadian Municipalities calling for a Federal Bill of Environmental Rights.

Recommendation:

That the Acting City Manager's report dated May 2, 2016 be received and Council for the City of Port Alberni endorse a Declaration of the Right to a Healthy Environment as presented.



Timothy Pley
Acting City Manager/Fire Chief



PLANNING DEPARTMENT

TO: Tim Pley, Acting City Manager/Fire Chief
FROM: Scott Smith, City Planner
DATE: May 4, 2016



SUBJECT: Possible Street Renaming

Issue

To consider information regarding the possible renaming of Gertrude Street, Stamp Avenue and 3rd Avenue.

Background

City Council requested information on the implications, and process, for a possible street name change to Gertrude Street, Stamp Avenue and a portion of 3rd Avenue (see attached map). A name change would eliminate the street names of Gertrude and Stamp. A small portion of 3rd Avenue (see map) would remain.

The street names Stamp and Gertrude are associated with the early non-native settlement of the region. Captain Edward Stamp was the commission merchant who established the first cargo mill in 1860, in partnership with Anderson & Company of England. Capt. Stamp was a key figure in the history of the region, bringing large scale forest export industry and made Alberni a port of entry. In 1886, James Anderson came to oversee the survey and subdivision of the Alberni townsite on behalf of his company. The street names, including Gertrude (as well as Elizabeth, Helen and Margaret) were named for Anderson family members and friends.

The City of Port Alberni does not have an official street naming policy. When a new street name is required as part of a new development, there is a list of approved street names that can be used. If a developer wishes to suggest a different street name, approval of City Council is required.

Any new street name would need to be vetted, to ensure it is not duplicated within the City of Port Alberni and the wider Alberni Valley. Prior to assigning a new street name, a check with the North Island 911 Corporation would be completed.

Discussion

A proposed street name change to Gertrude Street, Stamp Avenue and most of 3rd Avenue would directly impact approximately 110 commercial properties and 140 residential properties. Several of the residential properties are multi-family developments, representing a larger number of people that would be impacted.

If City Council were to approve a street name change the City would install new street signs and change the City mapping and digital property files. Amending the digital property information will take staff resources from several departments to changes the addressing, business accounts, utility billing, Fire department software etc. The City would also advise 911, Canada Post and private utility companies of the change and would provide a letter to the affected property owners confirming the change of address. The property owners and tenants would be responsible for ensuring that the address change is reflected for all relevant documents. The residential property owners and/or tenants would need to change items such as driver's license, will, medical and financial documents etc. Businesses would need to change items such as business accounts, letterhead, location advertising, business cards, websites and other legal documents. Canada Post would offer a free 6 month mail forwarding service if an address change is triggered by a City street name change.

The change would also impact the accuracy of the current tourist maps as well as any related mapping published for the local BC Transit routes.

It is recommended that prior to proceeding with any possible street name changes, owners and occupiers of the impacted properties be sent written information regarding the proposal and the potential implications. The letter would request their comments on the proposal in writing or email by a set date and any comments that are received would be presented to City Council.

It is also recommended that the City invite the local emergency service agencies to comment on the possible street name change.

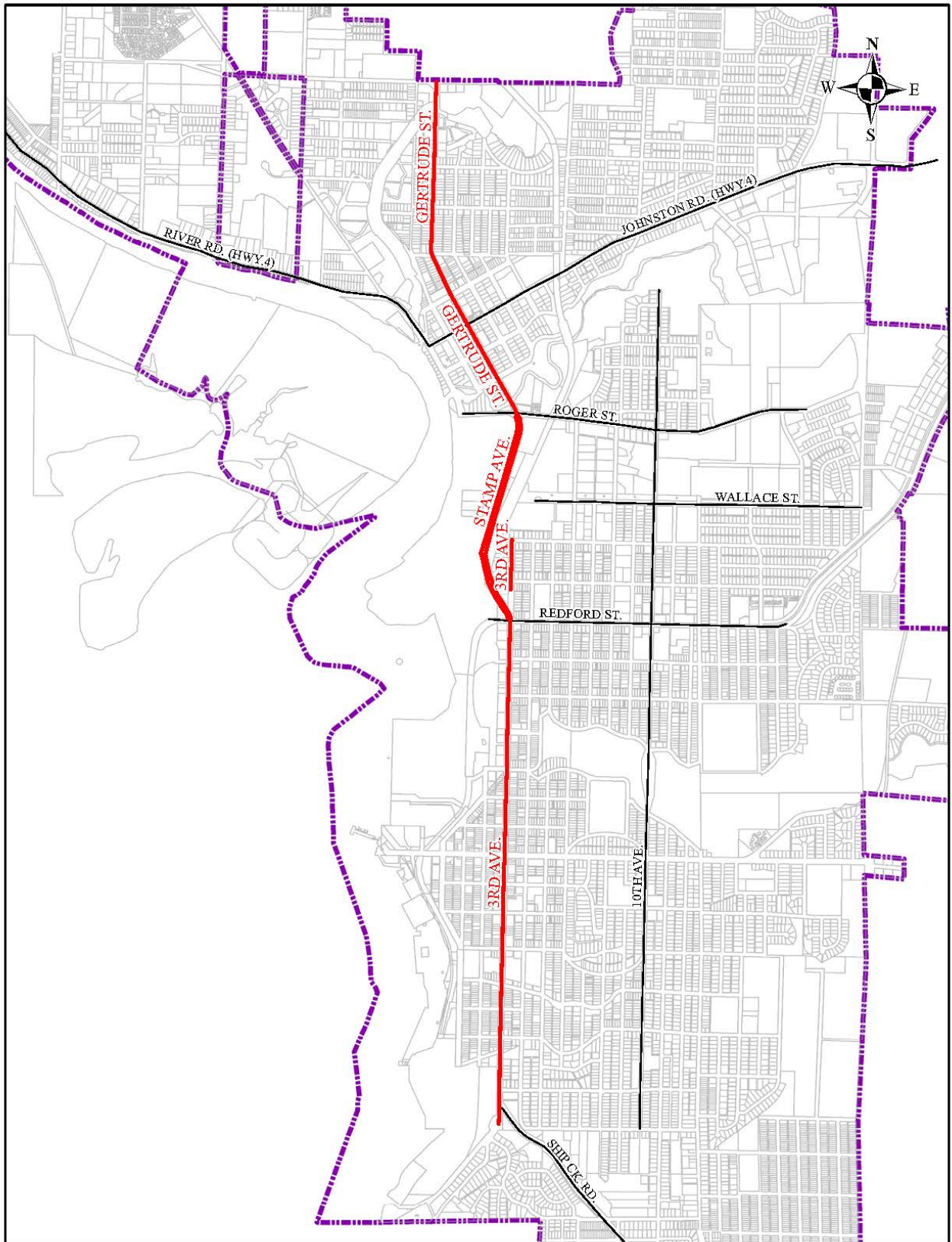
Recommendation

That the report from the City Planner dated May 4, 2016 be received and Council for the City of Port Alberni direct staff to send written information to owners and occupiers of property along Gertrude Street, Stamp Avenue and 3rd Avenue and local emergency services regarding the proposal for a street name change and invite comments.

Respectfully submitted,



Scott Smith, MCIP
City Planner



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	City ownership of property March 23/16. Works planned.	Medium
3	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	HR Manager - Following implementation of return to work program.	Medium
4	Regular Jan 11/16	Report re implications of adopting the Declaration to The Right To A Healthy Environment (FSCCC recommendation)	Goal #3: Environmental Protection	City Manager – May 9	Medium
Clerk's Dept.					
5	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. (Sept/16)	High
6	Regular Feb. 9/16	Prepare Policy outlining duties of Personnel Committee		City Clerk/City Manager/HR Manager	Medium
7	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
8	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
Community Services Dept.					
9	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Policy and public education plan under development	Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
10	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	By end 2016	Medium
11	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
12	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		Low
Economic Development Dept.					
13	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #5: Responsive Government	RFP extended to June 30, 2016	High
14	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	Proceeding through AC Community Futures – program commences week of May 9 th – application deadline June 6 th .	High
15	Regular Feb 22/16	Prepare contract re implementation of SPROUT Program	Goal #4: Revitalize Economy/Liveability	In progress	High
16	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 – not ready to meet	Medium
Engineering Dept.					
17	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 – high priority?	Medium
18	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
19	Regular Mar 28/16	Report regarding request from Grandview Road residents for walking path on Grandview	Goal #2: Connected Community		Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
20	Regular Aug 10/15	Review and report re rainbow crosswalks – upper 3 rd /Argyle	Not a strategic priority	Report in progress	Low
Finance Dept.					
21	Regular April 11/16	Review potential for reduction in tax rates for Private Management Forest Lands and Farm Lands			Low
Fire Dept.					
22	Regular July 27/15	Amend Fire Control Bylaw to reflect full year round backyard burn ban commencing April 16, 2016	Goal #3: Environmental Protection	Bylaw adoption May 9, 2016	Low
Planning Dept.					
23	Regular Mar 29/16	Report regarding implications/ steps involved in renaming Gertrude/Stamp/3 rd Avenue	Goal #2: Connected Community	May 9 regular meeting	High
24	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	In progress	High
25	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.	High
26	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government		Medium
27	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

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
28	Regular Dec. 14/15	Formation of a "Seniors Housing Stakeholders Initiative" to direct resources at Prov, Fed or Municipal levels for seniors housing projects.	Goal #5 Responsive Government	Include considerations in AVCSI letter to Council Jan 25/16. \$10,000 financial support allocated in 2016-2020 5 Year Plan	Medium
29	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 July 2016	Medium
30	Regular Feb. 9/16	Draft bylaw to establish a Social Planning Commission	Goal #5 Responsive Government	July 2016	Medium
31	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority		Low
32	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

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 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 (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 - Meeting with ACRD Board April 20 th , 2016
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, Acting City Manager/Fire Chief

CITY OF PORT ALBERNI PLANNING AND BUILDING DEPARTMENT

MONTHLY REPORT FOR APRIL, 2016

For the month of April 2016 the Planning Department reports the following significant items:

- The Advisory Planning Commission met on April 21, 2016 and considered the following report from the City Planner:
 - The first report was regarding an application for a Zoning Text amendment. The proposal is for a Public Market at 3135 2nd Avenue.
 - The second report was for an application for a Zoning Map amendment. The application would facilitate a subdivision that would create three small single family residential lots and one larger lot appropriate for a duplex on the corner of Ian Avenue and Cox Road.
 - The third report was regarding an application for a Zoning Map amendment to facilitate a two lot subdivision on Pierce Road.

DEVELOPMENT APPLICATION ACTIVITY REPORT		
Type	Year to Date - 2015	Year to Date - 2016
Subdivision	1	1
OCP and/or Rezoning	6	8
Development Variance	1	1
Development Permit	1	2
Temporary Use Permit	1	0
Sign Bylaw	0	0
Total Applications	10	12

RESIDENTIAL BUILDING UNITS COMPARISON		
Type	Year to Date - 2015	Year to Date - 2016
Single Family	9	10
Duplex	0	0
Multiple	0	2
Secondary Suite	3	1
Total Units	12 units	13 units



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on April 21, 2016,
in the Council Chambers at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

Wes Hewitt – Chair
Seva Dhaliwal – Vice-Chair
Hedley Crowther
Vern Barnett
Mark Millin
John Douglas
Councillor Chris Alemany (Council Liaison)
S. Sgt. D.N. Dave Paddock - (R.C.M.P. Liaison)
Jacob Colyn (Parks and Recreation Liaison)

Staff

Scott Smith, City Planner
Cara Foden, Planning Technician

Regrets

Randy Thoen (P.A.F.D. Liaison)
Larry Ransom - (SD #70 Liaison)
Jim Tatoosh (Hupacasath First Nation)
Janice Johnson (Tseshah First Nation)

Guests

R. Van Vliet (Applicant)
Keith Ambrose / Marie Knoll (Applicant)
Members of the Public - 4

Alternates (not in attendance)

John Bennie (Alternate S.D.70)
Councillor Ron Paulson (Alternate–Council)
Sgt. Dave Boyce (Alternate–R.C.M.P.)
Steve Tatoosh (Hupacasath First Nation)



1. Adoption of March 17, 2016 Minutes

- Introductions were made.
- The minutes of the March 17, 2016 meeting of the Advisory Planning Commission were adopted.

(Barnett / Douglas) CARRIED

2. DEVELOPMENT APPLICATION – Proposed amendment to Zoning Bylaw

3135 2nd Avenue- Lot 18, Block 73, District Lot 1, Alberni District, Plan VIP197
(PID: 009-278-516)

Applicant: K. Ambrose

The City Planner summarized his report to the APC dated April 14, 2016.

- The APC discussed the application as follows:
 - Members asked the applicant for clarification regarding the choice of site. The applicant has recently purchased the property and is hopeful that the site will be an accessible location for short term vendors who wish to sell local produce and products during the week. The proposed market hours are 12 pm to 6 pm.
 - Local vendors will be encouraged.



- Safety issues will have to be addressed and aisle widths will have to meet Island Health and Fire safety requirements.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with an amendment to the text of the Zoning Bylaw to add 'Public Market' as a permitted use in the C3 – Service Commercial zone.*

(Douglas / Dhaliwal) CARRIED

3. DEVELOPMENT APPLICATION – Proposed amendment to Zoning Bylaw

4981 Ian Avenue - Lot 15, Block 2, District Lot 13, Alberni District, Plan VIP4455
(PID: 001-609-971)

Applicant: D. Paquette

The City Planner summarized his report to the APC dated April 13, 2016.

- The APC discussed the application as follows:
 - The developer will be required to ensure that the lots created are serviced. The City will ensure that sewer, water and storm connections are paid for by the applicant prior to subdivision approval being given.
 - Prior to granting subdivision approval the City will also require written confirmation, from BC Hydro, that all of the lots can be serviced by Hydro. Hydro is usually installed when a Building Permit is applied for. Purchasers will be responsible for the costs of installing Hydro services if the developer does not.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 15, Block 2, District Lot 13, Alberni District, Plan VIP4455 (PID: 001-609-971), located at 4981 Ian Avenue, from 'R1 Single Family Residential' to a mix of '**R3 Small Lot Single Family Residential and R2 One and Two Family Residential**' as outlined on the site plan concept.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
 - a) *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*
 - b) *That the existing buildings on the property be demolished prior to adoption of the zoning bylaw amendment.*

(Millin / Barnett) CARRIED

4. DEVELOPMENT APPLICATION – Proposed amendment to Zoning Bylaw

5820 Pierce Road - Lot 1, District Lot 21, Alberni District, Plan EPP9699

(PID: 028-501-250)

Applicant: R. and D. Van Vliet

The City Planner summarized his report to the APC dated April 14, 2016.

- The APC discussed the application as follows:
 - Garbage collection will be done by the City but the lot owners will be responsible for ensuring waste gets out to Pierce Rd. for pickup.
 - Access will be through a joint easement down the double panhandle created by the subdivision. The cost of developing road of such length is prohibitive and the Land Titles Act allows this type of joint access easement for subdivision of no more than two lots.
 - The R.C.M.P. Liaison expressed that it is important to the R.C.M.P. that legal agreements regarding the placement of hydro poles and access be clearly laid out and disclosed to all parties. The City Planner indicated that Hydro service agreements would be registered on the Land Titles of each property involved. The applicant also indicated that services would be underground.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 1, District Lot 21, Alberni District, Plan EPP9699 (PID: 028-501-250), located at 5820 Pierce Road, from 'RR1 – Rural Residential' to '**R1 – Single Family Residential**'.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
 - a. *Receive a Preliminary Layout Approval letter for a proposed subdivision from the City of Port Alberni's Approving Officer.*

(Barnett / Dhaliwal) CARRIED

5. **Update** - City Planner - Status of current projects.

The City Planner updated the APC with regards to the following projects:

- Development Permit 16-02 for 4905 - Cherry Ck. Rd (Evans) was approved by Council on March 29, 2016
- Approved by Council on April 11, 2016
 - Development Permit 15-02 for the project at 3033 3rd Ave. (Saroya)
 - Development Variance Permit 89 for 3820 - 10th Avenue (Co-Op)
 - Official Community Plan Amendment No. 20 (3532 – 4th Avenue - D. Beecroft), Bylaw No. 4902
 - Zoning Bylaw Map Amendment No. 12 (3532 – 4th Avenue - D. Beecroft), Bylaw No. 4903
- Received 3rd reading on April 11, 2016

Page 3 of 4

- Official Community Plan Amendment No. 19 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4899
- Zoning Text Amendment T8 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4900
- Zoning Map Amendment No. 11 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4901

6. **Other business** – No other business

7. **Adjournment** – The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting will be **May 19, 2016** at 12:00 pm in the Committee Room at City Hall.

(Barnett / Dhaliwal) CARRIED

W W N

Davina Hartwell - City Clerk

Wes Hewitt - Chair



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on March 17, 2016,
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

Wes Hewitt – Chair
Hedley Crowther
Vern Barnett
Mark Millin
John Douglas
Larry Ransom - (SD #70 Liaison)
Councillor Chris Alemany (Council Liaison)
Randy Thoen (P.A.F.D. Liaison)
Jacob Colyn (Parks and Recreation Liaison)
Inspector Mac Richard

Staff

Scott Smith, City Planner
Cara Foden, Planning Technician

Regrets

Jim Tatoosh (Hupacasath First Nation)
S. Sgt. D.N. Dave Paddock - (R.C.M.P. Liaison)
Janice Johnson (Tseshaht First Nation)
Seva Dhaliwal – Vice-Chair

Guests

Jim Creighton – Applicant
Craig Bowerman – Applicant
Dave Beecroft - Applicant

Alternates (not in attendance)

John Bennie (Alternate S.D.70)
Councillor Ron Paulson (Alternate–Council)
Sgt. Dave Boyce (Alternate–R.C.M.P.)
Steve Tatoosh (Hupacasath First Nation)



1. Adoption of February 18, 2016 Minutes

- Introductions were made.
- The minutes of the February 18, 2016 meeting of the Advisory Planning Commission were adopted.

(Barnett / Crowther) CARRIED

**2. DEVELOPMENT APPLICATION – Proposed amendments to the Official Community Plan
Bylaw and Zoning Bylaw**

Burde Street - Lot B and Lot C, Rem. District Lot 48, Alberni District, Plan VIP68122
(PID Lot B: 024-356-701) (PID Lot C: 024-356-719)

Applicant: C. Bowerman as agent for 0853224 BC Ltd. Inc.

The City Planner summarized his report to the APC dated March 9, 2016.

- The APC discussed the application as follows:
 - City Planner explained the Comprehensive Development zone proposed as it will be a new type of zoning designation for the community and will allow for some flexibility with the subdivision layout.
 - Environmentally sensitive area was clarified regarding location and description.

Page 1 of 5

- Members wanted to know if the Sanitary sewer line required of the developer would go beyond the proposed subdivision. Planner clarified that it will not go beyond but will bring the connection closer than it has been to lands east of the subdivision.
- Small Lot zone (R3) does not permit mobile homes or secondary suites.
- Proposed playground area was discussed and the City Planner described the proposed location and size. He indicated that the School District had supplied information regarding the number of children in the area and location of the nearest currently active playground on 16th Ave.
- R1 single family size lots within the subdivision will be permitted to have Secondary Suites however Carriage Houses are not currently permitted. Carriage Houses may be considered in the future.
- The sidewalk required for the subdivision will ensure that sidewalk developed in Phase 1 is continued on up Burde St. to the east property line/boundary of the new subdivision.
- The site is not within a Development Permit Area and therefore a Landscape Plan is not required of the developer. The developer did indicate to the APC members that the same Building Scheme that was applied to the Phase 1 subdivision will also be applied to the Phase 2 development.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to Zoning Bylaw 2014, Bylaw No. 4382 by adding a **CD1 – Comprehensive Development Zone One**.*
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of **Lot B**, District Lot 48, Alberni District, Plan VIP68122 (PID: 024-356-701), located at Burde Street, from Future Residential Use to **Residential Use**.*
3. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone **Lot B**, District Lot 48, Alberni District, Plan VIP68122 (PID: 024-356-701), located at Burde Street, from a mix of 'C1 Neighbourhood Commercial', 'R1 Single Family Residential' and 'R2 One and Two Family Residential' to **'CD1 – Comprehensive Development Zone One'**.*
4. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of **Lot C**, District Lot 48, Alberni District, Plan VIP68122 (PID: 024-356-719), located at Burde Street; from a mix of 'Future Residential Use' and 'Parks and Open Space Use' to a mix of **'Residential Use' and 'Parks and Opens Space Use'**.*
5. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone **Lot C**, District Lot 48, Alberni District, Plan VIP68122 (PID: 024-356-719), located at Burde Street, from a mix of 'RM3 Higher Density Multiple Family Residential', 'MH1 Mobile and Modular Homes' and 'P2 Parks and Recreation' to **'CD1 – Comprehensive Development Zone One'**.*

6. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*

- a. Receive a Preliminary Layout Approval letter, for a proposed subdivision, from the City of Port Alberni's Approving Officer.

(Ransom / Millin) CARRIED

3. **DEVELOPMENT APPLICATION – Proposed amendments to the Official Community Plan Bylaw and Zoning Bylaw**

3532 4th Avenue- Lot 8, Block 50, District Lot 1, Alberni District, Plan VIP197B
(PID: 009-258-931)

Applicant: D. Beecroft as agent for L. Terryberry

The City Planner summarized his report to the APC dated March 10, 2016.

- The APC discussed the application as follows:
 - It was noted that a house cannot be rebuilt on the site without a zoning change because legislation does not permit "Use" to be varied.
 - The general residential component of the neighbourhood was discussed. The adjacent houses pre-date the zoning bylaw and the commercial zoning of the properties is an anomaly. Other property owners may be happy with the commercial designation however it is not unreasonable to allow a house to be replaced. It will create a single pocket parcel with residential zoning.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot 8, Block 50, District Lot 1, Alberni District, Plan VIP197B (PID: 009-258-931), located at 3532 4th Avenue, from General Commercial to **Residential**.*
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule B Development Permit Areas Map to delete the designation of Lot 8, Block 50, District Lot 1, Alberni District, Plan VIP197B (PID: 009-258-931), located at 3532 4th Avenue, be deleted from **Development Permit Area No. 2** (General Commercial).*
3. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 8, Block 50, District Lot 1, Alberni District, Plan VIP197B (PID: 009-258-931), located at 3532 4th Avenue, from C3 – Service Commercial to **R3 – Small Lot Single Family Residential**.*

(Millin / Douglas) CARRIED

4. DEVELOPMENT APPLICATION – Proposed Development Variance

3820 - 10th Avenue - Block 171, District Lot 1, Alberni District, Plan VIP1603 Parcel C, (Being a consolidation of Lots 7 to 10, See CA4623610)

Applicant: Alberni District Co-operative Association

The City Planner summarized his report to the APC dated March 9, 2016.

- The APC discussed the application as follows:
 - A Development Permit will be required if the Variance is approved.
 - The 2.8m parking lane designated as parallel parking on the site plan will be wide enough to park a car and meets the parking standard requirement.
 - Delivery trucks will be required to use 10th Avenue.
 - Lanes are generally not required in new developments.

MOTIONS:

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:*
 - a. *Vary Section 5.21.2 Site Development Regulations, for the Rear Yard Setback from 6 metres to 2.8 metres, a variance of 3.2 metres, on Block 171, District Lot 1, Alberni District, Plan VIP1603 Parcel C, (Being a consolidation of Lots 7 to 10, See CA4623610) PID: 029-637-376 (3820 10th Avenue).*
 - b. *That City Council give notice of intent to consider the issuance of a Development Variance Permit for Block 171, District Lot 1, Alberni District, Plan VIP1603 Parcel C, (Being a consolidation of Lots 7 to 10, See CA4623610) PID: 029-637-376 (3820 10th Avenue).*

(Millin / Douglas) CARRIED

5. **Update** - City Planner - Status of current projects.

The City Planner updated the APC with regards to the following projects:

- Friendship Centre must submit a Fire Safety Plan to move forward.
- Athol Street apartment development is now entering a 2 stage Building Permit process.
- McBride Street project is in process and survey work is being done.
- A concept plan has been submitted for possible development on Kendall Ave.
- The developer for the project on 3rd Ave. (Saroya) has submitted plans to support the Development Permit application.

6. **Other business** – No other business

7. **Adjournment** – The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting will be **April 21, 2016** at 12:00 pm in the Committee Room at City Hall.

(Barnett / Ransom) CARRIED

Davina Hartwell - City Clerk

W H N

Wes Hewitt - Chair



File # 11.60.00

To: Port Alberni Advisory Planning Commission

Wes Hewitt – Chair
Seva Dhaliwal – Vice Chair
Vern Barnett
Hedley Crowther
John Douglas
Mark Millin
Jim Tatoosh (Hupacasath First Nation)

Janice Johnson (Tseshah First Nation)
Larry Ransom - (SD #70 Liaison)
S. Sgt. D.N. Dave Paddock - (R.C.M.P. Liaison)
Councillor Chris Alemany (Council Liaison)
Randy Thoen (P.A.F.D. Liaison)
Jacob Colyn (Parks and Recreation Liaison)

From: Scott Smith, City Planner

Copy: Councillor Ron Paulson - (Alternate - Council Liaison)
John Bennie - (Alternate - School District #70)
Sgt. Dave Boyce – (Alternate – R.C.M.P. Liaison)
Steven Tatoosh (Alternate – Hupacasath First Nation)
Cara Foden - Planning Technician
Digital Copy - Davina Hartwell - City Clerk
Digital Copy - Jane MacNaughton/Tanis Feltrin - Clerks Department

Date: April 14, 2016

Re: Advisory Planning Commission Meeting
Thursday, April 21, 2016 at 12:00 pm in the Council Chambers at City Hall

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, April 21, at 12:00 pm in the Council Chambers at City Hall**. If you have any questions or are unable to attend please contact Scott Smith at 250-720-2808 (voice mail available).

AGENDA

1. Minutes of the March 17, 2016 meeting of the Advisory Planning Commission.

2. DEVELOPMENT APPLICATION – Proposed amendment to Zoning Bylaw

3135 2nd Avenue- Lot 18, Block 73, District Lot 1, Alberni District, Plan VIP197
(PID: 009-278-516)

Applicant: K. Ambrose

3. DEVELOPMENT APPLICATION – Proposed amendment to Zoning Bylaw

4981 Ian Avenue - Lot 15, Block 2, District Lot 13, Alberni District, Plan VIP4455
(PID: 001-609-971)

Applicant: D. Paquette

4. **DEVELOPMENT APPLICATION – Proposed amendment to Zoning Bylaw**

5820 Pierce Road - Lot 1, District Lot 21, Alberni District, Plan EPP9699

(PID: 028-501-250)

Applicant: R. and D. Van Vliet

5. **Update** - City Planner - Status of current projects.

6. **Other business.**

7. **Adjournment.** The next regular meeting is scheduled for **May 19, 2016.**



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: April 14, 2016

SUBJECT: Development Application

Zoning Bylaw Text Amendment

3135 2nd Avenue

Lot 18, Block 73, District Lot 1, Alberni District, Plan VIP197 (PID: 009-278-516)

Applicant: Keith Ambrose

Issue

To consider an application for an amendment to the text of the Zoning Bylaw for property for property located at 3135 2nd Avenue.

Background

The application is to amend the text of the Zoning bylaw to facilitate the operation of an open air public market on 3135 2nd Avenue. The property at 3135 2nd Avenue is vacant with some items stored at the upper area off the rear lane. The lower level fronting 2nd Avenue is proposed for the public market under temporary tents.

The definition of a 'Public Market' in the Zoning bylaw is "*a market held in an open area or in a structure where groups of individual sellers offer for sale to the public such items as fresh produce, seasonal fruits, fresh flowers, arts and crafts items, and food and beverages (but not to include second-hand goods) dispensed from booths located on-site.*"

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan Schedule A - Future Land Use Map designation for **3135 2nd Avenue** is **currently General Commercial**. No amendment is required.
- b) The Zoning Bylaw designation for **3135 2nd Avenue** is **currently 'C3 – Service Commercial'**. A text amendment to the Zoning Bylaw is required to add Public Market as a permitted use in the C3 zone.

Discussion

Surrounding Area

The area is predominately commercial with a variety of commercial uses. There is currently some residential use on 3rd Avenue and new residential development is under construction or proposed for the wider uptown core area.

Zoning

'Public Market' is a permitted use in the W1 Waterfront Commercial, C2 General Commercial and the C7 Core Business zones.

No permanent structures are proposed for the Public Market however, the Building and Fire Codes have health and safety provisions, regarding temporary structures and public uses, that the Public Market will be required to meet.

Island Health has commented that they are supportive of the proposal provided the following are considered:

- Subject to the type of food products, vendors may be required to be in compliance with the Food Premises Regulations.
- The operator of the public market and the food vendors must follow the requirements laid out in the Guidelines for the Sale of Foods at Temporary Food Markets.

Conclusions

In considering the Zoning amendment the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for the community.

The regulations of the Building Code, Fire Code, other City bylaws and the Health Authority will ensure the public market meets health and safety requirements. The Planning Department does not object to the Zoning bylaw amendment to add 'Public Market' as a permitted use in the C3 – Service Commercial zone.

Recommendation

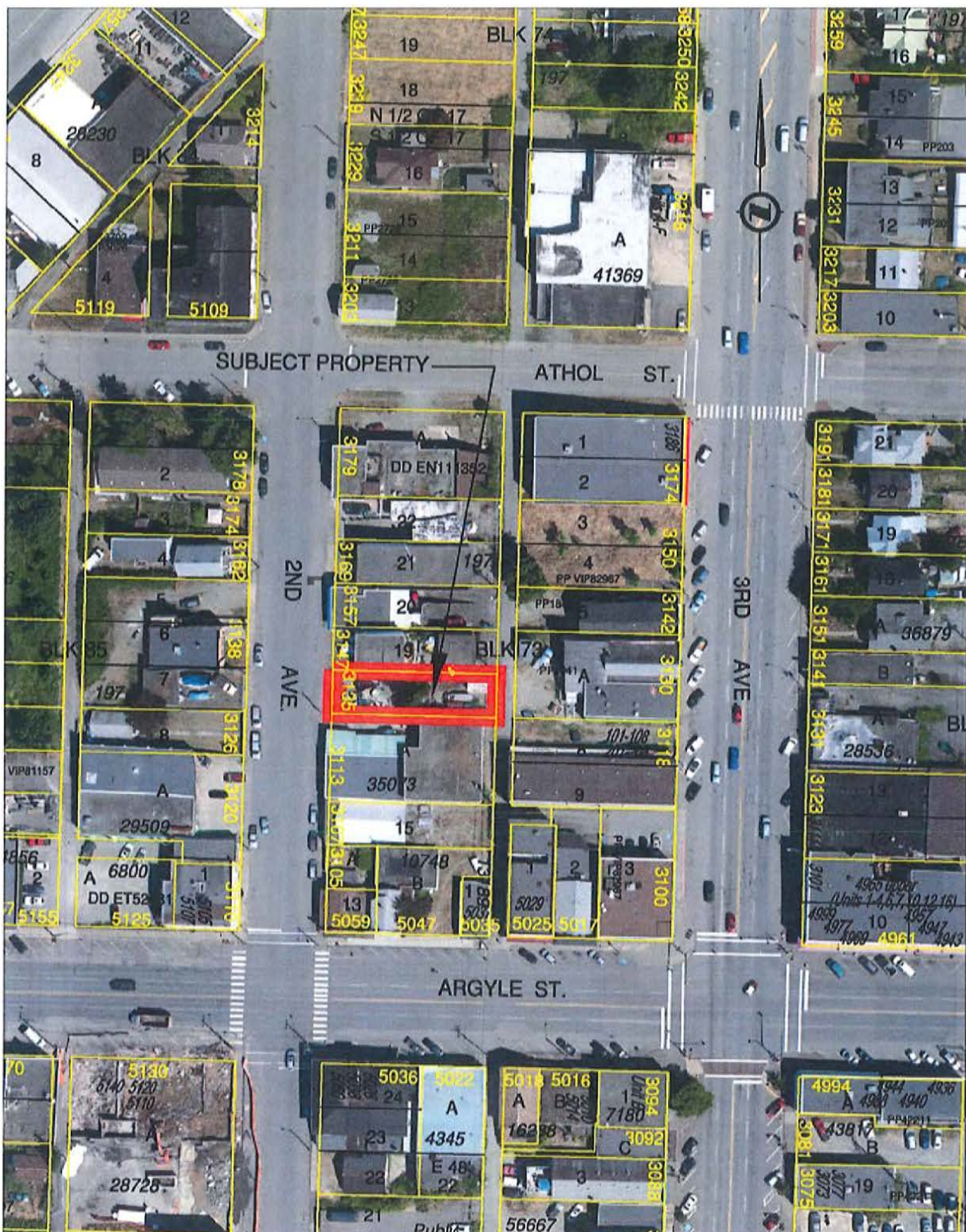
1. *That the Advisory Planning Commission recommends to City Council that the City proceed with an amendment to the text of the Zoning Bylaw to add 'Public Market' as a permitted use in the C3 – Service Commercial zone.*

Respectfully submitted,



Scott Smith, MCIP
City Planner

SUBJECT SITE – 3135 2nd Avenue





Bylaw 4832

C3 – SERVICE COMMERCIAL

5.20 The purpose of this *zone* is to establish and maintain areas for *retail* and service operations that are vehicle-oriented or require large storage areas.

5.20.1 Permitted usesPrincipal Uses

Ambulance station
 Amusement establishment
 Appliances and electronics, sales and repair
 Artist's studio
 Automotive sales, repair and servicing
 Bakery
 Bank or other financial institution
 Boat or recreational vehicle sales and repair
 Building supply
 Cartage and delivery services
 Catering establishment
 Club or lodge
 Contractor's shop
 Custom woodworking
 Enclosed storage and warehousing, including mini storage
 Garden shop, nursery and landscape supplies
 Gasoline service station
 Glass shop
 Medical service
 Office

Principal Uses (continued)

Pawn shop
 Personal service
 Petroleum products, wholesale
 Prefabricated buildings sales
 Printing, publishing and allied industry
 Recycling depot
 Restaurant, including drive-through
 Retail
 Signs and displays industry
 Transportation dispatch and depot
 Veterinary clinic
 Wholesale

Accessory Uses

Caretaker's dwelling unit, subject to Section 6.16
 Outdoor storage

Site Specific Uses:

Liquor, wine and beer store

5.20.2 Site Development Regulations

Minimum Lot Area	930 m ²	(10,011 ft ²)
Minimum Frontage	30 m	(98.4 ft)
Maximum Coverage	75%	
Minimum Setbacks:		
Front yard	0 m	
Rear yard	3 m	(9.84 ft)
Side yard	0 m	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2	

Bylaw 4832

5.20.3 Conditions of Use

- (a) Outdoor storage areas shall be screened or *fenced* on all sides not facing the principal *building* and no material shall be piled so as to be higher than such *screening*.
- (b) All industrial, business, repair or servicing *uses* shall be conducted within a completely enclosed *building* except for outdoor display, rental, sales or outdoor storage areas, activities that are normally done at gasoline service pumps, parking and loading, and activities related to the operation of a *drive-through* or *drive-in* facility.
- (c) No *club* or *lodge* shall have more than three machines on which mechanical, electrical automatic, digital or computerized games are played for amusement, recreation, competition or entertainment and for which a fee is charged for *use* or for which a coin or token must be inserted.

5.20.4 Site Specific Uses

The following *uses* shall be permitted on a site specific basis:

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Liquor, Wine and Beer Store	3684 3rd Avenue	Lot 1, District Lot 1, Alberni District, Plan EPP30558

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CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: April 13, 2016

SUBJECT: Development Application - Zoning Bylaw Amendment
4981 Ian Avenue - Lot 15, Block 2, District Lot 13, Alberni District, Plan VIP4455
(PID: 001-609-971)
Applicant: D. Paquette

Issue

To consider an application for an amendment to the Zoning Bylaw (Schedule A – Zoning Map) for property located at 4981 Ian Avenue.

Background

The subject parcel is a rectangular corner lot. The east facing frontage on Ian Avenue is 33.5 m (110 ft.) and the north facing lot line measures 61 m (200 ft.) along Cox Rd. An older, 2 storey, single family dwelling is located on the lot and will be required to be demolished as a condition of the rezoning. The purpose of the application is to rezone the lot to facilitate a subdivision that would create three small residential lots and one larger lot appropriate for a duplex.

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan Schedule A - Future Land Use Map designation for 4981 Ian Avenue is currently 'Residential'. No map amendment is required. The site is not included in a Development Permit Area.
- b) The Zoning Bylaw designation for 4981 Ian Avenue is currently 'R1 – Single Family Residential'. A map amendment to the Schedule A - Zoning Bylaw Map is required to designate the property as a mix of '**R2 – One and Two Family Residential**' and '**R3 – Small Lot Single Family Residential**'.

Discussion

Surrounding Area

The area is primarily residential to the north, south, east and west. There are several duplex residences in the area with mostly single family homes and a church located about one block away on Glenside Rd.

Zoning

The applicant proposes to create three small single family lots and a fourth lot appropriate for a duplex. The current R1 Single Family Residential zone requires a larger minimum lot size than those proposed for the site and does not permit a duplex.

The R3 Small Lot Single Family Residential zone has gained popularity in the real estate market in recent years. From a Planning perspective the smaller lot size allows for higher density while still maintaining the single family character that is prevalent in the neighbourhood. Small lots give people, who do not want to or are unable to maintain a large property, more housing options. Smaller lots can also be advantageous for seniors or persons with mobility limitations who wish to remain independent. The R3 zone is appropriate for the neighbourhood.

R3 Zone

Proposed Lot	A	B	C
Min Area required = 350 m ²	434 m ²	434 m ²	475 m ²
Min Frontage Required = 10 m	16.8 m	16.8 m	14.2 m

R2 Zone

Proposed Lot	D
Min Area required = 700 m ²	700 m ²
Min Frontage Required = 20 m	20.9 m

The proposed site subdivision shows three lots exceeding the minimum property area and frontage required in the R3 zone. Two of the smaller lots (A and B) will face Ian Avenue and one small lot (C) will face Cox Rd. The portion of the site covered by the fourth lot in the proposed subdivision (Lot D) meets the minimum area and frontage requirements for a two family dwelling and the applicant is requesting that it be zoned R2 One and Two Family Residential.

Infrastructure

There are City water and sanitary sewer services available along both Ian Avenue and Cox Road. Storm sewer is available along Ian Avenue. A right-of-way to provide storm sewer connections to Ian Avenue for proposed Lot C and the proposed R2 lot may be required.

Ian Avenue is designated as a collector road in the OCP and has sidewalks on both sides. Cox Road is fairly narrow, with an asphalt curb along the length of the subject property. Changes to the curbing may be necessary, depending on the lot grading on the new lots.

Private utilities are located along both Ian Avenue and Cox Road to provide service to the new lots.

The detailed issues regarding servicing requirements will be covered under the Preliminary Layout Approval letter during the subdivision process.

Conclusions

In considering the Zoning amendment the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for the community.

The R3 Small Lot Single Family Residential and R2 One and Two Family Residential zones allow for slightly increased density while maintaining a lower density residential character in the neighbourhood. The Official Community Plan is supportive of encouraging development within existing developed areas through infill and redevelopment. The proposed zoning and subdivision are compatible with the character of the neighbourhood and the Planning Department supports the zoning amendment to the R2 and R3 zones.

Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 15, Block 2, District Lot 13, Alberni District, Plan VIP4455 (PID: 001-609-971), located at 4981 Ian Avenue, from 'R1 Single Family Residential' to a mix of 'R3 Small Lot Single Family Residential and R2 One and Two Family Residential' as outlined on the attached site plan concept.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
 - a) *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*
 - b) *That the existing buildings on the property be demolished prior to adoption of the zoning bylaw amendment.*

Respectfully submitted,



Scott Smith, MCIP
City Planner

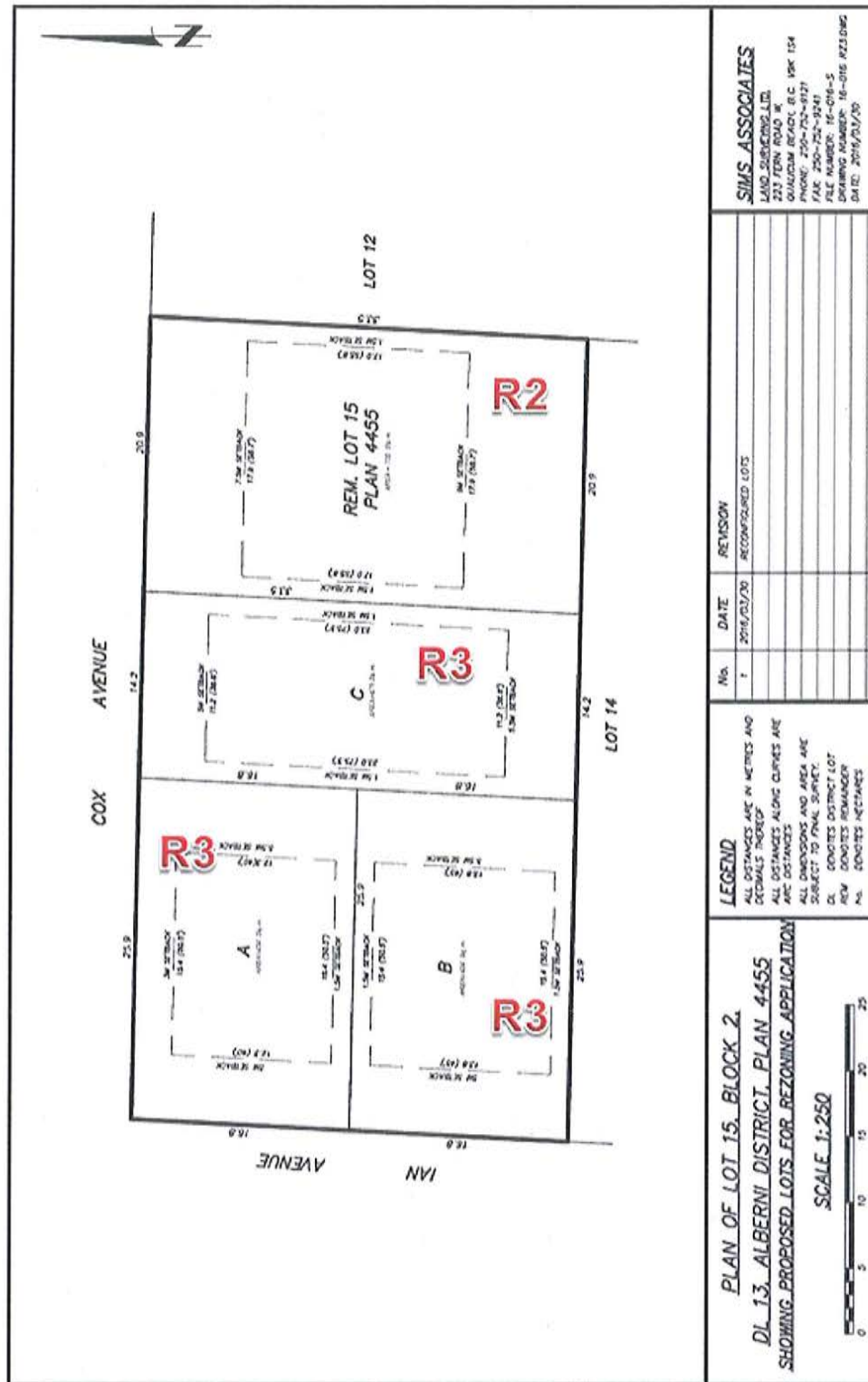
SUBJECT SITE – 4981 Ian Avenue







SITE PLAN CONCEPT



Bylaw 4832

R2 – ONE AND TWO FAMILY RESIDENTIAL

5.12 The purpose of this zone is to establish and maintain quiet, low density neighbourhoods featuring single *family* and two *family* dwellings.

5.12.1 Permitted usesPrincipal UsesSingle *family* dwellingTwo *family* dwellingAccessory Uses*Bed and breakfast**Home occupation**Secondary suite**Supportive housing*5.12.2 Site Development Regulations

Minimum Lot Area

Single *family* dwelling 500 m² (5,382 ft²)Single *family* dwelling with *secondary suite* 600 m² (6,458 ft²)Two *family* dwelling 700 m² (7,535 ft²)

Minimum Frontage

Single *family* dwelling 15 m (49.2 ft)Single *family* dwelling with *secondary suite* 15 m (49.2 ft)Two *family* dwelling 20 m (65.6 ft)

Maximum Coverage

40%

Minimum Setbacks:

Front yard 7.5 m (24.6 ft)*Rear yard* 9 m (29.5 ft)*Side yard* 1.5 m (4.9 ft)

Maximum Floor Area Ratio

0.5

Maximum Height, Principal Building

10 m (32.8 ft)

Maximum Number of Principal Building Storeys

2.5

Maximum number of residential units per lot

2

5.12.3 Conditions of Use

(a) Notwithstanding the provisions of 5.12.2:

(i) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.5 metres (11.5 ft) wide.(ii) For single *family* dwellings having no carport or attached garage and with no access to the rear or the side of the *lot* from a *street* or *lane*, the minimum *side yard* requirement shall be increased to 3 m (9.8 ft) for one *side yard*.(b) For *supportive housing*, the maximum number of persons in care shall not exceed four (4).

Bylaw 4832

- (c) Only one of the three (3) following *accessory uses* is permitted on any *lot*:
bed and breakfast OR *secondary suite* OR *supportive housing*.
- (d) Notwithstanding any other provisions of this bylaw, *secondary suites* are not permitted in a duplex.
- (e) Notwithstanding Section 5.12.1, on *lots* less than 500 m² in area that exist prior to the adoption of this Bylaw, single *family dwelling* is the only permitted *use*.

R3 – SMALL LOT SINGLE FAMILY RESIDENTIAL

5.13 The purpose of this *zone* is to provide for greater density in areas of the city that are being redeveloped and where small *lots* already exist.

5.13.1 Permitted usesPrincipal UsesSingle *family dwelling*Accessory Uses*Home occupation*5.13.2 Site Development Regulations

Minimum <i>Lot Area</i>	350 m ²	(3767 ft ²)
Minimum <i>Frontage</i>	10 m	(32.8 ft)
Maximum <i>Coverage</i>	50%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	5 m	(16.4 ft)
<i>Rear yard</i>	5.5 m	(18.0 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)
Maximum <i>Floor Area Ratio</i>	0.5	
Maximum Height, <i>Principal Building</i>	10 m	(32.8 ft)
Maximum Number of <i>Principal Building Storeys</i>	2.5	

5.13.3 Conditions of Use

Notwithstanding the provisions of 5.13.2,

- (a) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.0 metres (9.8 ft) wide.
- (b) For single *family* dwellings having no carport or attached garage and with no access to the rear or the side of the *lot* from a *street* or *lane*, the minimum *side yard* requirement shall be increased to 3 m (9.8 ft) for one *side yard*.
- (c) The minimum permitted *setback* from the vehicle entrance of a principal or *accessory building* to a highway other than a *lane* is 5.8 m (19 ft).



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: April 14, 2016

SUBJECT: DEVELOPMENT APPLICATION - Proposed Zoning Bylaw Amendment
5820 Pierce Road
Lot 1, District Lot 21, Alberni District, Plan EPP9699 (PID: 028-501-250)
Applicant: R. and D. Van Vliet

Issue

To consider an application for an amendment to the Zoning Bylaw (Schedule A – Zoning Map) for property for property located at 5820 Pierce Road.

Background

A large property was subdivided in 2011 to create the panhandle Lot 2 (5810 Pierce Road), with an existing house located on Lot 1 (see subdivision Plan EPP9699). The house on 5820 Pierce Road (Lot 1) was destroyed by fire and demolished. The new owner wishes to subdivide 5820 Peirce Road into two parcels (see attached Conceptual Site Plan). Proposed Lot A will have a frontage (36.7 m) on Pierce Rd. The proposed Lot B will be a second panhandle lot (with a small frontage on Pierce Road). The purpose of the application is to amend the Zoning Bylaws to facilitate the proposed subdivision of the land.

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan Schedule A - Future Land Use map designation for 5820 Pierce Road is **currently Residential**. No map amendment is required.
- b) The Official Community Plan Schedule B – Development Permit Areas map does not include the property in a Development Permit Area. No amendment is required.
- c) The Zoning Bylaw designation for 5820 Pierce Road is currently 'RR1 – Rural Residential'. An amendment to the Schedule A - Zoning Bylaw map is required to designate the property as '**R1 – Single Family Residential**'.

Discussion

Surrounding Area

- North – The north frontage of the property faces onto Pierce Road and the City of Port Alberni boundary. Across Pierce Road the land use is primarily residential and many lots are larger and rural in character.
- East – Adjacent to the site is a mobile/modular home (Creeks Edge) development of 93 sites and also takes in a mobile home park (Sunrise Estates) containing an additional 75 sites. Although the modular home has not been substantially developed the property will eventually be a higher density residential area and the portion called Sunrise Estates is currently full.
- South – There is a residential lot immediately adjacent to the south and also the Lugin Creek ravine and greenspace. Private properties along the Lugin Creek are larger and rural in nature.
- West – Adjacent to the west are two larger rural lots, Lugin Creek and a large tract of City owned land which the creek runs through. The north portion of the City land will likely remain natural greenspace and residential development may take place on the southern portion.

Zoning

The current 'RR1 Rural Residential' zone requires a minimum lot size of 4000 m² and a minimum frontage of 40 m. In order to proceed with the proposed subdivision the applicant is requesting that the property be rezoned to 'R1 Single Family Residential'. The proposed lots will easily meet the Minimum Area requirements in the R1 zone.

R1 Zone	Required	Proposed Lot 1	Proposed Lot 2 (Panhandle Lot)
Minimum Area	600 m ²	2034.8 m ²	2076 m ²
Minimum Frontage	15 m	36.6 m	See below
Minimum Frontage for each of two adjacent panhandle parcels.	12 m		4 m (becoming 12m via easement agreement with owner of the adjacent panhandle parcel, 5810 Pierce Road. (Lot 2, Plan EPP9699))

Access

The proposed Lot A will have frontage and access available from Pierce Rd. The proposed Lot B will become a panhandle lot with access off Pierce Rd. As part of the subdivision, the applicant, and the owner of the current panhandle lot (5810 Pierce Road), shall be required to have an easement registered on title of both properties to provide access to both the existing and proposed panhandle lots. The width of a double panhandle is required to be 12 metres.

Infrastructure

A City water line is located along Pierce Road and can provide service for the two proposed lots. There is one existing water service connection that can be used for the proposed Lot B. The sanitary sewer service is available from the south part of the property through a right-of-way. A new storm sewer connection may also be possible through the sanitary sewer right-of-way. Additional right-of-ways will be required for both water and sanitary services.

Private utilities are available from Pierce Road. Hydro and TELUS have existing right-of-ways over the property. These right-of-ways may need to be modified and a new pole may be required.

The detailed issues regarding servicing requirements will be covered under the Preliminary Layout Approval letter during the subdivision process.

Conclusions

In considering the Zoning amendment the Advisory Planning Commission and City Council should consider whether the proposed amendment is appropriate for the site and for the community.

The Official Community Plan is supportive of encouraging development within existing developed areas through infill and redevelopment. The proposed zoning and subdivision are compatible with the character of the neighbourhood. The Planning Department supports the Zoning bylaw amendments for 5820 Pierce Road.

Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 1, District Lot 21, Alberni District, Plan EPP9699 (PID: 028-501-250), located at 5820 Pierce Road, from 'RR1 – Rural Residential' to '**R1 – Single Family Residential**'.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
 - a. *Receive a Preliminary Layout Approval letter for a proposed subdivision from the City of Port Alberni's Approving Officer.*

Respectfully submitted,



Scott Smith, MCIP
City Planner

SUBJECT SITE – 5820 PIERCE ROAD







PLAN 20721

SUBDIVISION PLAN OF LOT A, DISTRICT LOT 21, ALBERNI DISTRICT, PLAN 23177.

EPP9699

BCGS 92F.026

0 10 20 45 70 metres

The intended plot size of this plan is 280mm in width by 432mm in height, (B size) when plotted at a scale of 1 : 750.

LEGEND: -

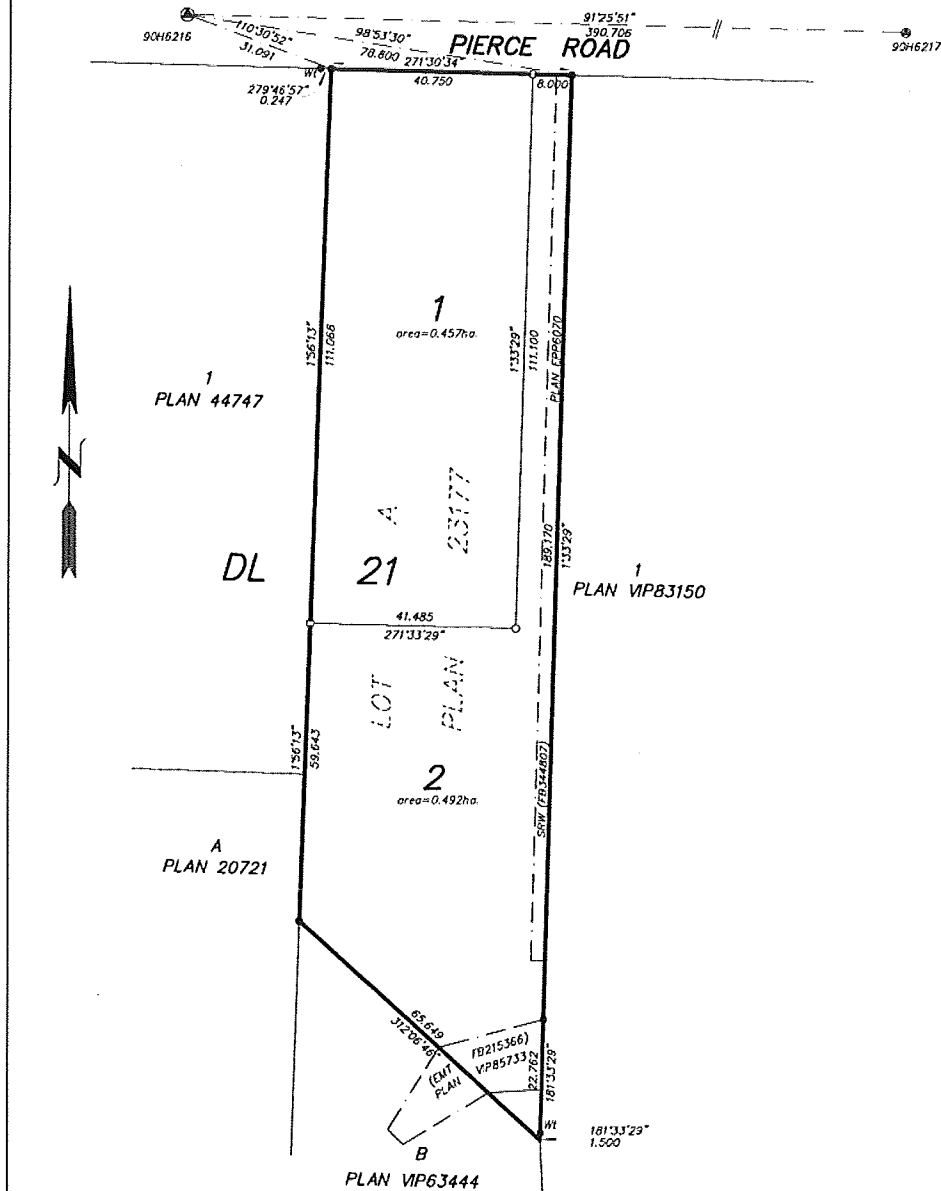
- denotes Standard Iron Post Placed.
- denotes Standard Iron Post found.
- ⊙ denotes Control Monument found.
- SRW denotes Statutory Right of Way.
- EMT denotes easement

All distances hereon are in metres.

Integrated Survey Area No. 37, City of Port Alberni, NAD83(CSRS)
Grid bearings are derived from observations between geodetic control monuments 90H6216 and 90H6217.
This plan shows horizontal ground-level distances except where otherwise noted. To compute grid distances, multiply ground-level distances by combined factor 0.99998179.

NOTE: -

This plan shows one or more witness posts which are not set on the true corner.
Unless otherwise shown, witness posts are set on the property line or the production thereof.



A covenant in the name of the City of Port Alberni pursuant to Section 219 is a condition of approval for this subdivision.

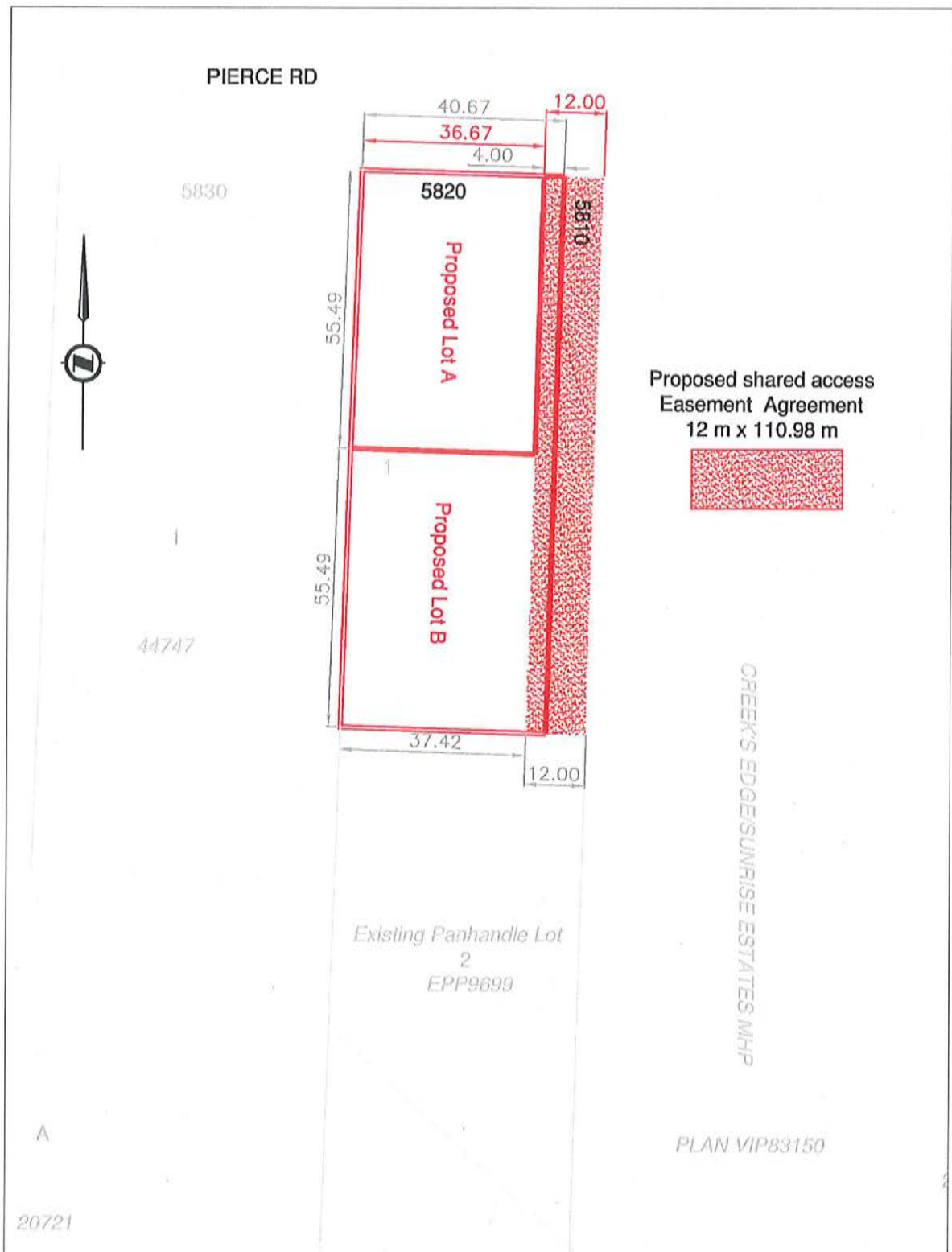
This plan lies within the Jurisdiction of the Approving Officer for the City of Port Alberni.

This plan lies within the Alberni-Clayoquot Regional District

ACRES & POLLOCK,
B.C. LAND SURVEYORS,
PORT ALBERNI, B.C.
PHONE: - 250 723 5412,
EMAIL: - apbcls@shaw.ca,
FILE: - 15659

The field survey represented by this plan was completed by
David Michael Pollock, BCLS on the 29th day of OCTOBER, 2010.

Conceptual – Site Plan



Bylaw 4832

R1 – SINGLE FAMILY RESIDENTIAL

5.11 The purpose of this zone is to establish and maintain quiet, low density neighbourhoods.

5.11.1 Permitted uses

Principal Uses

Single family dwelling

Accessory Uses

Bed and breakfast

Home occupation

Secondary suite

Supportive housing

5.11.2 Site Development Regulations

Minimum Lot Area	600 m ²	6458 ft ²
Minimum Frontage	15 m	49.2 ft
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	0.5	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5	
Maximum number of dwelling units per lot	2	

5.11.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.11.2:
 - (i) On a corner lot, the side yard by the flanking street must be not less than 3.5 metres (11.5 ft) wide.
 - (ii) For single family dwellings having no carport or attached garage and with no access to the rear or the side of the lot from a street or lane, the minimum side yard requirement shall be increased to 3 m (9.8 ft) for one side yard.
- (b) For supportive housing, the maximum number of persons in care shall not exceed four (4).
- (c) Only one of the three (3) following accessory uses is permitted on any lot: bed and breakfast OR secondary suite OR supportive housing.

CITY OF PORT ALBERNI

BYLAW NO. 4907

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Text Amendment T9 (3135 – 2nd Avenue – K. Ambrose), Bylaw No. 4907**".

2. Zoning Text Amendment

Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended as follows:

- a) By adding the following text under C3 Service Commercial Section 5.20.1 Permitted Uses: "Public Market".
- b) By adding the following text under C3 Service Commercial Section 5.20.3(b) Conditions of the Use: "public market".

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4907_ZTAmendNoT9_3135-2ndAve_Ambrose_jmac.docx

CITY OF PORT ALBERNI

BYLAW NO. 4908

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Bylaw Map Amendment No. 13 (4981 Ian Avenue - D. Paquette), Bylaw No. 4908"**.

2. Zoning Amendment

2.1 That Lot 15, Block 2, District Lot 13, Alberni District, Plan VIP4455 (PID: 001-609-971), located at **4981 Ian Avenue**, is hereby rezoned from 'R1 Single Family Residential' **to a mix of 'R3 Small Lot Single Family Residential and R2 One and Two Family Residential'** as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED THIS DAY OF , 2016.

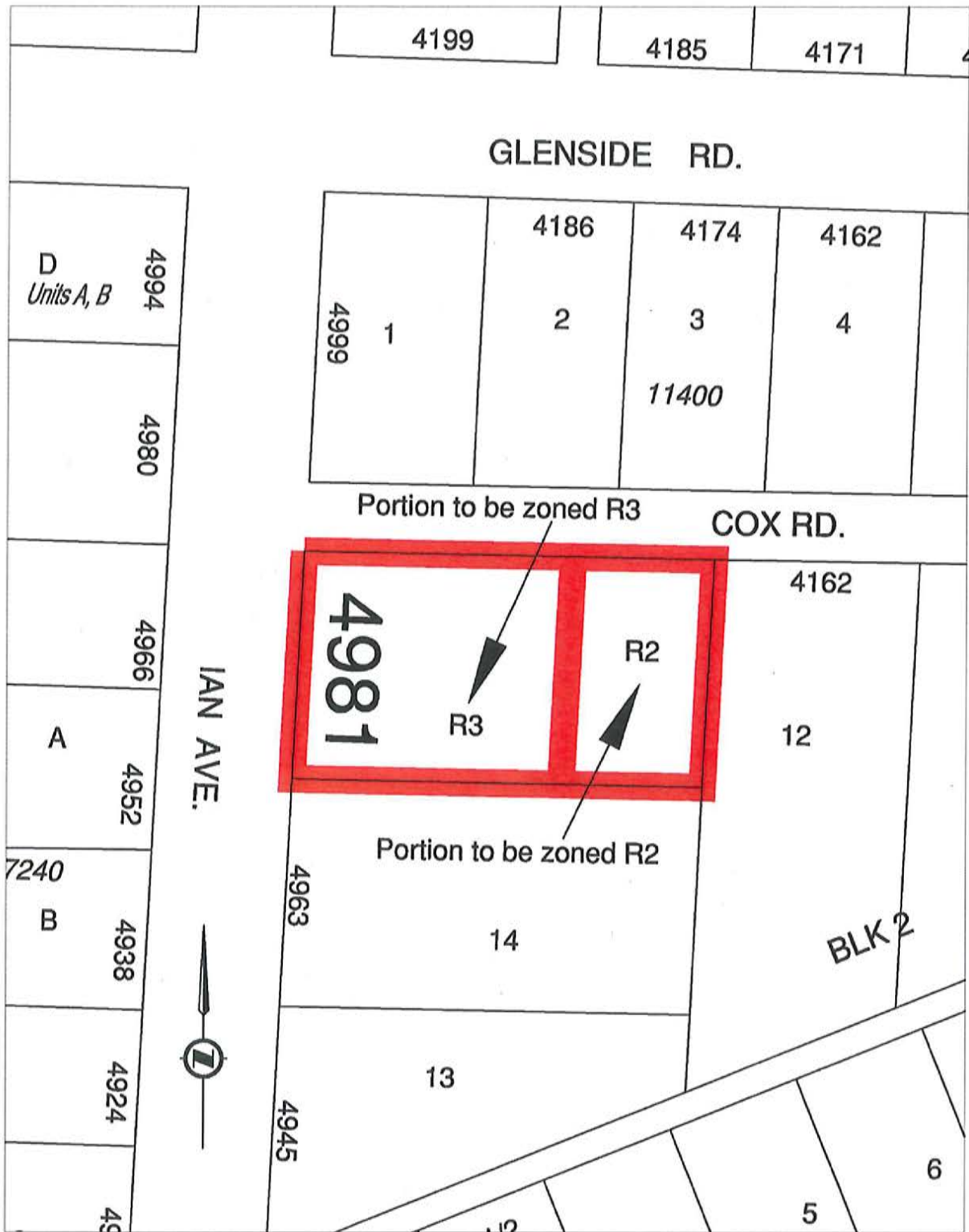
Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4908_ZBMapNo13_4981IanAve_Paquette_jmac.docx

ENTERED

Schedule "A" to Bylaw No. 4908



CITY OF PORT ALBERNI

BYLAW NO. 4909

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road – R. Van Vliet), Bylaw No. 4909**".

2. Zoning Amendment

That Lot 1, District Lot 21, Alberni District, Plan EPP9699 (PID: 028-501-250), located at **5820 Pierce Road**, is hereby rezoned from 'RR1 – Rural Residential' to '**R1 – Single Family Residential**' as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

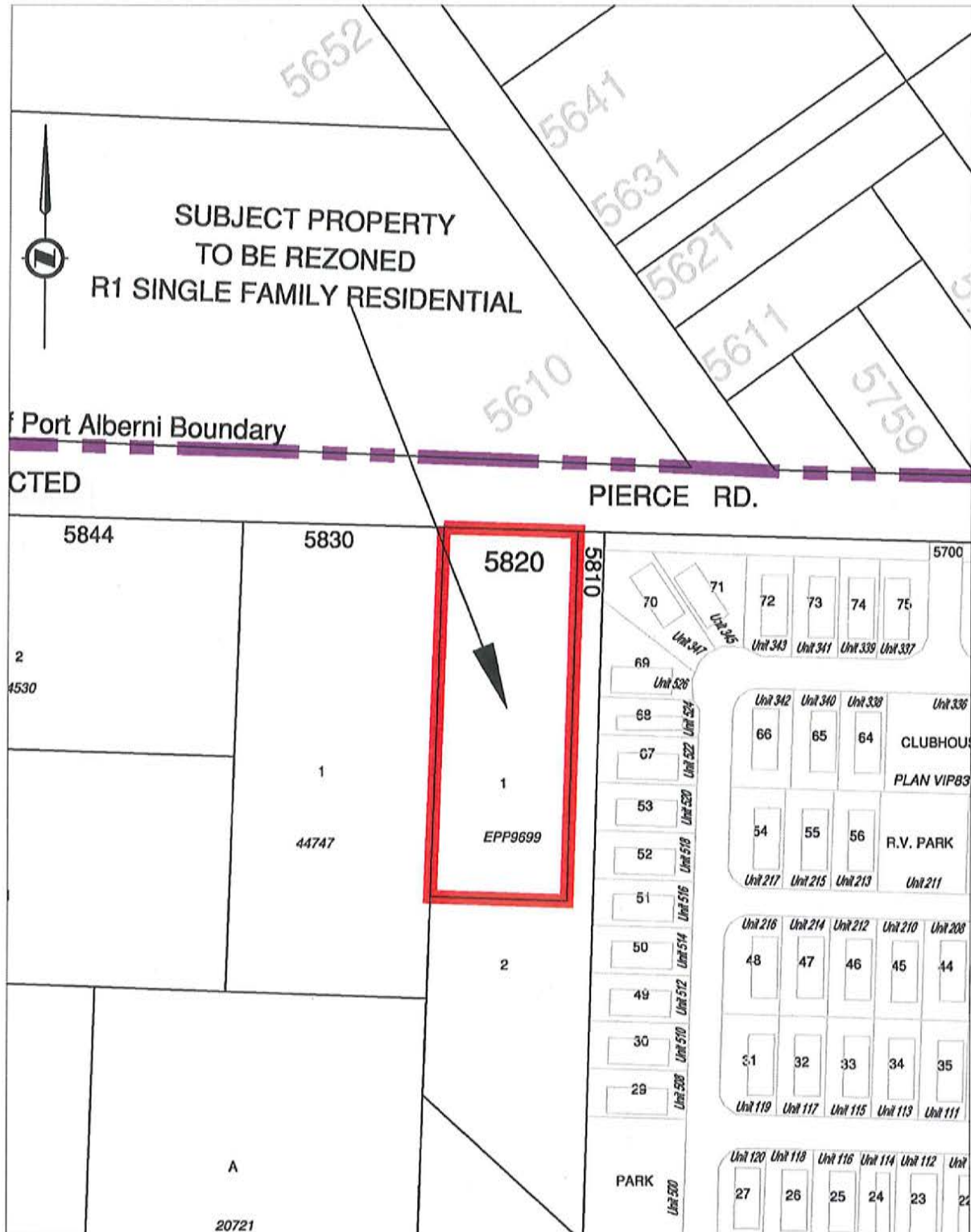
Clerk

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ENTERED

G3.c

Schedule "A" to Bylaw No. 4909



5820-PierceRd-VanVliet-ZonMapAmendBylaw.docx

April 19 2016
RECEIVED
APR 21 2016
CITY OF PORT ALBERNI

to mayor and council members of port alberni

as a taxpayer for the past 49 years i cant understand why you would want to spend \$50,000 on a bike lane study as one drive around the city will show we are far different than most cities.

1. we probably have the widest streets.
2. we do not have a lot of traffic congestion, except between 8 and 9 am and 3 to 4 pm.
3. i dont see a lot of bike riders, the latest count in the local paper suggested nearly 40, how many were counted 2 or 3 times.

a couple of areas of concern in my observations are.

1. take the parking away on river road within 300 yards of clutesi marina.
2. beaver creek road should be widened to pierce road when city can afford it
3. in my travels around the city i notice most bikes do not follow traffic rules around red lights and right hand turns..
4. during heavy traffic times and areas bike riders can take public transportation as all buses have mounted bike carriers.
5. the city has a number of bridges that could be troublesome to bikes but the city could sign these bridges stop dismount and walk bikes on walkway.

Pete Milliken

Port alberni

M. J. Pete Milliken
3622 15th ave
Port Alberni

April 26th, 2016



Re: 2016 Heart and Stroke Big Bike

Dear Mayor Mike Ruttan,

Once again, the Heart&Stroke Big Bike is coming to Port Alberni. I would like to thank you for your generous support in the past with our event. Last year, Port Alberni raised over \$18,937 towards eliminating heart disease and stroke.

With the tremendous support of Port Alberni and the popularity of the Big Bike event, we are looking forward to another successful year. I would like to request your permission to hold the Big Bike event in Port Alberni on June 11th, 2016, from 8:00 am to 8:00 pm. We would like to start and finish our route at the Buy Low Foods Parking Lot. I have enclosed a map of the route for your convenience.

The Heart and Stroke Foundation of BC and Yukon, a volunteer-based health charity, leads in eliminating heart disease and stroke and reducing their impact through advancement of research and its application, the promotion of healthy living, and advocacy. Our work has reduced the death rate directly related to heart disease and stroke by 75% over the last 55 years.

Upon approval, you will be covered under the Foundation's event insurance. Proof of insurance will only be issued upon request. I will follow up with you soon and in the meantime, should you have any questions about the Big Bike event, please feel free to contact me at 1.888.754.5274.

I look forward to talking with you in the near future. It takes a big heart to ride a Big Bike!

Best Regards,

Kari Warner
Person to Person Campaign Coordinator
Heart & Stroke Foundation of B.C. & Yukon
Vancouver Island
250.754.5274/ kwarner@hsf.bc.ca

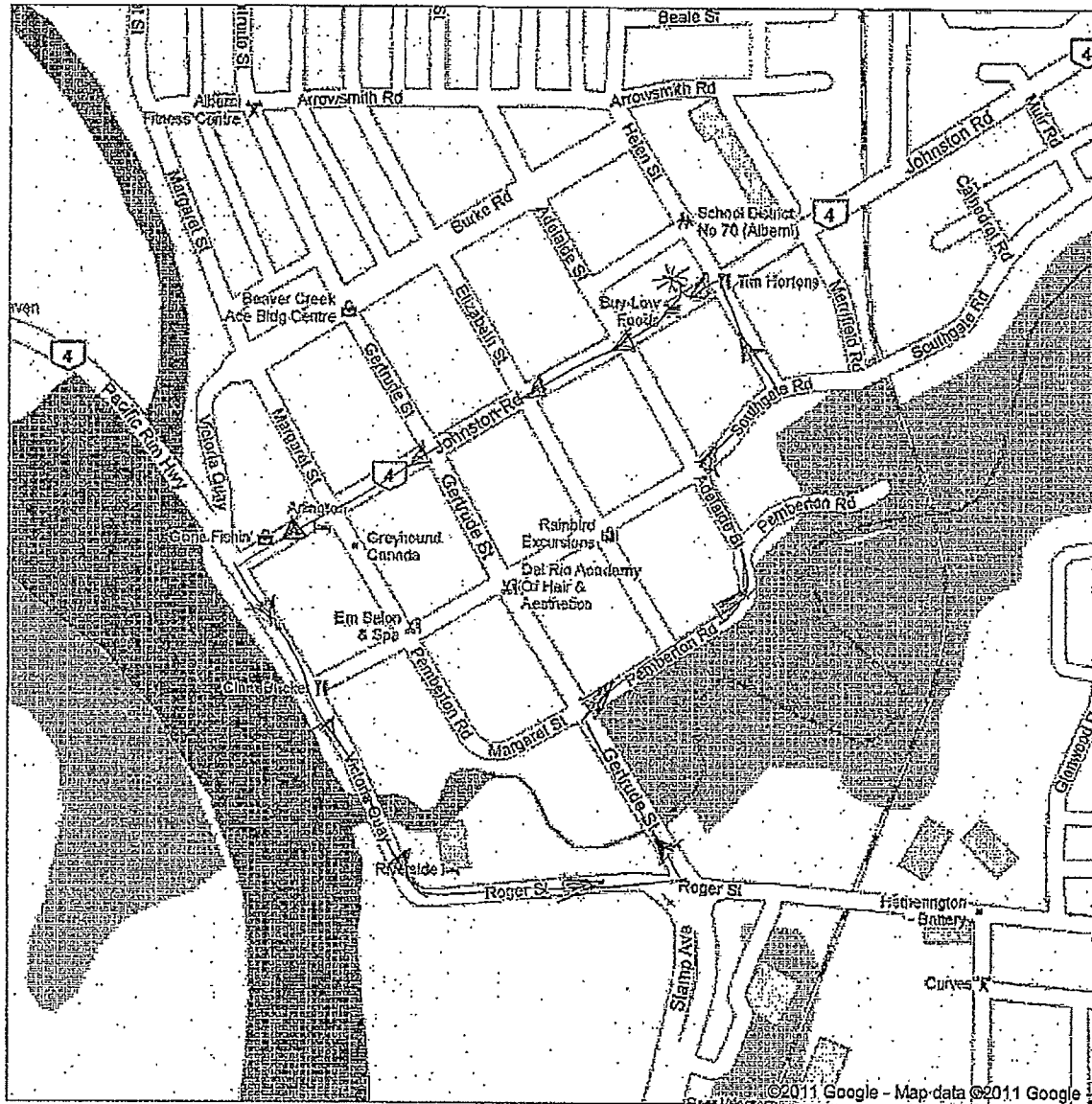


HEART &
STROKE
FOUNDATION

ENTERED

Address Port Alberni, BC

Google maps
Canada



2 km

From: David Russell [<mailto:islandreno@hotmail.com>]
Sent: Tuesday, April 26, 2016 1:49 PM
To: Davina Hartwell
Subject: Valley Street Rods Car Show @ Harbour Quay

Valley Street Rods (VSR) would like to ask permission to hold our "Thunder In The Alberni Valley Car Show" at the Harbour Quay this year on Aug 5th.

We have canvassed the businesses at the Quay with 100% positive response.

The quay would have to be closed to vehicular traffic and parking from 2 pm to 10pm and signage to will be provided by us in advance of the event. Additional signage to direct traffic to nearby parking and flaggers to direct this traffic will also be provided by VSR. Provision will be made for access by emergency vehicles.

VSR will also provide insurance to cover the event.

Valley Street Rods would like to thank the City of Port Alberni for all the help and co operation we have received in past years and we look forward to another successful Car Show in 2016.

Thank You

Dave Russell
(250 723 5179/ 250 735 1947)

From: Tom Campbell [<mailto:tcampbell@campaign-office.com>]
Sent: Monday, May 02, 2016 7:42 PM
To: Jake Martens
Subject: Royal Canadian Legion Veterans & Troops Support/Remembrance Ad
Importance: High

Hello Mayor Ruttan & Council,

First of all, we would like to Thank the City of Port Alberni very much for your generous support and recognition of our Veterans and Troops in our Remembrance project the "Military Service Recognition Book" last year. Your support is a big help and greatly appreciated.

We are honored to invite the City of Port Alberni to be included in this years Remembrance Day Project by our Veterans. The "Military Service Recognition Book" is a first class, full sized publication, approximately 300 pages. The content of the book honours local Veterans who bravely served in WW1, WWII the Korean Conflict and our current Troops serving overseas. The Recognition Books will be available free of charge for all to see at all of our Local Legion Branches for Remembrance Day 2016.

The proceeds raised from this project will help in supporting BC's Veterans assistance programs, BC's Military Personnel and our local Legion Members as well as our Local Youth Programs such as scholarships, cadets and sports in British Columbia. The books will be available all year free of charge to Schools and public libraries to educate our younger generation on the sacrifices of our Local Veterans.

The City of Port Alberni is great sponsor every year with your 1/10 Page Ad in the Military Service Recognition Book. Your continued support would be greatly appreciated for this years success.

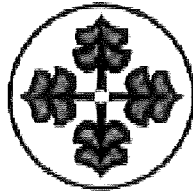
**Attached is a Greeting from our President , The Sizes with Dimensions + Ratesheet and a Copy of your 1/10 page support Ad.

I will forward the Ad instructions with some more information upon your confirmation. If you have any questions, please let me know. Thank You Very Much Jake.

Best Regards,

Tom Campbell
Royal Canadian Legion
BC/ Yukon Command
1866-354-6277
TCampbell@campaign-office.com

ENTERED



Council for the City of Port Alberni

and the entire community wish to express
our sincere thanks and appreciation
to the Veterans, who have sacrificed so much
for our freedom.



www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing **10,000 copies** of our Annual “**Military Service Recognition Book**”, scheduled for release by Remembrance Day 2016, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the “**Keepers of Remembrance**”, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our “**Military Service Recognition Book**.” Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada's largest “Community Service” organizations, and we are an integral part of the communities we serve. This project ensures the Legion's continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **149 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,

Marc Tremblay
President



British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$1,795.24 +	\$89.76 =	\$1,885.00
Inside Front/Back Cover (Full Colour)	\$1,595.24 +	\$79.76 =	\$1,675.00
Full Colour 2-Page Spread	\$2,990.48 +	\$149.52 =	\$3,140.00
Full Page (Full Colour) 7" X 9.735"	\$1,495.24 +	\$74.76 =	\$1,570.00
Full Page 7" X 9.735"	\$1,000.00 +	\$50.00 =	\$1,050.00
½ Page (Full Colour) 7" X 4.735"	\$866.67 +	\$43.33 =	\$910.00
½ Page 7" X 4.735"	\$595.24 +	\$29.76 =	\$625.00
¼ Page (Full Colour) 3.375" X 4.735"	\$538.10 +	\$26.90 =	\$565.00
¼ Page 3.375" X 4.735"	\$423.81 +	\$21.19 =	\$445.00
1/10 Page (Business Card-Full Colour)	\$295.24 +	\$14.76 =	\$310.00
1/10 Page (Business Card) 3.375" X 1.735"	\$247.62 +	\$12.38 =	\$260.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:
BC/Yukon Command
The Royal Canadian Legion
(BC/Y RCL)
(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5





APR 26 2016

Ref: 112526

Dear Mayor:

As you know, approximately 18 million overnight visitors vacation in British Columbia (BC) each year, contributing over \$14 billion in revenue annually to the provincial economy. Tourism touches every part of our province and has become one of BC's leading business sectors.

The BC visitor economy comprises more than 19,200 tourism-related businesses that employ more than 127,000 people. To celebrate Tourism Week and acknowledge the operators, employees, suppliers, destination marketing organizations and other stakeholders who contribute to the industry, we are inviting mayors from every community to become official tourism ambassadors for a day on Monday, May 30, 2016.

This initiative is part of a concerted effort to showcase local tourism products and experiences, and demonstrate that tourism matters to residents in communities across the province.

We encourage you to select a local visitor centre, major attraction, resort, gift shop, transit hub or another high-profile location to work alongside staff and volunteers to meet with and service visitors to your community for one hour that day. You may also want to consider a promotion for visitors and locals that includes prizes such as attraction tickets or giveaways such as pins, coffee or items that represent your region.

To engage local media as part of the initiative, the Tourism Industry Association of BC has developed a template with key messaging on the BC visitor economy. You will need to augment the release with information about your community's tourism services, attractions, amenities, development plans, key performance indicators and other news on the benefits your local visitor economy generates for citizens.

.../2

ENTERED

H.1

We sincerely hope that you will be a part of this unique and exciting endeavour. Thank you for helping to build tourism into one of BC's leading and sustainable industries, and for supporting Tourism Week, May 29 to June 4, 2016.

Sincerely,



Shirley Bond
Minister of Jobs, Tourism and Skills Training
and Minister Responsible for Labour



Walt Judas
Chief Executive Officer
Tourism Industry Association of BC

Attachments



NATIONAL TOURISM WEEK – MAY 29 TO JUNE 4, 2016

Tourism – By the Numbers

- Globally, tourism accounts for 1 out of every 11 jobs and generates US\$1.5 trillion in exports.
- In Canada, tourism generated \$88.5 billion in economic activity and fostered 628,000 jobs in 2013.
- Tourism in BC contributed \$7.1 billion in GDP in 2014 to the provincial economy, a 4.5% increase over 2013. Tourism GDP grew more rapidly than that of the whole B.C. economy, which grew 2.8% in 2014.
- In 2014, the BC tourism industry generated \$14.6 billion in revenue, a 5.1% increase over 2013, and a 37.7% increase from 2004.
- In 2014, tourism contributed more to GDP than the forestry, agriculture and fish primary resource industries.
- In 2014, 127,500 people were employed in BC tourism-related businesses, a 2.2% increase over 2013 and an 18.4% increase since 2004. BC is home to over 19,000 tourism businesses.
- A total of 4.9 million international visitors came to B.C. in 2015 – 359,750 more people compared to 2014, up 7.9% over 2014.
- British Columbia experienced increases in visitation from all markets in 2015.

More provincial statistics on tourism industry performance can be found at:
www.destinationbc.ca/Research/Industry-Performance.aspx

Key Points

- Tourism is a key economic driver in BC
- Tourism is a growing industry - there has been an increase in visitors, in number of businesses and number of people employed in tourism.
- Tourism has the ability to connect different parts of a community, relying on the cooperation of local government, entrepreneurs, non-profit organizations and private citizens alike. Working together to offer a positive experience to visitors usually includes steps to beautify a community and often leads to increased community pride.
- Tourism and economic development go hand in hand. Tourism depends upon and grows the same essential ingredients that make our communities desirable. Things like quality of life and extended infrastructure. Tourism talks the same talk with economic development efforts to attract investment, stimulate jobs, draw new residents and showcase our region to others. Tourism links directly to sectors and industries such as agriculture, construction and transportation.
- Size/importance/economic value of tourism to <Community Name>.
- #BCTourismMatters (*please share this hashtag to help us build interest in our online conversations*)

Follow TIABC on social media ([Instagram](#), [Facebook](#), [LinkedIn](#) and [Twitter](#)) and share Tourism Week stories.

Visit the TIABC website – www.TIABC.ca - for more information on the tourism industry, our advocacy efforts and our communications.

The Tourism Industry Association of BC (TIABC) advocates for the interests of British Columbia's \$14 billion+ visitor economy. As a not-for-profit trade association, TIABC works collaboratively with its members – private sector tourism businesses, industry associations and destination marketing organizations – to ensure the best working environment for a competitive tourism industry.

Please see the following page for a sample News Release for your community to use to promote National Tourism Week.

NEWS RELEASE

For Immediate Release
May 27, 2016

<Community Name> Celebrates Tourism Week

<Community, BC:> <Community Name> is joining dozens of communities, cities and regions around British Columbia to recognize National Tourism Week-May 29 to June 4.

BC's visitor economy has been one of the province's top performing business sectors over the past two years, expanding faster than the economy at large and outpacing traditional sectors such as agriculture and fishing.

Mayor <Name> will recognize the achievements of tourism operators, employees, destination marketing organizations and other stakeholders by personally welcoming guests to {visitor venue} on Monday, May 30th from {time}. The mayor will also give away a {community visitor prize package} to a lucky visitor at the conclusion of {his/her} shift as a visitor counsellor.

In 2015, {community} generated some (xxx) visitors who experienced everything from (activity to activity). The economic impact to (community) is estimated to be \$_____.

Sample Community Mayor quote: *"Our community has enjoyed another banner year. Tourism represents \$_____ to the region; We welcome over x number of visitors each year; Our community is home to over x tourism businesses that offer authentic/remarkable experiences. Tourism is an important piece/critical piece of our economy that requires professional marketing expertise managed by our local Destination Marketing Organization Tourism <Name>."*

While the BC tourism industry experienced both summer and winter seasons of record setting numbers last year, the trend is continuing as businesses and destinations across BC have already enjoyed a busy first quarter and are anticipating more record results this summer. Operators and communities around BC are sharing their Tourism Week celebrations on social media using the hashtag #BCTourismMatters.

Walt Judas, TIABC CEO

"The Tourism Industry Association of BC (TIABC) is excited to be celebrating National Tourism Week with our member partners across this province. While TIABC continues to advocate for the interests of BC's \$14.6 billion industry, we also take the opportunity to celebrate the tremendous success and importance of the visitor economy to our province. Wishing all of British Columbia a fantastic National Tourism Week because #BCTourismMatters."

Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour-
"British Columbia is experiencing incredible growth in tourism. We saw a 7.9% increase in international tourists as 4.9 million international visitors came to our province in 2015. With a strong U.S. dollar, many British Columbians are also opting to experience B.C.'s world-class

tourism through a staycation and exploring BC. It is indeed a time to celebrate Tourism Week in Canada and such an important industry that's helping B.C. be an economic leader in Canada."



Know your limit, play within it.

April 29, 2016

File No. 65320/20
Cliff # 350743

Ms. Cathy Rothwell
Director of Finance
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
E-mail: cathy_rothwell@portalberni.ca

Dear Ms. Rothwell:

On behalf of the Minister of Finance, I am writing to inform you that \$112,333.52 was transferred electronically to the City of Port Alberni the week of April 25 to 29, 2016. This represents your share of casino revenue for the period January to March, 2016.

Detailed calculations are attached for your information. If you have any questions regarding the figures, or the method of calculation, please contact Dave Boychuk via email at: dave.boychuk@gov.bc.ca.

Sincerely,

John Mazure
Assistant Deputy Minister

Attachment

pc: Tom Powell
Dave Boychuk

ENTERED

J. 2.



**CITY OF PORT ALBERNI
M E M O R A N D U M**

To: Tim Pley, A/City Manager
From: Cathy Rothwell, Director of Finance
Copy: Mayor and Council
Davina Hartwell, City Clerk
Date: May 2, 2016

Subject: City share of Gaming Revenue January 1 – March 31, 2016

The City received \$112,333.52 as its 10% share of Chances RimRock slot machine revenue for the quarter January 1 through March 31, 2016. The annual casino revenue funds the McLean Mill operating contract, the Chamber of Commerce Visitor Centre operating contract, Community Investment Plan, and the remainder offsets Economic Development operating expenses.

The amount in the 2016 quarter is approximately \$7,000 less than the same period in 2015, and is on track with the 2016 budget. The 2016 budget of \$445,000 averages \$111,250 per quarter, and actual funds received to date total \$222,205.

Respectfully submitted,

Cathy Rothwell
Director of Finance

File: 1.1.2.0

April 15, 2016

The Honourable Christy Clark
Premier of British Columbia
PO Box 9041, Stn, Prov. Govt.
Victoria, B.C.
V8V 1X4

Dear Premier Clark:

Re: C.O.R.E.Y. Motorcycle Safety GLP-M

We are writing this letter in support of the implementation of the Graduated Licensing Program for Motorcyclists with Training and Power Restrictions.

On March 3, 2005, a motorcycle accident occurred that would forever change the life of Ms. Denise Lodge. Her 21 year old son Corey bought his first motorcycle, a high speed 1000cc racing sport bike. He wrote his Learners License on the same day. In less than 24 hours he was involved in a fatal accident on the Malahat Highway.

Ms. Lodge, a Kitimat resident, has been one of the catalysts for the changes that have already occurred, including increased fines for dangerous behaviour while riding, mandatory approved helmet laws and new seating requirements. Most recently Ms. Lodge worked with a representative from Road Safety BC to develop a presentation which is an introduction to motorcycle safety with a target audience of Grade 9 – 12 High School Students. The presentation has already been made to High School Students in Kitimat, Terrace and Prince Rupert. Ms. Lodge was accompanied on her presentations by Mr. Bowness of Road Safety BC and RCMP Officers from the three communities.

The final implementation of the Graduated Licensing Program for Motorcyclists with Training and Power Restrictions was set for implementation in spring 2013. We understand that it was delayed as it requires modifications to the existing technology and business processes.

.../2

We have provided a grant to Ms. Lodge so that she can continue to share her story and connect with youth throughout BC, to show them first-hand, the reality of how a motorcycle accident impacts the lives of everyone connected to the rider, and how important safety, training and skills are for a safe ride.

The District of Kitimat supports the implementation of the Graduated Licensing Program for Motorcycles with Training and Power Restrictions and respectfully asks that it be set as a high priority. In addition, we hope that the government can continue to support Ms. Lodge's presentations to youth.

Yours truly,

A handwritten signature in black ink, appearing to read "P. Germuth".

Philip Germuth
Mayor

cc: Minister of Justice and Attorney General
Minister of Transportation and Infrastructure
Mr. Robin Austin, MLA – Skeena
Mr. Nathan Cullen – MP – Skeena Bulkley Valley
ICBC
BC School Trustees
UBCM Member Communities
Ms . Denise Lodge



RECEIVED

APR 29 2016

CITY OF PORT ALBERNI

Our Ref. 102187

April 26, 2016

His Worship Mike Ruttan
Mayor
City of Port Alberni
City Hall
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Ruttan:

Thank you for your letter of March 30, 2016, sent to the Honourable Andrew Wilkinson, Minister of Advanced Education, regarding the City of Port Alberni Council's support for tuition-free Adult Basic Education (ABE). Your correspondence has been forwarded to me for response on behalf of Minister Wilkinson.

I appreciate that you have taken the time to share the City of Port Alberni Council's perspective with the Government of British Columbia regarding access to tuition-free ABE. I acknowledge the Council's concerns regarding tuition fees for ABE, particularly for vulnerable adults seeking to overcome barriers to educational and employment goals.

Government remains committed to the provision and support of Adult Upgrading programs in the province and has continued to provide base funding that supports programs such as ABE at public post-secondary institutions.

The decision to allow institutions to charge tuition for ABE courses as of January 1, 2015, was made to ensure that these programs remain sustainable and available to British Columbians.

As you know, funding assistance is available to support eligible ABE students with financial need through the Adult Upgrading Grant (AUG). The AUG does not need to be repaid and is accessible to all eligible students taking ABE, Adult Special Education, or English as a Second Language programs at public post-secondary institutions in the province. The grant covers tuition, books and materials, student fees, subsidized childcare and transportation costs.

The AUG was also expanded to make the grant accessible to more students. For example, students with an income 10 percent above the threshold are eligible to have 50 percent of their tuition covered, as are students who need to repeat a course to be successful. This means that more low-income students will be able to access the AUG.

ENTERED... 12

Ministry of
Advanced Education

Institutions and
Programs Division

Mailing Address:
PO Box 9877 Stn Prov Govt
Victoria BC V8W 9T6

Location Address:
3rd Floor - 835 Humboldt Street
Victoria BC V8V 4W8

Telephone: (250) 952-0697
Facsimile: (250) 356-5438

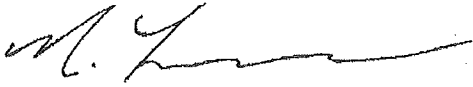
REGULAR COUNCIL AGENDA - MAY 9, 2016

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As you may be aware, students who have not graduated from high school can still access tuition-free ABE through the school districts. Graduated adults are also able to access tuition-free, foundation-level courses at the school districts. Foundation courses cover several levels of English, Math, Science, Social Studies and Information Technology. For further information on tuition-free foundations courses, please visit the Province of British Columbia's *Already Graduated* website page, at: <http://www2.gov.bc.ca/gov/content/education-training/adult-education/learn/already-graduated>.

I trust this information is helpful to you and, again, I appreciate that you have shared the City of Port Alberni Council's position and thoughts on this important issue.

Sincerely,

A handwritten signature in dark ink, appearing to read 'N. Lemmer', with a long horizontal flourish extending to the right.

Nicola Lemmer
Acting Assistant Deputy Minister

pc: Honourable Andrew Wilkinson
Minister of Advanced Education



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146
www.portalberni.ca

Fax: 250-723-1003

COPY

March 30, 2016

Honourable Andrew Wilkinson
Minister of Advanced Education
PO Box 9080 STN PROV GOVT
Victoria BC V8W 9E2

Dear Honourable Minister:

At the Regular Meeting of Council on March 14, 2016, Jessica Sandy, Executive Director of the North Island Students' Union, appeared as a delegation regarding the Canadian Federation of Students BC's "Don't Close the Doors" campaign.

As you may be aware, this campaign seeks to reverse a recent decision by your Ministry to further reduce funding for Adult Basic Education (ABE) programs across the province. Ms. Sandy outlined the clear need for ABE programs and the unique challenges and barriers many of these students face in accessing education programs and the general labour market.

Council shares the view that the provision of cost-free upgrading programs is key to providing a strong economic future for British Columbia and greater access to the labour market for a diversity of citizens. Further, we believe ABE programs are an important component in addressing income inequality and ensuring the participation of marginalized groups in BC's economy.

While we acknowledge that a number of courses remain tuition-free for adults and that grants are available for people with low incomes, we feel strongly that these valued programs deserve a commitment to enhanced long-term funding.

Thank you for your attention to this matter.

Yours truly
CITY OF PORT ALBERNI

ORIGINAL SIGNED BY

Mike Ruttan
Mayor

pc: Jessica Sandy, North Island Students' Union

RECEIVED

APR 22 2016

CITY OF PORT ALBERNI

April 12, 2016

Mayor Mike Ruttan
City Hall
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Dear Mayor Ruttan:

Insurance Bureau of Canada (IBC) is working to build a more resilient Canada that will withstand the devastating effects of a major earthquake. To help your local residents better understand and prepare for such an event, IBC in partnership with Port Alberni will bring the Shake Zone program to your community on May 31st.

The IBC Shake Zone features a mobile earthquake simulator operated by Quake Cottage™ that safely allows people to experience what a significant quake might feel like. It is our hope that you will join us at this event to help build public awareness of earthquake risk.

South western British Columbia is at significant risk from earthquake, with a 30% chance that a major earthquake will strike the area in the next 50 years. This is why IBC, the national industry association representing Canada's private home, auto and business insurers, has made earthquake preparedness a strategic priority for Canada's insurance industry. We are calling for Canada to follow the lead of the U.K. and other G7 countries and establish a national disaster program that would reduce the number of lives lost and minimize the destruction of our communities and the economy as a whole. More information on the risk we face is enclosed with this letter.

Our ability to disaster-proof Canada calls for strong collaboration and partnership among business, individuals, and government. That's why we hope to see you at the Shake Zone event where, together, we will foster a culture of earthquake awareness, personal preparedness, and disaster resilience in your community.

Sincerely,



Aaron Sutherland
Director, Government Relations
Western & Pacific

ENTERED



Disaster Proofing Canada – Earthquake Resiliency

Canada is not prepared for a major earthquake – despite its high risk

It's not a question of *if* but *when*...

- Southwestern British Columbia is overdue for a large earthquake
- Such a major disaster would cost lives and destroy communities, infrastructure, and supply lines.
- It would have a huge impact on individual British Columbian's and on Canada's economic performance as a whole.



9.0 magnitude quake in
British Columbia will result in
\$75 billion in losses

Over 3 million British Columbians live in this area



Only 45% of British Columbians have earthquake insurance



30% chance major
earthquake will hit BC
in next 50 years

IMPACT OF EARTHQUAKES AROUND THE WORLD

New Zealand earthquake

 **185** lives lost
 **7,000** homes destroyed
due to unstable land
NZ\$40 billion economic cost
equivalent to **20%** of GDP

Japan earthquake and tsunami

 **16,000** lives lost
 **130,000** buildings destroyed
\$275 billion economic cost
equivalent to **5%** of GDP



Canada's National Disaster Mitigation Strategy acknowledges that preparation is crucial to reducing the financial impact of this major disaster. However:

- Canada is not well prepared from a financial resilience perspective.
- Canadians are increasingly concerned about this issue.

The Canadian insurance industry faces its own risk related to earthquake.

- While the industry is well capitalized for a 1-in-500-year earthquake in accordance with Office of the Superintendent of Financial Institutions requirements, in the event of a rare and catastrophic event such as the huge quake and tsunami that hit Japan in 2011, Canadian insurers would face systemic insolvency and mortgage insurers would be exposed to significant financial risk.
- Risk contagion within the Canadian financial sector would have a damaging ripple effect throughout the entire Canadian economy at a time when it could least afford it.

IBC's Natural Catastrophe Action Plan would address the national earthquake risk in two ways.



The property and casualty insurance industry would promote greater insurance take-up through consumer education and new earthquake insurance products that offer Canadians more choice and flexibility. This market-based approach transfers risk away from federal and provincial governments.



The action plan provides for a public/private partnership that would improve financial resiliency in the case of a rare catastrophic earthquake. The plan addresses the financial contagion risk to the Canadian economy.

Here in BC:

- IBC is working with Canada's federal government to develop a public-private risk sharing agreement that reduces overall disaster costs and prevents systemic insolvency in the event of a catastrophic earthquake.
- BC's support for improving Canada's financial resiliency to an earthquake is critical to ensuring it remains a priority going forward.

For further information:

Craig Stewart,
Vice-President, Federal Affairs
cstewart@ibc.ca | 613-883-0461

Bill Adams,
Vice-President, Western and Pacific
wadams@ibc.ca | 604-684-3635



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