

CITY OF PORT ALBERNI - MEETING SCHEDULE
MONDAY, DECEMBER 5, 2016

5:00 pm	Public Hearing Re: Bylaws 4926 and 4927 <i>@ Council Chambers</i>	OPEN MEETING
7:00 pm	Annual Organizational Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Wed. Dec 7 7:00 pm	Alberni Valley Heritage Commission <i>@ Alberni Valley Museum</i>	OPEN MEETING
Thurs. Dec 8 4:30 pm	Seniors Advisory Committee <i>@ Committee Room</i>	OPEN MEETING
Mon. Dec 12 3:30 pm	Special Meeting of Council Re: Status Report <i>@ Council Chambers</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
Thurs. Dec 15 12:00 pm	Advisory Planning Commission <i>@ Committee Room</i>	OPEN MEETING

A G E N D A

ANNUAL ORGANIZATIONAL MEETING OF COUNCIL

**MONDAY, DECEMBER 5, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT:

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

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

That the agenda be approved as circulated.

B. REPORTS

1. Mayor - Annual Address

City Council Annual Address presented by Mayor Ruttan.

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

2. 25 Year Employee Recognition Awards

Presentation of 25 Year Employee Recognition awards to:

Karry Berke
Gerald McCoombs
Joe Pistotnik
Roberto Polles
Scott Burrows

3. Regional District Directors

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

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

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

4. Vancouver Island Library Board - Page 5

Letter dated November 2, 2016 requesting consideration of the City's representative to the Vancouver Island Regional Library Board.

That Councillor Minions be appointed to the Vancouver Island Library Board for a term of one year, January 1 to December 31, 2017 and that Mayor Ruttan be appointed as the alternate.

5. McLean Mill Society

The McLean Mill Society "must have no fewer than 3 and no more than 7 directors". Four directors were confirmed at the November 28, 2016 Regular Meeting. The following 3 are provided for consideration to complete the Board:

That Council for the City of Port Alberni appoint Jolleen Dick, Colin Minions and Dewayne Parfitt as Directors of the McLean Mill Society.

**6. Food Security and Climate Disruption Committee – Terms of Reference -
Page 9**

A draft revised Terms of Reference is provided reflecting an amendment to the Committee composition due to the discontinuation of the Alberni Environmental Coalition.

That Council for the City of Port Alberni endorse the Food Security and Climate Disruption Committee Terms of Reference, as amended.

7. Appointments to Committees and Commissions - Page 11

Committee and Acting Mayor appointments.

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

8. Schedules of Meetings

Adoption of Council/Committee Meeting Schedules - Page 13

a) Regular Meetings

That the 2017 Annual Regular Meeting Schedule of City Council be approved as circulated.

b) Committee/Commission Meetings

That the 2017 meeting schedules for the Advisory Planning Commission, Alberni Valley Heritage Commission, Audit Committee, Advisory Traffic Committee, Food Security & Climate Disruption Committee and Seniors Advisory Committee be approved as circulated.

9. Mayor - Closing Remarks

C. ADJOURNMENT

That the meeting adjourn at pm.



RECEIVED

NOV 08 2016

CITY OF PORT ALBERNI

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

November 2, 2016

Original sent via email

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

Dear Mayor Ruttan,

Re: Appointment to the 2017 Vancouver Island Regional Library Board

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

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

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2016. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2017 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member. Also attached is a nominations form, should your appointed Board member be interested in running for a position on the VIRL Executive Committee.

Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2016 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: hminkzuvich@virl.bc.ca or fax: 250.758.2482.

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

Sincerely,

Rosemary Bonanno, BA MLS
Executive Director

Cc: Tim Pley, Acting CAO, City of Port Alberni

Encs.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington
Port Alberni Port Hardy Port Mudge Port Renfrew Port Townsend Qualicum Beach Queen Charlotte Sandspit
Sidney South Cowichan Tofino Union Bay Woss

ORGANIZATIONAL MEETING AGENDA - DECEMBER 5, 2016



**Board of Trustees
2017 Appointment Form
Trustee**

The _____ has appointed _____ as *Trustee* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2017. The term of the appointment is
January 1 – December 31, 2017. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

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

Email (please check preferred email address)

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

Phone (please check preferred contact number)

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

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

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

Signature *Date*

Please attach a certified copy of the resolution.



**Board of Trustees
2017 Appointment Form
Alternate**

The _____ has appointed _____ as *Alternate* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2017. The term of the appointment is
January 1 – December 31, 2017. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

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

Email (please check preferred email address)

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

Phone (please check preferred contact number)

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

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

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

Signature *Date*

Please attach a certified copy of the resolution.



Name:		
Municipality / Regional District:		
Candidate for the position of:		
☐ Chair	☐ Vice-Chair	☐ Executive Committee
<u>Biography</u> (please include relevant experience):		

Email: hminkzuvich@virl.bc.ca / Fax: 250-758-2482
Or visit www.virltrustee.com to complete & submit an online pdf form.



CITY OF PORT ALBERNI

Food Security and Climate Disruption Committee *Terms of Reference*

Establishment:

By resolution dated January 12, 2015, Council has established a sub-committee to be known as the “*Food Security and Climate Disruption Committee*”.

Mandate:

The *Food Security and Climate Disruption Committee* is a Standing Committee of Council appointed for the purpose of making recommendations to Council with respect to urban food security and climate disruption concerns affecting the community.

Membership:

The Committee shall be comprised of members as follows:

- Five members appointed from the community at large appointed by the Mayor.
- One member appointed by the executive of Alberni Valley Transition Town Society
- One member of City Council appointed by the Mayor.

Timing and Term:

- Members appointed from the community at large shall serve a two year term with a maximum of two consecutive terms.
- Ex-officio members appointed by external agencies shall be appointed annually by the agency with no restriction on length of term.
- The Council member shall be appointed annually.

Governance:

- The City's Procedures Bylaw applies to the conduct of the Committee's business.
- The Committee shall adopt a meeting schedule and will structure its activities to complete the required tasks within the reporting schedules provided.
- The Committee will elect a Chairperson from among its members.
- The Committee will appoint a member to take minutes of meetings which will be approved by the membership and forwarded to the City Clerk. Meeting minutes will be forwarded to Council for information.
- Designated staff member(s) will provide logistical support to the Committee as required, and may attend meetings

Duties and Responsibilities:

- The Committee will familiarize itself with City and community documentation already existing with respect to food security and climate change. This should include but not be limited to:
 - The Province's *Climate Action Charter* which the City signed onto in 2007
 - The City's *Climate Change Committee* Final Report (2008)
 - 2007-2014 Sustainability Progress Report and Plan
 - Port Alberni Community Assessment: Taking Action for Community Sustainability Planning (2008)
 - Alberni Valley Agricultural Plan ACRD (2011)
- The Committee shall review best practices from other communities world-wide with a view to providing recommendations in regards to preparation of an education strategy in response to rising costs and scarcity of food as well as leadership with regards to climate change awareness and response.
- The Committee shall liaise and build partnerships with community organizations involved in food security and climate change in our community including the Alberni-Clayoquot Regional District (ACRD) and Alberni Valley Transition Town Society.
- The Committee shall provide reports on a regular basis, at least semi-annually, to City Council in addition to meeting minutes required to be forwarded to the City Clerk.
- The committee may request information from City Staff regarding technical, operational or legislative matters respecting the City of Port Alberni in connection their review. Such requests for information shall be made to the Chief Administrative Officer.

CITY OF PORT ALBERNI
COUNCIL APPOINTMENTS DECEMBER 2016 - DECEMBER 2017

1. Mayor Mike Ruttan

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

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

2. Councillor Chris Alemany

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

3. Councillor Jack McLeman

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

4. Councillor Sharie Minions

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

5. Councillor Ron Paulson

- Liaison, Advisory Traffic Committee (*Alternate: Councillor Sauv *)
- Liaison, School District 70/North Island College (*Alternate: Councillor Alemany*)
- Member, Community Investment Program/Permissive Tax Exemption Committee (*Alternate: Councillor Sauv *)
- Member, AV Community Forest Legacy Committee
- Member, Youth Advisory Committee

6. Councillor Denis Sauv 

- Liaison, Port Alberni International Twinning Society (*Alternate: Councillor Washington*)
- Liaison, Continuing Care Societies (*Alternate: Councillor Paulson*)
- Court of Revision
- Member, Audit Committee
- Emergency Planning Committee (*Alternate: Councillor Paulson*)
- Member, Seniors Advisory Committee
- Liaison, Community Stakeholders Initiative on Homelessness (*Alternate: Councillor McLeman*)

7. Councillor Dan Washington

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

SCHEDULE OF APPOINTMENTS FOR THE ALTERNATE MAYOR
(December 2016 – 2017)

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

CITY OF PORT ALBERNI	
COUNCIL APPOINTMENTS DECEMBER 2016 - DECEMBER 2017	
Regional District of Alberni Clayoquot Representatives Mayor Ruttan, Councillor McLeman Alternates (in order): Councillors Minions, Alemany, Sauvé, Washington, and Paulson	
Personnel Committee Mike Ruttan (Chair), Councillors McLeman, Minions	
Audit Committee Councillors Dan Washington, Chris Alemany, Denis Sauvé	
Community Investment Program/Permissive Tax Exemptions Councillor Paulson (Alternate: Councillor Sauvé) Kenn Whiteman, Frances Ketteringham, Ron Jorgenson, Russ McLaughlin	
Court of Revision Mayor Ruttan, Councillor Minions, Councillor Sauvé	
Board of Variance Boris Lehner, Gerry Hickey, Danese McDonald (3 year term to December 2018)	
Advisory Planning Commission Larry Ransom, Staff Sgt. Dave Paddock, Randy Thoen, Jim Tatoosh (Hupacasath, TBC (Tseshaht), Councillor Alemany, Wes Hewitt, Seva Dhaliwal Amy Anaka, Hedley Crowther, Ken McRae, John Douglas	
Alberni Valley Heritage Commission Judy Carlson, David Taberner, Bert Simpson, Paul McDougall, David Whitworth, Gareth Flostrand, Pam Craig, Jolleen Dick, Libby Manson, Penny Cote, Dennis Bill, Marta Williamson, Neil Malbon, Councillor Washington	
Advisory Traffic Committee Guy Cicon, Wilf Taekema, Wes Patterson, Staff Sgt. Dave Paddock, Pat Dahlquist, Caroline Robinson, Cameron McKinnon/Phil Atkinson, Councillor Paulson	
AV Community Forest Legacy Committee Councillor McLeman, Councillor Paulson, TBC (ACRD Members) Chris Duncan, Gary Swann (AVCF); Ken McRae	
Port Alberni Port Authority Ken McRae (July 1, 2015 - June 30, 2018)	
Alberni Valley Bear Smart Committee City Engineer	
Air Quality Council Councillor Chris Alemany; Kelly Gilday, Fire Chief	
Seniors Advisory Committee Councillor Sauve, TBC (Sunshine Club), Jan Cole, Ian Staton, Margaret Vatamaniuck	
Food Security & Climate Disruption Committee Councillor Alemany, Sam Brownlee (AV Transition Town), Gary Swann, John Mayba, Guy Langlois, Sandra Gentleman, Branden Chase, Rosalind Chapman	
Youth Advisory Committee Councillors Minions & Paulson, Young Professionals of the Alberni Valley, VAST Student, ADSS Student, North Island College Student	

Distribution: PACMA, Tanis Feltrin - via email

File Drawer in Reception Area, Council Members

Updated: November 28, 2016

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CITY OF PORT ALBERNI 2017 ANNUAL REGULAR MEETING SCHEDULE REGULAR COUNCIL MEETINGS

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

Monday, January 9
Monday, January 23
Tuesday, February 14
Monday, February 27
Monday, March 13
Monday, March 27
Monday, April 10
Monday, April 24
Monday, May 8
Tuesday, May 23
Monday, June 12
Monday, June 26
Monday, July 10 – <i>(Note 2:00 pm start time)</i>
Monday, August 14 – <i>(Note 2:00 pm start time)</i>
Tuesday, September 5
Monday, September 18
Tuesday, October 10
Monday, October 23
Tuesday, November 14
Monday, November 27
Monday, December 4 <i>Organizational Meeting</i>
Monday, December 11

Email: dwiwchar@islandradio.bc.ca
rdiotte@islandradio.bc.ca
portalbernitv@shaw.ca
Chandler.Grieve@bellmedia.ca
editor@albernivalleynews.com
publisher@albernivalleynews.com
karly.blats@albernivalleynews.com
elena.rardon@albernivalleynews.com
midislandbirdie@gmail.com

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Michelle Gagnon, RCMP
PNPP (Web & Bulletin)

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CITY OF PORT ALBERNI 2017 ANNUAL REGULAR MEETING SCHEDULE ADVISORY PLANNING COMMISSION

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

These meetings are open to the public.

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

Email: dwiwchar@islandradio.bc.ca
rdiotte@islandradio.bc.ca
portalbernitv@shaw.ca
Chandler.Grieve@bellmedia.ca
editor@albernivalleynews.com
publisher@albernivalleynews.com
karly.blats@albernivalleynews.com
elena.rardon@albernivalleynews.com
midislandbirdie@gmail.com

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**CITY OF PORT ALBERNI
2017 ANNUAL REGULAR MEETING SCHEDULE
ALBERNI VALLEY HERITAGE COMMISSION**

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

Wednesday, January 4
Wednesday, February 1
Wednesday, March 1
Wednesday, April 5
Wednesday, May 3
Wednesday, June 7
<i>There are no meetings in July and August</i>
Wednesday, September 6
Wednesday, October 4
Wednesday, November 1
Wednesday, December 6

Email: dwiwchar@islandradio.bc.ca
rdiotte@islandradio.bc.ca
portalbernitv@shaw.ca
Chandler.Grieve@bellmedia.ca
editor@albernivalleynews.com
publisher@albernivalleynews.com
karly.blats@albernivalleynews.com
elena.rardon@albernivalleynews.com
midislandbirdie@gmail.com

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CITY OF PORT ALBERNI 2017 ANNUAL REGULAR MEETING SCHEDULE AUDIT COMMITTEE

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

These meetings are open to the public.

Monday, February 27
Tuesday, May 23
Monday, August 14
Monday, November 27

Email: dwiwchar@islandradio.bc.ca
rdiotte@islandradio.bc.ca
portalbernitv@shaw.ca
Chandler.Grieve@bellmedia.ca
editor@albernivalleynews.com
publisher@albernivalleynews.com
karly.blats@albernivalleynews.com
elena.rardon@albernivalleynews.com
midislandbirdie@gmail.com

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CITY OF PORT ALBERNI 2017 ANNUAL REGULAR MEETING SCHEDULE ADVISORY TRAFFIC COMMITTEE

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

These meetings are open to the public.

Wednesday, January 18
Wednesday, April 19
Wednesday, July 19
Wednesday, October 18

Email: dwiwchar@islandradio.bc.ca
rdiotte@islandradio.bc.ca
portalbernitv@shaw.ca
Chandler.Grieve@bellmedia.ca
editor@albernivalleynews.com
publisher@albernivalleynews.com
karly.blats@albernivalleynews.com
elena.rardon@albernivalleynews.com
midislandbirdie@gmail.com

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CITY OF PORT ALBERNI 2017 REGULAR MEETING SCHEDULE FOOD SECURITY & CLIMATE DISRUPTION COMMITTEE

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

These meetings are open to the public.

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

Email: dwiwchar@islandradio.bc.ca
rdiotte@islandradio.bc.ca
portalbernitv@shaw.ca
Chandler.Grieve@bellmedia.ca
editor@albernivalleynews.com
publisher@albernivalleynews.com
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midislandbirdie@gmail.com

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CITY OF PORT ALBERNI 2017 REGULAR MEETING SCHEDULE SENIORS ADVISORY COMMITTEE

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

These meetings are open to the public.

Thursday, February 9
Thursday, April 13
Thursday, June 8
Thursday, August 10
Thursday, October 12
Thursday, December 14

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rdiotte@islandradio.bc.ca
portalbernitv@shaw.ca
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