

CITY OF PORT ALBERNI - MEETING SCHEDULE
MONDAY, JANUARY 25, 2016

5:00 pm	Public Hearing Re: Marijuana Dispensary Regulations <i>@ Council Chambers</i>	OPEN MEETING
2:00 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

Wed. Feb 3 7:00 pm	Alberni Valley Heritage Commission <i>@ Alberni Valley Museum</i>	OPEN MEETING
Thurs. Feb 4 4:30 pm	Food Security & Climate Change Committee <i>@ Committee Room</i>	OPEN MEETING
Tues. Feb 9 7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
Wed. Feb 10 6:30 pm	Financial Plan Public Presentation & Discussion <i>@ Echo Centre</i>	OPEN MEETING
Thurs. Feb 11 4:30 pm	Seniors Advisory Committee <i>@ Committee Room</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, JANUARY 25, 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 10

1. Special Meeting held at 5:45 pm and Regular Council Meeting held at 7:00 pm on January 11, 2016, Special Meeting held at 9:00 am on January 14, 2016 and a Special Meeting held at 11:00 am on January 18, 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. Government Finance Officers Association

Presentation of the Canadian Award for Financial Reporting Achievement to Cathy Rothwell, Director of Finance, for the Annual Financial Report for the year ended December 31, 2014.

2. Thunder in the Valley

Bill Surrey in attendance to provide information on this year's Thunder in the Valley Drag Racing event.

3. Alberni Valley Chamber of Commerce - Page 23

In attendance to discuss the planned 'Tri-Conic Challenge' and request funding to support the review of grant funding applications.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

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 January 25, 2016 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. Current Status Report - Page 24

That the Current Status Report be received.

3. Managers' Monthly Reports

Providing information about current departmental operations.

RCMP Department - Page 28

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

Economic Development - Page 34

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

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use 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. City Clerk – January 25, 2016 Public Hearing Report

“Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893”

That the verbal report of the Public Hearing held January 25, 2016 regarding Bylaw No. 4893, be received.

That "Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893, be read a third time.

That "Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4893.

2. Business Licence Bylaw Amendment No. 4, Bylaw No. 4894

That "Business Licence Bylaw Amendment No. 4, Bylaw No. 4894", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4894.

*** 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. Alberni Valley Chamber of Commerce - Page 35

Letter dated January 8, 2016 from the Civic Affairs Committee providing considerations and recommendations regarding alternative routes for industrial truck traffic through the city.

That the letter dated January 8, 2016 from the Civic Affairs Committee providing considerations and recommendations regarding alternative routes for industrial truck traffic through the city, be received and referred to the City Engineer.

2. Alberni Valley Community Stakeholders Initiative To End Homelessness (AVCSI) - Page 38

Letter dated January 4, 2016 responding to the Seniors Advisory Committee's recommendation for the formation of a committee to address seniors' housing and proposing that this work be referred to their organization.

That the letter dated January 4, 2016 responding to the Seniors Advisory Committee's recommendation for the formation of a committee to address seniors' housing and proposing that this work be referred to their organization, be received and referred to staff for consideration with the December 14, 2015 motion regarding the formation of a seniors housing initiative.

3. City of Nanaimo and Nanaimo Port Authority - Page 39

Letter dated January 11, 2016 requesting a meeting with Council to discuss their Request for Proposals to secure a passenger-only ferry service between Nanaimo and downtown Vancouver.

That the letter dated January 11, 2016 requesting a meeting with Council to discuss their Request for Proposals to secure a passenger-only ferry service between Nanaimo and downtown Vancouver, be received and referred to the Administrative Assistant/Office Manager for coordination of a suitable meeting date.

4. Golden Oldies Car Club - Page 43

Email dated January 14, 2016 requesting use of City streets for a one day closure of Third Avenue from Argyle Street to Mar Street for the 42nd Annual Show n' Shine Car Show on July 2, 2016 from 7 am to 2 pm.

That the email dated January 14, 2016 from Golden Oldies Car Club requesting use of City streets for a one day closure of Third Avenue from Argyle Street to Mar Street for the 42nd Annual Show n' Shine event on July 2, 2016 from 7 am to 2 pm, 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.

5. Roland Smith - Page 44

Letter dated January 20, 2016 questioning the recent changes with senior management personnel and requesting clarification regarding the obligations of the Acting City Manager/Fire Chief.

That the letter dated January 20, 2016 from Roland Smith questioning the recent changes with senior management personnel and requesting clarification regarding the obligations of the Acting City Manager/Fire Chief, be received.

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. Ministry of Transportation and Infrastructure - Page 46

Letter dated January 11, 2016 from Naomi Yamamoto, Minister of State, announcing the release of *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia (in the "Reading File")* and advising the consultation period will take place until February 19, 2016. A copy has been forwarded to the Acting City Manager/Fire Chief.

2. Ombudsperson - Page 48

Report received January 19, 2016 providing a copy of Files Closed from October 1 to December 31, 2015.

That Informational Correspondence items numbered 1 through 2 be received and filed.

K. REPORT FROM IN-CAMERA

1. Release of In-Camera Minutes – December 10, 2015 - Page 50

The minutes of the December 10, 2015 in-camera council meeting are provided.

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.

1. Association of Vancouver Island and Coastal Communities (AVICC) Resolutions

That Council for the City of Port Alberni direct staff to submit two resolutions to the AVICC as follows:

- 1. Petitioning the province to restrict wood debris pile burning by forest companies that impact air quality;*
- 2. Petitioning the provincial and federal governments to release committed funding for the island railway corridor.*

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 SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, JANUARY 11, 2016 AT 5:45 PM
IN THE CITY HALL COMMITTEE ROOM**

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

STAFF: Davina Hartwell, City Clerk

It was moved and seconded that:

*That Council conduct a Special Council meeting closed to the public on
the basis that one or more matters covered under Section 90 of the
Community Charter will be considered, specifically outlined as follows.*

Section 90(1)(c) *labour relations or other employee relations*

**Section 90(1)(e) *the acquisition, disposition or expropriation of
land or improvements***

CARRIED

CERTIFIED CORRECT

Mayor Mike Ruttan

Davina Hartwell, City Clerk

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**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, JANUARY 11, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

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 1:30 pm on December 7, 2016; Special Meeting held at 6:00 pm and Regular Council Meeting held at 7:00 pm on December 14, 2015 and Special Meeting held December 30, 2015 at 1:00 pm, be approved as circulated.

CARRIED

C. PUBLIC INPUT PERIOD

Sarah Thomas, Strathern Street, provided information regarding this year's Canada Day Parade which has a new theme "Community Connecting us all". They are still seeking volunteers – email pafmsoc@gmail.com

John Douglas, Motion Drive, acknowledged the work of Council and provided a brief on this year's Polar Bear Swim which raised \$1,400 for two local charities. He suggested Council consider a shelter at Canal Beach to make hosting events more feasible.

Neil Anderson, 8th Avenue, provided comments on medical marijuana dispensaries stating that they are not "medical" and sell to anyone.

D. DELEGATIONS

1. Ocean Networks Canada

Teron Moore, Business Analyst, provided information about Ocean Networks and their proposal to install additional ocean monitoring equipment in the Alberni Inlet.

It was moved and seconded:

That Council for the City of Port Alberni provide a letter to Ocean Networks Canada supporting their initiative to install additional monitoring equipment in the Alberni Inlet.

CARRIED

2. Food Security & Climate Change Annual Report & Recommendations

Chris Alemany introduced members of the Committee and presented the Annual Report and recommendations:

It was moved and seconded:

That the City of Port Alberni change the name of the Food Security and Climate Change Committee to the Food Security and Climate Disruption Committee.

CARRIED

It was moved and seconded:

That the recommendation regarding adoption of the Declaration to The Right To A Healthy Environment be referred to staff for report regarding implications.

CARRIED

It was moved and seconded:

That the City of Port Alberni receive and accept the recommendations of the 2015 Food Security and Climate Change annual report and direct City Staff to report back to Council and include the items in the 2016-2020 financial plan budgeting process as appropriate.

CARRIED

3. Port Alberni Port Authority

Zoran Knezevic, President/CEO and Dave McCormick, Director Public Relations & Business Development, attended to provide information on the Fisherman's Harbour Development Project and to request funding support from the City for completion of boardwalk and lights (\$300,000) as well as installation of sewer infrastructure. This issue will be considered during the budget process.

E. UNFINISHED BUSINESS

1. City Planner - Public Comments - Possible Westporte Development

It was moved and seconded:

That the report dated December 8, 2015 from the City Planner, be received and Council for the City of Port Alberni direct staff to prepare draft Call for Proposals for the development of approximately 8 hectares (or less) of Lot A, Section 9, Alberni District, Plan VIP59681, except Plan VIP78980, for Council's consideration.

CARRIED

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated January 11, 2016 be received and the cheques numbered 133497 to 133825 inclusive, in payment of accounts totalling \$829,228.17 be approved.

CARRIED

2. City Clerk – City Owned Land, Lease Renewals – School District #70

It was moved and seconded:

That Council approve the lease of a portion of Lot 10, Plan 18237, District Lot 45, Alberni District and a portion of undeveloped lane both north east of the intersection at Wallace Street and Wood Avenue to School District #70 for the purpose of a parking lot for a term of five years commencing December 1, 2015 at an annual lease rate of \$1.00.

CARRIED

It was moved and seconded:

That Council approve the lease of a portion of District Lot 1, Alberni District, included in Plan 46908, a portion of Burke Road adjacent to Alberni Elementary School to School District #70 for the purpose of accommodating a number of temporary classrooms for a term of five years commencing December 1, 2015 at an annual lease rate of \$1.00 per year.

CARRIED

3. Director of Finance - Draft 2016 - 2020 Five Year Financial Plan

It was moved and seconded:

That the report dated January 6, 2016 from the Director of Finance providing additional information and an updated draft of the 2016 - 2020 Five Year Financial Plan, be received.

CARRIED

4. City Clerk - Wood First Policy Amendment

It was moved and seconded:

That the report from the City Clerk dated December 31, 2015, be received and Council for the City of Port Alberni endorse the amended 'Wood First' Policy to include provision for City construction projects requiring large beams and timbers to utilize wood from the Alberni Valley Community Forest, milled at the McLean Mill when and where feasible.

CARRIED

The Mayor called a 10 minute recess at 8:30 pm.

The meeting resumed at 8:40 pm.

5. City Clerk - AV Community Forest Corporation

It was moved and seconded:

That Council for the City of Port Alberni endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.

CARRIED

6. City Planner - Friendship Centre Daycare Facility

It was moved and seconded:

That the report dated January 5, 2016 from the City Planner to consider the request from the Friendship Centre to waive development fees for a daycare facility, be received and Council for the City of Port Alberni agree to waive the building permit fee, sewer connection cost and curb + sidewalk cost totalling approximately \$9,000.

CARRIED

7. City Planner - Advisory Planning Commission

It was moved and seconded:

That the summary report of the December 17, 2015 meeting of the Advisory Planning Commission, be received.

CARRIED

8. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

9. Managers' Monthly Reports

Planning Department

It was moved and seconded:

That the monthly report from the City Planner 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

G. BYLAWS

1. City Planner - Proposed Regulations for Marijuana Dispensaries

It was moved and seconded:

That the report dated January 5, 2016 from the City Planner providing a summary of the regulations that are being considered through the proposed amendment to the Zoning Bylaw and Business Licence Bylaw, be received.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni abolish all marijuana dispensaries in the City of Port Alberni.

DEFEATED

- a) **"Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893"**

It was moved and seconded:

That "Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893", be read a second time.

CARRIED

Setting Public Hearing for Bylaw 4893

It was moved and seconded:

That "Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893", be advanced to a Public Hearing on Monday, January 25, 2016 at 5:00 pm in the City Hall Council Chambers.

CARRIED

- b) **"Business Licence Bylaw Amendment No. 4, Bylaw No. 4894"**

It was moved and seconded:

That "Business Licence Bylaw Amendment No. 4, Bylaw No. 4894", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Business Licence Bylaw Amendment No. 4, Bylaw No. 4894" be amended to include a fine for serving minors in Section 5.

CARRIED

It was moved and seconded:

***That "Business Licence Bylaw Amendment No. 4, Bylaw No. 4894",
be read a second time as amended.***

CARRIED

It was moved and seconded:

***That "Business Licence Bylaw Amendment No. 4, Bylaw No. 4894",
be read a third time.***

CARRIED

c) *It was moved and seconded:*

***That Council for the City of Port Alberni direct staff to consider
business licence applications at the appropriate time on a first come,
first serve basis.***

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Alberni District Secondary School

It was moved and seconded:

***That the e-mail dated January 5, 2016 requesting 14 student day
passes and 6 adult day passes for the week of January 25-29, 2015 for
the Life Skills program at ADSS, be received and Council endorse the
request with funding of \$425 from the Community Investment
Program.***

CARRIED

2. Joint Waterfront Working Group

It was moved and seconded:

***That Council for the City of Port Alberni appoint the Mayor; City
Manager and Economic Development Manager to the Port Alberni Port
Authority and City of Port Alberni Joint Waterfront Working Group.***

CARRIED

I. PROCLAMATIONS

1. Variety - The Children's Charity

It was moved and seconded:

That the letter dated December 12, 2015 from Variety - The Children's Charity requesting that Council declare February 8th to 14th, 2016 as "Variety Week" in Port Alberni, be received and the week proclaimed as requested.

CARRIED

J. INFORMATIONAL CORRESPONDENCE

1. RCMP, Pacific Region - Municipal Policing Agreement

E-mail dated December 17, 2015 providing expenditures to November 30, 2015.

2. Ministry of Environment, Environmental Protection Division

Email dated December 21, 2015 providing an update on the spill response regime to address a wide range of potential land and marine-based spills.

3. City of Burnaby

Copy of a letter dated December 17, 2015 to the Minister of Community, Sport & Cultural Development, expressing concern regarding the significant property assessment changes anticipated for 2016.

4. Gord Johns, MP for Courtenay-Alberni

Letter dated December 14, 2015 thanking Mayor Ruttan and Wayne Coulson for meeting with him on November 24, 2015 and providing a briefing on the City's infrastructure, development needs and priorities.

5. Minister Stephanie Cadieux, Ministry of Children and Family Development

Letter dated December 18, 2015 providing information from the Provincial Office for the Early Years focused on sharing resources to support local governments increase capacity to undertake local planning, projects and development related to child care.

6. Alberni Valley Heritage Commission

The minutes of the October 7 and November 4, 2015 meetings.

7. Perry Clark, Executive Director - Policing, Security & Law Enforcement Infrastructure and Finance

Letter dated December 4, 2015 following up on meeting held at the UBCM.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 7 be received and filed.

CARRIED

K. REPORT FROM IN-CAMERA

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)

No report due to Christmas vacation.

3. Councillors' Reports

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. NEW BUSINESS

NIL

N. QUESTION PERIOD

Neil Anderson, 8th Avenue, once again requested Council explain their decision around regulating medical marijuana dispensaries.

O. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 9:59 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Dawn Hartwell
Clerk

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**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
THURSDAY, JANUARY 14, 2016 AT 9:00 AM
IN THE CITY HALL COMMITTEE ROOM**

PRESENT: Mayor Ruttan, Councillors Alemany, Minions, Sauvé and Washington

STAFF: Davina Hartwell, City Clerk

It was moved and seconded:

That Councillors McLeman and Paulson participate in the meeting via teleconference.

CARRIED

It was moved and seconded that:

That notice of the meeting be waived per provisions of the Community Charter, Section 127(4).

CARRIED UNANIMOUSLY

It was moved and seconded that:

That Council conduct a Special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows.

Section 90(1)(c) labour relations or other employee relations

**Section 90(1)(e) the acquisition, disposition or expropriation of
land or improvements, if the council considers
that disclosure could reasonably be expected to
harm the interests of the municipality**

CARRIED

CERTIFIED CORRECT

Mayor Mike Ruttan

Davina Hartwell, City Clerk

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, JANUARY 18, 2016 AT 11:00 AM
IN THE CITY HALL COMMITTEE ROOM**

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

REGRETS: Councillor Washington

STAFF: Tim Pley, Acting City Manager / Fire Chief
Jake Martens, Administrative Assistant / Office Manager

It was moved and seconded that:

That Council conduct a Special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows.

Section 90(1)(c) labour relations or other employee relations

CARRIED

CERTIFIED CORRECT

Mayor Mike Ruttan



Davina Hartwell, City Clerk



Tuesday, January 12, 2016

President
Jan Lavertu

1st Vice President
Kris Patterson

2nd Vice President
Brad Minton

Secretary
Sarah Jones

Treasurer
Deb Haggard

Past President
Teresa Bird

Directors
Bob Kanngiesser
Nicole Mitchell
Neil Malbon
Cherie Williams
Rebecca Palmer
Bill Brown
Cindy Solda

Executive
Director
Bill Collette

Ms. Davina Hartwell
City Clerk
City of Port Alberni
4850 Argyle Street
Port Alberni, BC, V9Y 1V8

Dear Ms. Hartwell:

Our committee that is currently working on the 'Tri-Conic Challenge' a four day event planned for the Canada Day Weekend in 2017 is seeking the opportunity to speak to Mayor and Council at an upcoming Council Meeting.

Two of us recently participated in a Grant Writing Workshop led by Ms. Ellen Huse of E. Huse and Associates during which time we determined via Ms. Huse herself and the 15 other participants that our proposal has significant long term value to the City of Port Alberni, and the entire region. As one well-known local person said to us during the session *"This event has the ability to completely reverse the impressions out there as written by MoneySense Magazine."*

That comment itself along with the 'feel' we got from the other participants confirmed that we absolutely must ensure that our Grant Application is at least reviewed and critiqued by a Professional Grant Writer prior to it being submitted for consideration.

Our team is made up of the writer along with City Employee Ms. Stephanie Stevens and former Chair of the BC Winter Games Mr. Dewayne Parfitt.

We will seek funding from the City of Port Alberni for this purpose based on Ms. Huse' rates of \$90.00 per hour covering a period of up to 4 days to complete the review.

Our presentation will include a quick review of our current PPTX file showcasing the event in general so that Mayor and Council have a full understanding of the potential benefits of the concept.

Yours truly,
ALBERNI VALLEY CHAMBER OF COMMERCE

Bill Collette
Executive Director

Alberni Valley Chamber of Commerce 2533 Port Alberni Highway, Port Alberni, BC V9Y 8P2
www.albernichamber.ca p 250.724.6535 f 250.724.6560 e office@albernichamber.ca

Council Directed Action Items on Current Status Report

	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
1.	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council – City Manager/City Clerk Early 2016	High
2.	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #5: Responsive Government	Order in Council effective July 14, 2014. Bylaws and policies being prepared - City Clerk/City Planner	High
3.	Regular May 26/14	Report and recommendations re development of tax revitalization program for all commercial areas	Goal #4: Revitalizing Economy/Liveability	EDM/City Clerk/Planner - Current revitalization exemption bylaw in place for Uptown only. Council required to provide specific direction. Report/Bylaw February 9/16	High
4.	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	On hold pending potential redevelopment of adjacent "Imperial Oil" property for public use. – City Manager	Medium
5.	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Goal #3: Environmental Protection Goal #4: Revitalizing Economy/Liveability	Meeting held on Nov 12 th . Relocation of tenant to suitable site in progress. City Manager to follow up with deadline date for relocation	Medium
6.	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government	City Clerk - Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
7.	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government	City Clerk - Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
8.	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Director of Community Services - Policy and public education plan under development	Low
9.	Regular Feb 23/15	Report re feasibility of Sprout Business Development Concept	Goal #4: Revitalizing Economy/Liveability	Economic Development Manager - Report in Progress. Chamber of Commerce also reviewing similar program	Medium
10.	Regular Feb 23/15 May 25/15	Report and recommendations re electronic participation in meetings. Modify terms of the Question Period to allow members of the public to direct questions to Council on any topic of relevance to the City.	Goal #6: Responsive Government	City Clerk – Procedures Bylaw amendment drafted. Full Bylaw review being undertaken for additional changes. Draft Bylaw February 9/16 meeting.	Medium

Council Directed Action Items on Current Status Report

	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
11.	Regular Mar 9/15	Revisit options to ban smoking in City facilities and parks	Goal #3: Environmental Protection	Director of Community Services – include actions taken by other communities for area specific smoking bans	Low
12.	Special Mar 16/15	Report & recommendations re opportunities for more direct working relationship with AV Social Planning Council		City Planner – February 2016	Medium
13.	Special Budget – Mar 30/15	Arrange mtg between Council/staff/OIC to discuss additional RCMP member and municipal staff employee	Goal #6: Responsive Government	City Manager - Schedule meeting. Potential to include issue of additional staff at RCMP as part of upcoming Audit of Management Structure?	Low
14.	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	Economic Development Manager - Report from EDM in September regarding recent meetings. Visitor Experience Survey Report Dec. 14/15 – further meeting to be held in Jan/16	Medium
15.	Regular May 25/15	Report re potential to intersperse food plants in the City's existing planting beds where practical	Goal #3: Environmental Protection	Director of Community Services - Parks Supt. to provide report.	Low
16.	Regular May 25/15	Investigate installing automatic water turbidity and temperature monitors on tributaries feeding Bainbridge/China Creek intakes	Goal #3: Environmental Protection	City Engineer has met with MoE and Island Timberlands – working towards implementation of additional monitoring of turbidity temperature	Low
17.	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	City Manager – following implementation of return to work program	Medium
18.	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government	City Planner	Medium
19.	Regular July 27/15	Amend Fire Control Bylaw to reflect full year round backyard burn ban commencing April 16, 2016	Goal #3: Environmental Protection	Fire Chief/Clerk – Spring 2016	Low
20.	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #4: Revitalize Economy/Liveability	Economic Development Manager – RFP issued – closing February 26/16	High

Council Directed Action Items on Current Status Report

	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
21.	Regular Aug 10/15	Review and report re rainbow crosswalks – upper 3 rd /Argyle	Not a strategic priority	City Engineer	Low
22.	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 rd /Anderson)	Goal #2: Connected Community	City Engineer – on hold pending further discussions with WFP	Medium
23.	Regular Sept. 14/15	Letter to trucking companies encouraging use of alternate routes other than thru uptown	Goal 2: Connected Community	City Engineer – on hold pending further discussions with WFP	Medium
24.	Regular Sept. 14/15	Prepare and place appropriate signage either end of 'Scott Kenny Trail'	Goal #2: Connected Community	Director of Community Services/Parks Supt.	Medium
25.	Regular Sept. 28/15	Policy re utilizing wood from Community Forest milled at McLean Mill when/where feasible for construction projects	Goal #4: Revitalize Economy/Liveability	City Clerk – amend Wood First Policy to include – January 11/16 – Policy adopted January 11/16.	Medium
26.	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government	Director of Community Services	Low
27.	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority	City Planner	Low
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.	Not a strategic priority	Director of Community Services	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	City Planner	Medium

Items Arising by Council Direction for Upcoming 5 Year Plan Consideration

	Meeting and Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
1.	Special Budget – Mar 23/15 Special Aug 10/15	Review kitchen and yard waste pickup for implementation in 2016	Goal #3: Environmental Protection	City staff engaged with ACRD on SWMP Plan monitoring advisory committee and also developing plans for future collection of yard waste and organics. Timing contingent on decision re composting facility Aug 10/15 direction to prepare report outlining options to proceed without ACRD participation – City Engineer	High
2.	Special Budget – Mar 23/15	Review potential reductions in library service/costs for 2016	Goal #1: Live Within Our Means	Negotiation with VIRL pending. Council appointee (VIRL rep or other?) – City Manager	Medium
3.	Special Budget – Mar 30/15	Staff to bring forward Canal Beach upgrades in 2016 for consideration	Goal #4: Revitalizing Economy/Liveability	Plans under development for 2016 Budget presentation – Director of Community Services	Budget
4.	Special Budget – Mar 30/15	Review potential of transit reductions (Sunday service and stats) commencing 2017.	Goal #1: Live Within Our Means	Discussion with BC Transit pending. Report with options to be provided for 2016 Budget consideration. – Director of Finance/ City Manager	Budget
5.	Regular April 13/15	Include emergency generator for City Hall in 2016 budget - \$50,000	Goal #5: Responsive Government	Investigation of options underway including generator and solar/battery format. Report to be available for 2016 Budget consideration. Director of Parks, Recreations & Heritage	Budget
6.	Regular July 22/15	Report outlining options for electric vehicles in City fleet	Goal #3: Environmental Protection	Mech. Services Supt.	Budget
7.	SICC July 27/15	Include costs for laying conduit between City buildings when replacing roads as part of 2016 5 Year Plan.		City Engineer – budget process	Budget

Respectfully Submitted



Tim Play - Acting City Manager/Fire Chief

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CITY OF PORT ALBERNI

Royal Canadian Mounted Police (RCMP) REPORT

TO: Ken Watson – City Manager FILE

FROM: Inspector Richards – Department Head (RCMP)

COPIES TO: City Clerk – Davina Hartwell

DATE: December 18, 2015

SUBJECT: City of Port Alberni Departmental Report

ISSUE: November 2015 RCMP report to Mayor and Council

DISCUSSION:

This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during November 2015. I have included an update on policing activities thus far in 2015 and a comparator to previous years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the month of November:

- Officers received and responded to 721 calls for service.
- The crime type that has shown the largest increase over 2014 is that of property crime. An overall increase of 18% has been seen in this area.
- A crime type that has seen a decrease is that of persons violent crime. This category is down 8% over that of 2014.
- The overall Criminal Code complaints are up 5% over that of 2014, which is fairly consistent to what has been experienced on Vancouver Island as a whole.
- In November the Victim Services Unit assisted 27 new clients, 14 in relation to violence within relationships.
- Traffic and road safety is a policing priority for 2015/16 and a key to ensuring safe roadways for everyone. In November the Port Alberni Detachment increased focus and enforcement with respect to speeding and stop signs. Our enforcement efforts were furthered through the use and attendance of Speed Watch.
- On November 15 the Port Alberni RCMP and the Port Alberni Fire Department competed in the "Battle of the Badges Hockey Challenge". Once again a great opportunity to partner for

a fantastic cause, the Port Alberni Association for Community Living.

Port Alberni RCMP's 2015/16 Annual Performance Plan will focus on:

- **Crime Reduction:** Reduce the impact and prevalence of crime
- **Mental Health:** Increase awareness and decrease the impact of mental health in calls for service
- **Visibility/engagement:** Engagement with community and patrols
- **Traffic:** Increased road safety through focus on Provincial traffic offences and impaired driving

The following resolution is proposed:

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

Respectfully submitted:

Insp. Mac Richards
OIC Port Alberni RCMP Detachment

Detailed Crime - 2015 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	38	41	30	35	51	42	48	49	40	47	47		468
Relationship Violence	6	9	10	12	15	6	12	16	14	13	15		128
Thefts	63	67	51	67	71	86	54	64	77	78	56		734
Break and enter	11	15	25	22	21	21	20	13	15	20	9		192
Mischief	28	41	35	49	50	56	63	62	41	57	47		529
Drugs	8	22	12	21	17	21	27	20	20	18	13		199
Provincial Traffic	60	54	63	60	72	86	87	66	90	65	69		772
Criminal Code Traffic	18	19	13	18	25	22	34	17	27	24	16		233
Motor Vehicle Incidents	15	17	16	15	18	26	20	18	34	18	18		215
Calls for Service	692	717	692	729	852	938	872	881	859	845	721		8798

?

7 Year Comparison

	2008	2009	2010	2011	2012	2013	2014	2015	Total
Assault	676	621	528	539	547	451	468		3830
Relationship Violence	193	149	127	87	118	78	86		838
Thefts	1258	1101	963	896	936	814	813		6781
Break and enter	374	263	246	308	198	245	256		1890
Mischief	631	581	456	480	500	480	470		3598
Drugs	390	282	219	326	298	275	258		2048
Provincial Traffic	858	832	851	814	697	759	737		5548
Criminal Code Traffic	278	272	290	288	248	223	204		1803
Motor Vehicle Incidents	360	326	254	253	253	231	239		1916
Calls for Service	12018	10666	9961	10455	9830	9712	9726		72368

?

2008 – 2014 Averages

Assault	547
Relationship Violence	119
Thefts	968
Break and Enter	270
Mischief	514
Drugs	292
Provincial Traffic	792
Criminal Code Traffic	262
Motor Veh. Incidents	273
Calls for Service	10338



CITY OF PORT ALBERNI

Royal Canadian Mounted Police (RCMP) REPORT

TO: City Manager FILE

FROM: Inspector Richards – Department Head (RCMP)

COPIES TO: City Clerk – Davina Hartwell

DATE: January 12, 2016

SUBJECT: City of Port Alberni Departmental Report

ISSUE: December 2015 RCMP report to Mayor and Council

DISCUSSION:

This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during December 2015. I have included an update on policing activities thus far in 2015 and a comparator to previous years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the month of December:

- Officers received and responded to 793 calls for service.
- Crime Trends in Port Alberni in 2015 as compared to 2014:
 - The crime type that has shown the largest increase over 2014 is that of property crime. An overall increase of 20% has been seen in this area as compared to 6% for Vancouver Island as a whole
 - Total Criminal Code complaints are up 6% as compared to 4% for Vancouver Island
 - Persons Violent Crime is down 6% as compared to a 9% increase for Vancouver Island.
- In November the Victim Services Unit assisted 25 new clients, 14 in relation to violence within relationships.
- Traffic and road safety is a policing priority for 2015/16 and a key to ensuring safe roadways for everyone. In December the Port Alberni Detachment increased focus and enforcement with respect to impaired driving.

-
- Corporal Hayden transferred into the Detachment at the beginning of the month to oversee the Crime Prevention/Youth Section. Corporal Hayden is quickly getting herself acquainted with the community and the many programs that are in place. One such program is COP (Citizen's on Patrol). This has been a very active program in 2015 by volunteering 2258 hours, driving 9580 km and delivering 562 break and enter information packages.

December update on the Port Alberni RCMP's 2015/16 Annual Performance Plan:

- **Crime Reduction:** Reduce the impact and prevalence of crime
 - Complete 1200 judicial release compliance checks, 885 completed
- **Mental Health:** Increase awareness and decrease the impact of mental health in calls for service
 - Create 2 new partnerships. 2 have been created and a progressive referral system implemented
- **Visibility/engagement:** Engagement with community and patrols
 - Complete 460 proactive patrols, 781 completed
 - Attend 24 community events, 21 completed
- **Traffic:** Increased road safety through focus on Provincial traffic offences and impaired driving
 - Increase Provincial traffic enforcement by 8% to 2400 interactions, 1600 completed
 - Increase the detection of impaired driving offences by 10% to 150 incidents, 88 completed

The following resolution is proposed:

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

Respectfully submitted:

Insp. Mac Richards
OIC Port Alberni RCMP Detachment

Detailed Crime - 2015 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	38	41	30	35	51	42	48	49	40	47	47	50	518
Relationship Violence	6	9	10	12	15	6	12	16	14	13	15	19	147
Thefts	63	67	51	67	71	86	54	64	77	78	56	64	798
Break and enter	11	15	25	22	21	21	20	13	15	20	9	21	213
Mischief	28	41	35	49	50	56	63	62	41	57	47	45	574
Drugs	8	22	12	21	17	21	27	20	20	18	13	14	213
Provincial Traffic	60	54	63	60	72	86	87	66	90	65	69	54	826
Criminal Code Traffic	18	19	13	18	25	22	34	17	27	24	16	18	251
Motor Vehicle Incidents	15	17	16	15	18	26	20	18	34	18	18	26	241
Calls for Service	692	717	692	729	852	938	872	881	859	845	721	793	9591

?

7 Year Comparison

	2008	2009	2010	2011	2012	2013	2014	2015	Total
Assault	676	621	528	539	547	451	468		3830
Relationship Violence	193	149	127	87	118	78	86		838
Thefts	1258	1101	963	896	936	814	813		6781
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Mischief	631	581	456	480	500	480	470		3598
Drugs	390	282	219	326	298	275	258		2048
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Calls for Service	12018	10666	9961	10455	9830	9712	9726		72368

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2008 – 2014 Averages

Assault	547
Relationship Violence	119
Thefts	968
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Provincial Traffic	792
Criminal Code Traffic	262
Motor Veh. Incidents	273
Calls for Service	10338



CITY OF PORT ALBERNI ECONOMIC DEVELOPMENT MANAGER

Report to City Council January 25th, 2016

Brief Update on Selected Work in December 2015 and January 2016

Clutesi Haven Marina Upland RFP

- RFP has been issued, circulated and advertised
- Some inquiries being received
- RFP closes February 26th

Budget Presentation

- Was made to Council & Public Jan 20th
- Funding request is a 0.75% reduction from 2015
- An ask that some work be made explicit awaits Council's approval
 - Attraction of New Residents by partnering with realtors & working with millennials
 - Improve Community Image with investments in blogs, video, pictures,
 - Assist in Addressing An Issue of Council's Choosing
 - Attract Infrastructure For More Outdoor Adventure Activities
- Four suggestions were made during the presentation:
 - Council approve a charette as a means of addressing Johnston Road streetscape, signage, marketing and form & character issues and opportunities
 - Council adopt a corporate & community goal of increasing population to 20,000
 - Council strike a task force to address an issue of Council's choosing from among those that reflect poorly on the community
 - Council Map the Strategic Plan and 5-Year Financial Plan

Initiatives in Progress

- Alberni Valley Regional Airport runway extension
- 2nd Component to High-Value Wood-Biomass Cluster (1st is Cantimber Biotech)
- Attraction of Water-Intensive Industry
- Commercial Revitalization Tax Exemption Bylaw
- SPROUT
- Re-Branding
- Analysis of population, demographic and labour force numbers

Upcoming Events

- Economic Development Building Blocks Workshop (Tofino Jan 28th)
- Islands Agriculture Show (Cowichan Feb 12th & 13th)
- 55 + Lifestyle Show (Victoria March 22nd)
- BCFTOA Conference (Port Alberni May 14th to 19th)
- Exercise Coastal Response (Port Alberni June 7th to 10th)

Pat Deakin, Economic Development Manager



Friday, January 08, 2016

President
Jan Lavertu

1st Vice President
Kris Patterson

2nd Vice President
Brad Minton

Secretary
Sarah Jones

Treasurer
Deb Haggard

Past President
Teresa Bird

Directors
Bob Kanngiesser
Nicole Mitchell
Neil Malbon
Cherie Williams
Rebecca Palmer
Bill Brown
Cindy Solda

Executive
Director
Bill Collette

Mayor and Council
City of Port Alberni
4850 Argyle Street
Port Alberni, BC
V9Y 1V8

Dear Mayor and Council;

The Alberni Valley Chamber of Commerce is of the understanding that the City wishes to direct many of the logging and other heavy truck traffic off 3rd Avenue in the Uptown area. With this understanding, the Civic affairs Committee of the Chamber met recently to review this matter, examine the alternatives, and offer suggestions to the City. The Committee invited input from several trucking companies and representatives of the Uptown business community.

The committee chose to review the four alternatives outlined in the Alberni Valley News of November 5, 2015. Accordingly we offer the following comments and suggestions.

Alternative # 4 - Ring Road Hwy 4 to Ship Creek Road

- Very expensive to build,
- Steep grades and tight corners which are not conducive to heavy truck operations,
- Not practical for traffic to the waterfront unless Harbour Road, Alternative # 1, is also built,
- Not practical for trucks either originating in or destined for the north or west areas of the Alberni Valley,
- Not practical for trucks hauling aggregate or other construction materials originating south of the City in the Cameron area destined for anywhere in the City.

Alternative # 3 - 10th and Anderson Avenues from Redford Street to Ship Creek Road

- Not practical for trucks either originating in or destined for the north or west areas of the Alberni Valley,

Alberni Valley Chamber of Commerce 2533 Port Alberni Highway, Port Alberni, BC V9Y 8P2
www.albernichamber.ca p 250.724.6535 f 250.724.6560 e office@albernichamber.ca

- Not practical for trucks hauling aggregate or other construction materials originating south of the City in the Cameron area destined for anywhere in the City,
- Increased truck traffic on either 10th or Anderson Avenues is likely to be resisted by the many residential homeowners.

Alternative # 2 - Third Avenue from Redford to Ship Creek Road

- Many logging trucks use this route originating in the North and West areas of the Alberni Valley to destinations such as the dry land sort near Canal Beach and to mills and sorting grounds south along the Alberni Inlet. From the North and West, use of 10th and Anderson or Harbour Road is not seen as practical.
- Truck traffic through the Uptown areas of Third Avenue, which is recognized as a difficult drive for truckers, could be mitigated by use of innovative traffic control initiatives such as; designating trucks to use the inside lanes only, eliminating or reducing the number of traffic lights and stop signs, lowering the speed limit to 30kmh etc. We believe a few months of vigorous enforcement of these new traffic regulations would set the desired tone for the area.
- There is a need for a right turn lane from 3rd Avenue to Redford Street and up the hill,
- Visitors to Port Alberni are not concerned about the truck traffic in the Uptown area of 3rd Avenue.

Alternative # 1 - Harbour Road from Redford Street and 3rd Avenue connecting to the existing Industrial Road to Ship Creek Road and 3rd Avenue

- This route is the best alternative to relieve truck traffic on 3rd Avenue in the Uptown area,
- There are two pinch points in the present plan:
- At the northern end, access through the Haggard and Catalyst properties is problematic due to the proposed road alignment, need for a bridge crossing Dry Creek, the location and access to the present scale and access difficulties to the Catalyst mill.
- At the south end, access through Port Authority, Western Forest Products and private property could be a major hurdle to overcome.
- As a short term measure, we suggest the northern access be shifted south on 3rd Avenue to Kingsway Avenue which eliminates the need for a bridge across Dry Creek and is a short distance through City and WFP property to the existing Industrial Road requiring minimal new construction.

Summary and Conclusions:

1. The City Advisory Traffic Committee with input from trucking companies, Uptown businesses and other vested partners should be tasked with making recommendations to the City.
2. In the short term, consideration should be given to completing a short truck route from 3rd Avenue at Kingsway to the existing Industrial Road.
3. For the long term, the Traffic Committee study must consider future truck volumes passing through the City; whether increased traffic, less traffic or similar to current volumes.

*Alberni Valley Chamber of Commerce 2533 Port Alberni Highway, Port Alberni, BC V9Y 8P2
www.albernichamber.ca p 250.724.6535 f 250.724.6560 e office@albernichamber.ca*

4. In the longer term, consideration must be given to designing a truck route on a new or revised Industrial Road from the current entrance to the Port Alberni Terminal to 3rd Avenue and Ship Creek Road.

The Alberni Valley Chamber of Commerce is available for further information or assistance if desired.

Yours truly,

ALBERNI VALLEY CHAMBER OF COMMERCE



Bob Kanngiesser

Chair – Civic Affairs Committee

Cc: Chamber Executive Committee

RECEIVED

JAN 06 2016

CITY OF PORT ALBERNI

3945B Johnson Road

Port Alberni, BC

V9Y 8M9

January 4, 2016

Mayor and Council

City of Port Alberni

4850 Argyle Street

Port Alberni, BC

Dear Mayor and Council:

I am writing to you on behalf of the Alberni Valley Community Stakeholders Initiative To End Homelessness. At our last meeting on December 18, 2015, we had a discussion regarding the report to Council by the City's Seniors Advisory Committee. Their recommendation was that a committee be formed to address the issue of seniors' housing.

In 2007, the AVCSI was formed at the request of the Port Alberni City Council of the day to bring together all groups working on housing issues in the Valley to provide recommendations to Council on priorities of proposed housing projects. We have endeavored to bring all groups and agencies to the table to reach consensus on prioritizing the affordable housing needs in the Valley.

Seniors housing issues are part of the affordable housing crisis in Port Alberni and we would welcome any new members to our committee who wish to work on these issues.

If the City Council feels that this is not an appropriate referral perhaps it is time to have a discussion between the Council and the AVCSI to review the function and relevance of our committee.

Sincerely,

Patty Edwards

Chair,

Alberni Valley Community Stakeholders Initiative To End Homelessness



January 11, 2016

Mayor Mike Ruttan
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y1V8

Dear Mike,

As our attached media release identifies, the Nanaimo Port Authority and City of Nanaimo are undertaking a search to secure a passenger-only ferry service between Nanaimo and downtown Vancouver. It is our intention to prepare and distribute a Request for Proposals to prospective operators in the early 2016.

It is our view that residents and businesses of central Vancouver Island will greatly benefit from this service. As such, we would like the chance to discuss this subject with your group to determine your challenges, concerns and, more importantly, connectivity to a passenger ferry. This meeting will also give the City and the Port a chance to update you on the development of Nanaimo's waterfront including work underway by both the City and the Nanaimo Port Authority.

It is our hope that we can arrange a meeting to discuss the service in the early part of February 2016 and would ask that you provide us with a few potential dates and times so we can coordinate this discussion.

Contact information to arrange a meeting:

Arlene Rolston
Executive Assistant
Phone: 250-753-4146 ext. 224
Email: arolston@npa.ca

We greatly appreciate your assistance and cooperation in this matter.

Sincerely,

Jeet Manhas
Board Chair
Nanaimo Port Authority

Bill McKay
Mayor
City of Nanaimo



For Immediate Release
Date: November 27, 2015

Nanaimo Port Authority to Solicit Proposals for Daily Foot Passenger Ferry Service to Vancouver

Nanaimo, BC. The Board of Directors of the Nanaimo Port Authority (NPA) has asked management to start developing a Request for Proposals (RFP) for a daily foot passenger ferry service between Nanaimo and Vancouver, and to issue the RFP in January 2016.

"There has been interest and discussion in such a service in the community for several years," says Jeet Manhas, NPA Board Chair. "It is important that potential users and communities be engaged in the process, and that the outcome is a reliable service that can be sustained over a long period of time".

The terms of the RFP are now being developed. "NPA will be reaching out to the Central Island communities to ensure the RFP process is collaborative".

"It is well known that a potential operator has been in discussions with the City of Nanaimo for some time," says Manhas. "We welcome that operator and any others who wish to respond to the RFP".

The NPA's Vision is to be the transportation and marine recreational gateway on Vancouver Island, serving the Pacific Rim and beyond. "For over 50 years, the Port has been working to ensure that Central Vancouver Island communities have the necessary marine infrastructure and services that they need for today and for tomorrow".

The Nanaimo Port Authority is one of 18 Port Authorities across Canada, established under the Canada Marine Act to promote and support the national, regional and local economies and to ensure a safe and secure harbour for cargo operations. See more at www.npa.ca

Contact: Bernie A. Dumas, President & CEO Nanaimo Port Authority 250-753-4146 or bdumas@npa.ca

(30)

NEWS RELEASE

Distributed December 9, 2015

City supports a joint RFP process with the NPA for a foot passenger ferry

Summary

At the December 7, 2015 Special In Camera Council meeting, Council provided its support to the Nanaimo Port Authority's (NPA) November, 27 announcement to issue a Request for Proposal (RFP) for a foot passenger ferry service between Nanaimo and Vancouver. Council believes that both the City and the NPA will benefit from working together in an effort to see a foot passenger ferry service created. It is therefore in the City's best interest to support the NPA with a joint RFP.

Strategic Link: Waterfront Enhancement (enhanced public access and use); Transportation and Mobility (enhanced transportation connections to Vancouver); Taking Responsibility (facilitating change and development consistent with vision and plans).

Key Points

- Council supports an open, collaborative and transparent RFP process in the development of a foot passenger ferry service between Nanaimo and Vancouver.
- A collaborative approach involving a number of local organizations working together, including the NPA, Snuneymuxw, the Regional District of Nanaimo, the Nanaimo Economic Development Corporation and the City, has many benefits, including the coordinated development of Nanaimo's waterfront.
- Moving forward, Council hopes that Island Ferry Services Limited will participate in the RFP process with a strong proposal.

Quotes

"Council is looking forward to working with the NPA through the RFP process to identify an operator for the foot passenger ferry. This project is a priority for both organizations. We hope to have a foot ferry operating by the end of 2016."

Bill McKay
Mayor
City of Nanaimo

"The Nanaimo Port Authority Board of Directors and staff are looking forward to working with the City of Nanaimo as well as our surrounding communities to create a RFP process that will secure a successful foot passenger service for Central Vancouver Island."

Jeet Manhas
Chair
Nanaimo Port Authority

Quick Facts

- A question and answer document is available with the online version of this news release.

-30-

Continued... City supports a joint RFP process with the NPA for a foot passenger ferry

Contact:

Bill McKay
Mayor
City of Nanaimo
250.755.4400



View the online edition for more information - <http://cnan.ca/1QfmVmM>

From: Bob and Jane <bobandjane@shaw.ca>
Sent: Thursday, January 14, 2016 6:43 PM
To: Davina Hartwell
Cc: Pat Deakin; Mike Ruttan
Subject: Golden Oldies Show'n Shine Uptown Port Alberni July 2, 2016

January 14, 2016

To The Mayor and Council of Port Alberni:

Re: Golden Oldies Uptown Car Show July 2, 2016

The Golden Oldies Car Club of Port Alberni has been hosting car shows for 41 years at various locations in the valley. In the past several years this event has been at Williamson Park on Johnston Road.

This year we are working with the Uptown Merchants Association to hold the 42nd Annual Show 'n Shine on Third Ave, Port Alberni. We would like to have the event along Third Ave. between Argyle St. and Mar St. We would also like to utilize Mar St for overflow parking, if necessary. We have set aside the date of Saturday, July 2nd, 2016 from 7:00 am until approximately 2:00pm.

We, with the uptown merchants, are hoping to have the event in the uptown location and are asking for council's permission to block off Third Ave. from through traffic so that we can host this popular event.

We know this event is beneficial to everyone by bringing participants and spectators into Port Alberni and the Uptown Area.

If this meets with your approval, please advise us as to how to proceed.

Sincerely,
Jane Pfannenschmidt
Treasurer
Golden Oldies Car Club
c/o 2110 Anderson Ave
Port Alberni, BC V9Y 2W8
250-723-8344
bobandjane@shaw.ca

January 20, 2016

Attention: Mayor Mike Ruttan and Council for the City of Port Alberni

Dear Mr. Mayor:

Like many others, I also have been left with more questions than answers following the media release Thursday January 14, 2016, which informed the public about council's decision to move Ken Watson out of the role of city manager, and that the decision was the first of many council decisions to be made resulting from the management review recently conducted by Judy Rogers. I'm unsure why council is in a hurry to remove, reassign, redistribute or whatever description is applicable, certain persons who occupy senior management positions within our municipality, especially since most, if not all of these managers, are in the home stretch of their careers and are within striking distance of retirement anyway. It seems a messy way to implement managerial successorship.

Council needs to demonstrate mathematically how "forcing" current managers aside and then replacing them by new hires, or by a redistribution of responsibilities from one manager to various other managers, will deliver municipal services in the most cost-effective way. How can the skill set of former city manager Ken Watson possibly be maximized by the city in the last year of his career while he only works out of his home in the newly created position of "Major Projects Advisor?" It needs to be explained how Tim Pley has the time to be acting city manager while also focusing on his obligations as fire chief, as the decision by council to assign the fire chief to the role of city manager, even for a short period of time, contradicts another consultant's review on fire department operations completed for a previous council five years ago.

That report, conducted by Dugal Smith & Associates, suggests that Mr. Pley, along with the deputy fire chief, share the 6700 annual hours of management on call time in the fire department outside normal working hours. Further, it indicates that the deputy chief position is an essential position for the department and that it is physically impossible for a single chief officer to be on call continuously for more than a short time. So, it needs to be explained by council what is happening with senior positions in the fire department in Chief Pley's absence, since no reasonable person could possibly expect Mr. Pley to fill all of his normal obligations running the fire department and also manage the largest corporation in our city, which is the Corporation of the City of Port Alberni. Is the deputy fire chief now going to act as the chief? Will the deputy fire chief's position be filled with a temporary hire so that an onerous amount of on call commitment will not be realised by the current deputy chief?

Dugal Smith's report identified the need for another administrative position within the fire department to reduce the administrative work load for the two chief officers. If council can reassign one of the chief officers, even temporarily, does this mean that administrative work does not actually occupy so much of the chief officers' time at the fire department? If Mr. Pley can assume the dual roles of fire chief and acting city manager for a period of time, why couldn't Ken Watson perform the dual roles of city manager and major projects advisor while he served out the last few months of his time with the city, until he retires next winter?

ENTERED

It was only a few weeks ago that the former Director of Corporate Services had the responsibility of human resources reassigned to the city manager's position, and the role of deputy city manager removed from her list of duties. Does it mean, with Mr. Watson's removal from the city manager's position, that the fire chief is now responsible for human resources? I'm positive that Mr. Pley has competency, but as acting city manager, has he been properly versed to oversee the financial presentations from the various city department managers and has he attained the financial and administrative training to assume the responsibility of a \$35 million budget and oversight of all of the city's departmental operations, even temporarily? Will there be a deputy city manager again at some point? Mr. Mayor, could you, on behalf of council, explain all of this for me and for every other person wondering?

It is my view that succession planning should be initiated in a partnered undertaking between council and senior managers and department heads who are near their retirement. This would include a dialogue between council and management staff leading to a fine tuning, or adjustments, to any managerial position, or even elimination of a certain position through attrition, in a respectful manner. Instead, it appears Mr. Mayor that you're leading council on a process of management "renovation" that is not collaborative but motivated by a politics that undermines respect and that could devolve into a period of mistrust and antagonism between not only council and exempt employees, but possibly many rank and file CUPE members as well. That environment could endure through the end of this council's term. And further, it sends the wrong signal to junior staff and employees throughout the city who may have aspired to ascend the management ladder previously, but now must be questioning the very notion of doing so in light of the possibility that in the future, occupiers of senior management positions may find themselves again being targets in an environment of truculent politics.

It's disingenuous for council to take cover behind a third party report to justify decisions that alienate senior managers nearing the end of their careers who, in aggregate, possess decades of valuable local knowledge that in and of itself has an intangible value to the municipality that can't be measured in monetary terms, and yet, could save the municipality time and expense in certain circumstances. It is entirely plausible that new hires will occasionally find themselves in need of seeking some of that knowledge from former managers. It is entirely understandable how any person may not be charitable in regard to simply giving away to their replacements and former bosses, and in this case, to their former political masters on council, the local knowledge they earned by their years of service after they have been "encouraged" to leave any organization earlier than they had planned to do so.

I don't believe that any of the questions to council I have raised here would require in-camera discussion before responding. The current council is on record for stating they will operate with more transparency and will actively seek more input from, involvement with and discussion among the electorate. In the spirit of those intentions, and to provide at least some clarity, I hope that I am not stymied with respect to council getting down to the business of responding in relatively short order with answers to the questions I have raised.

Respectfully submitted,
Roland Smith



January 11, 2016

Reference: 252888

Dear Union of B.C. Municipalities and Local Governments:

Re: Discussion of the Emergency Program Act

As Minister of State for Emergency Preparedness, I am pleased to announce the release of *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia*.

This document is intended to support an online consultation and engagement with British Columbians through a dialogue about the current *Emergency Program Act* (the Act), which sets out the key responsibilities and authorities to guide and enable experts at the local and provincial levels in preparing for, responding to and recovering from emergencies and disasters.

It is our intention to review the Act to ensure that it provides a solid legal foundation to meet whatever challenges that may come our way here in this province, be they small scale emergencies contained at the local level or catastrophic events affecting a region or even possibly the entire province.

The Act was first introduced in 1993 and has undergone few changes since. While legislation may not be top of mind when we think about being prepared for an emergency or disaster, it is the key source of responsibilities and authorities required to empower elected officials and emergency management personnel to take the right actions at the right time.

Prepared and Resilient describes challenges in the current legislation as well as proposals for possible changes. The challenges and proposals reflect recent changes some Canadian jurisdictions have made to modernize their emergency management laws, as well as the findings and recommendations of two recent reports here in B.C.—the 2014 earthquake preparedness reports of the Auditor General and Henry Renteria.

The input we receive from you and other stakeholders through this consultation will be a key component to informing our government's review of the Act and, ultimately, any decision to move forward with the introduction of possible legislative changes.

.../2

Ministry of Transportation
and Infrastructure

Office of the Minister of State for
Emergency Preparedness

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

- 2 -

The consultation period begins on January 11, 2016, with the release of the paper, and will continue until February 19, 2016, at 4:00 p.m. Please submit your formal responses to citizenengagement@gov.bc.ca before the end of the consultation period.

In order to promote that transparency of this review, any submission from your organization, or other stakeholders who have been invited to participate, may be posted on <http://engage.gov.bc.ca/emergencyprogramact/>. The web site contains a list of all stakeholders who have received invitations to participate. Please include the name of your organization in your submission. To protect your privacy or the privacy of any other members of your organization, please do not include your personal phone number or e-mail address in your submission.

Emergency management is fundamentally about partnerships. We must all continue to work together to ensure a prepared and resilient B.C. I am therefore looking forward to hearing the feedback and thoughts you and the members of your organization may have for possible improvements to the legislative framework for emergency management in B.C.

Sincerely,



Naomi Yamamoto
Minister of State

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

RECEIVED

JAN 19 2016

CITY OF PORT ALBERNI

Files Closed from October 1 to December 31, 2015

City of Port Alberni

1. Requests for Information or Assistance	0
2. Complaints with No Investigation	4
<i>a. Assistance and/or referral</i>	2
<i>b. Refused (discretion)</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	2
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
<i>c. Statute barred (FIPPA, Police Act, etc.)</i>	0
<i>d. Not a matter of administration</i>	0
<i>e. Pre-empted by existing statutory right of appeal, objection or review</i>	0
3. Complaints Investigated	0
<i>a. Not a matter of administration</i>	0
<i>b. Pre-empted by existing statutory right of appeal, objection or review</i>	0
<i>c. Investigation ceased (discretion) - No findings</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	0
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
• Complaint settled	0

ENTERED

d. Investigation completed - Findings - Substantiated

- Remedied in whole 0
- Remedied in part 0
- Not remedied 0
- Recommendations made - remedy to be implemented over time 0

e. Investigation completed - Findings – Not substantiated 0**4. Ombudsperson Initiated Investigations 0****a. Investigation ceased (discretion) - No findings 0****b. Investigation completed - Findings - Substantiated**

- Remedied in whole 0
- Remedied in part 0
- Not remedied 0
- Recommendations made - remedy to be implemented over time 0

c. Investigation completed - Findings – Not substantiated 0


Jay Chalke
Ombudsperson
Province of British Columbia

11/01/2016

**MINUTES OF THE SPECIAL IN-CAMERA MEETING OF COUNCIL
HELD THURSDAY, DECEMBER 10, 2015 AT 3:15 PM
AT THE GYRO YOUTH CENTRE**

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

LATE: Councillor Paulson (at 3:20 p.m.)

STAFF: Ken Watson, City Manager
Jake Martens, Administrative Assistant/Office Manager
Jamie Morton, Manager of Museum, Heritage & Culture

GUESTS: Neil Malbon, McLean Mill Advisory Committee
Mike Kokura, McLean Mill Advisory Committee
Jan Lavertu, McLean Mill Advisory Committee
Sheena Falconer, McLean Mill Advisory Committee
Rob Duncan, McLean Mill Advisory Committee
David Whitworth, McLean Mill Advisory Committee
Kevin Hunter, WVIHS
Hugh Grist, WVIHS
K.G. Campbell, WVIHS
Ken Rutherford, WVIHS
Ken Fyfe, WVIHS

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

It was moved and seconded:

That the agenda be adopted as presented.

CARRIED

B. DELEGATIONS

1. McLean Mill Advisory Committee/Western Vancouver Island Industrial Heritage Society (WVIHS)

Mayor Ruttan outlined the need to discuss the recommendation from the McLean Mill Advisory Committee regarding the formation of a board of directors to manage the McLean Mill and Alberni Pacific Railway.

Mr. Lavertu explained that the committee envisioned a board with five or six members with specialized expertise in different areas, such as marketing and promotions, event management and finance. The focus would be on increasing attendance, ridership, and revenues to try and reduce the reliance on the City of Port Alberni.

Councillor Paulson joined the meeting at 3:20 p.m.

In response to a question from Councillor Sauv , it was explained that City Council would direct and authorize a contract with the new board and they, in turn, would contract the WVHHS. Mr. Lavertu explained that this necessitates a partnership approach between all parties. Mr. Duncan further advised that this would allow the WVHHS to focus solely on operations and the provision of volunteers. Mr. Rutherford also confirmed that the mill manager would then report to the new board.

Ken Watson briefly outlined the City's agreement with the federal government for the McLean Mill National Historic Site and the continuing obligation to preserve the site to a particular standard.

In response to a question from Councillor Sauv , Mr. Lavertu explained that this change is expected to be budget neutral for the City of Port Alberni.

It was moved and seconded:

That staff be directed to prepare a report outlining options for the formation of a governing body that would report to the City and assume responsibility for the management of the McLean Mill National Historic Site and Alberni Pacific Railway.

CARRIED

C. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 4:00 p.m.

CARRIED

Mayor



Clerk