
AGENDA - SPECIAL MEETING OF COUNCIL

Monday, May 15, 2023 @ 5:00 PM

In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

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 please refer to the City's website portalberni.ca or contact Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council for the City of Port Alberni respectfully acknowledges that we are holding our meeting on the unceded traditional territories of Tseshaht and Hupacasath First Nations.
2. Late items identified by Councillors.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)

That the agenda be approved as circulated.

B. DELEGATIONS

1. **MNP Chartered Accountants | 2022 Audited Financial Statements**
Cory Vanderhorst and Louise Blomer to present the Audited Financial Statements for the year 2022.

THAT the Auditor's Report and the 2022 Audited Financial Statements prepared by MNP Chartered Accountants, be received and approved as presented.

C. REPORT FROM IN-CAMERA

1. **2023-2027 Corporate Strategic Plan - Page 3**
Council releases for public consumption, the 2023-2027 Corporate Strategic Plan.

D. NEW BUSINESS

New items of business requiring Council direction as well as an opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings by way of a 'Notice of Motion'.

1. **Appointment of Corporate Officer - Page 19**
Report dated May 9, 2023 from the Deputy Director of Corporate Services requesting Council appoint the Interim Director of Corporate Services as Corporate Officer.

THAT Council appoint Donna Monteith as Corporate Officer and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Monteith in accordance with s.148 of the Community Charter effective May 15, 2023.

E. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

F. ADJOURNMENT

That the meeting adjourn at PM.



— CITY OF —
PORT ALBERNI

2023 - 2027 Corporate Strategic Plan

CITY HALL
4850 Argyle Street



MAYOR'S MESSAGE



Your City Council is pleased to present the *2023-2027 Corporate Strategic Plan*. Before getting into more detail about our plans for the term ahead, I'd like to acknowledge that the City of Port Alberni is located on the unceded traditional territories of Hupačasath and Tseshahht First Nations. You will see that building on these important relationships is reflected in the goals laid out in this plan. Reconciliation with First Nations and First Nation citizens will continue to be a fundamental part of planning and decision-making in the years ahead.

This strategic plan expands on the goals and priorities from the last five-year plan, and aims to guide a strong, innovative path forward for the City and its residents. Together, we are working towards building a community where people feel safe, welcome and proud to live. Collaborative work and discussions have resulted in five key areas of focus for this plan:

- Responding to demographic change
- Enabling the new economy
- Provision and maintenance of quality services
- Environmental leadership
- Fostering a complete community (safe, healthy and inclusive)

As elected officials it is our job to look at the bigger picture and drive towards achieving larger goals for the community. We recognize the privilege of living in this beautiful waterfront City, and are committed to prioritizing projects that keep our quality of life high. This includes projects that grow our economy, connect us to nature, encourage active lifestyles and ensure a sustainable future.

Making these decisions is a significant task and we are honoured to accept that responsibility. That said, the voice of our citizens is what matters most. So, we encourage you to review this plan and share your thoughts on the priorities we've laid out. It is our goal to listen, reflect and act in the public's best interest at all times.

The future is bright for the Alberni Valley and the people who live here. We believe that by achieving exceptional day-to-day service delivery and the objectives laid out in this plan, we can continue to grow what is already an incredible place to call home.

Sharie Minions,
City of Port Alberni, Mayor



Mission

Our Mission is to enhance the quality of life of residents and taxpayers by creating a vibrant waterfront community.

- Providing or facilitating the delivery of high-quality core municipal services and programs;
- Rebalancing environmental, economic and social benefits;
- Being fiscally responsible;
- Planning and encouraging development to ensure a thriving economy and strong diverse tax base;
- Providing sustainable infrastructure;
- Providing leadership and building partnerships (internal/external), which will be of benefit to the Alberni Valley.

Guiding Principles

Your City Council has adopted four principles. These principles are the pillars of Council's decision-making process:

- Be authentic;
- Demonstrate courage, integrity and humility;
- Be innovative;
- Be respectful, communicative, accountable, and inclusive.

2023-2027 Strategic Priorities



1

Responding to
Demographic Change



2

Enabling the
New Economy



3

Provision and Maintenance
of Quality Services



4

Environmental
Leadership



5

Fostering a Complete
Community (safe, healthy
and inclusive)



1

RESPONDING TO DEMOGRAPHIC CHANGE



GOALS

STRATEGIES

1.1 The City continues on a thoughtful and sustainable path of reconciliation with First Nations and First Nation citizens.	<p>1.1.1 Develop and maintain robust, trusting relationships with Tseshaht First Nation, Hupacasath First Nation, Nuu-Chah-Nulth Tribal Council, and Port Alberni Friendship Center.</p> <p>1.1.2 Be guided by principles included in UNDRIP.</p>
1.2 Be a community that is connected by safe, walkable, green streets, and accessible multi-modal pathways.	<p>1.2.1 Revitalize and reconfigure existing streets prioritizing work based on underground infrastructure needs and on public safety, especially pedestrian safety.</p> <p>1.2.2 Continue a proactive tree planting program, planting the right tree species in the right places, as part of greening streets that are not scheduled to be rebuilt.</p>

GOALS

STRATEGIES

1.3 Highest and best use of the waterfront for active lifestyles.

- 1.3.1 Working in a manner that expedites desired outcomes, and take steps to redevelop the Somass Lands realizing the highest use outcomes in as short a time as possible.
- 1.3.2 Identify key corridors and nodes on which resources can be focused to support strategic revitalization.
- 1.3.3 Reinvigorate and repurpose City-owned waterfront properties by making improvements and attracting investment.
- 1.3.4 Seek opportunities to support the timely repurposing of waterfront lands.
- 1.3.5 Identify key waterfront business sectors, and engage current and potential operators to seek input.

1.4 The City adapts in response to ongoing demographic change and community development.

- 1.4.1 Review existing plans and guiding documents. Develop new plans for current and future use that reflect current values.
- 1.4.2 Review existing committees and commissions to ensure structures, and participants continue to reflect community and community needs.





2

ENABLING THE NEW ECONOMY

GOALS

2.1 The tourism/visitor sector of local economy flourishes.

2.2 The economy grows with an emphasis on small business.

STRATEGIES

2.1.1 Encourage tourism-related development and infrastructure.

2.2.1 Focus the City's Economic Development Department efforts toward the small business sector (50 employees or fewer).

2.2.2 Review and adopt incentive programs that support existing small businesses and that encourage new small businesses in sectors that are strategic.

2.2.3 Encourage full use of commercial buildings aligning with community plans and bylaws.





GOALS

2.3 The Community has a strategy that effectively encourages investment and sustainable growth.

2.4 The City takes an active and innovative role in the redevelopment of Brownfields.

STRATEGIES

2.3.1 Review current processes for opportunities to enhance growth and development

2.3.2 Encourage marine-based businesses that align with City's waterfront development initiatives.

2.4.1 Utilize tools, methods and resources available to a local government to facilitate the redevelopment of brownfield sites.



3

PROVISION AND MAINTENANCE OF QUALITY SERVICES

GOALS

STRATEGIES

3.1 The highest and best use is made of City owned assets.

3.1.1 Identify opportunities, establish priorities, engage the public and stakeholders, and move with purpose on the right projects.

3.2 The City's citizens receive the best value from its service providers.

3.2.1 Review services provided by the City taxpayers and ensure full value. Ensure that City citizens are receiving the best value from the most appropriate service provider, and that city residents are not subsidizing services provided to non-City residents.

3.2.2 Explore opportunities for heritage assets to support economic development related priorities.

3.3 City provides quality services to residents.

3.3.1 Port Alberni is a preferred place to live, work, and play.

3.3.2 City resources are available to facilitate the effective provision of services.







4 ENVIRONMENTAL LEADERSHIP

GOALS

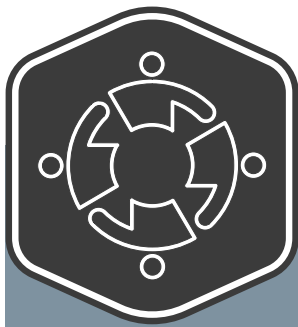
- 4.1 Continuous improvements are made in terms of reducing the amount of solid waste generated within the City that is landfilled.
- 4.2 City infrastructure is renewed in a sustainable and environmentally conscious manner.
- 4.3 Brownfield sites in the community are remedied in a timely manner.
- 4.4 Building sustainable environmental economic sectors.

STRATEGIES

- 4.1.1 Ensure that the ACRD is aware that continued and improved organics diversion is a priority concern for the City.
- 4.1.2 Work with the ACRD for improvements to solid waste diversion and identify opportunities for further diversion.
- 4.2.1 Develop and implement an asset management plan, including natural assets.
- 4.2.2 City plans, programs and projects align with Provincial, Federal and Regional climate change initiatives.
- 4.3.1 Utilizing tools, methods and resources available to a local government, facilitate the remediation of brownfield sites, with Somass Lands as a priority and model.
- 4.4.1 Prioritize sustainable sectors such as, but not limited to, the clean economy, circular economy, and the regenerative and restorative elements of the blue economy.







5

FOSTERING A COMPLETE COMMUNITY (SAFE, HEALTHY AND INCLUSIVE)



GOALS

5.1 The community is aesthetically appealing and there are locally authentic public spaces. Citizens are proud of their community.

5.2 Safe and accessible housing options exist for all members of the community.

STRATEGIES

- 5.1.1 Identify authentic aspects of community and neighbourhoods. Support and celebrate that authenticity.
- 5.1.2 Encourage the infilling of vacant lots and buildings to enable those sites to contribute to vibrancy.
- 5.1.3 Support pride in community.

- 5.2.1 Develop a complete housing action plan.
- 5.2.2 Explore alternatives to lead the way in developing strategies for accessible housing options for all community members.

GOALS

STRATEGIES

5.3 The community is connected with safe pathways and trails that are multi-modal. Pedestrians and cyclists are safe and feel welcome.

- 5.3.1 Develop multi-modal path between Kitsuksis Dyke and Harbour Quay (Connect the Quays). Develop other pathways that further connect the City.
- 5.3.2 Improve connectivity of existing City pathways and trails.
- 5.3.3 Ensure that trails and pathways are maintained.

5.4 People are safe and feel safe.

- 5.4.1 Explore non-policing and crime prevention strategies that can be utilized by a local government to reduce crime and crime rate statistics.
- 5.4.2 Develop plans and programs to ensure the safety of residents through climate change events.
- 5.4.3 Work with all levels of government to attract healthcare professionals, service providers and resources.

5.5 Members of the community have access to safe and secure sources of food.

- 5.5.1 Review municipal policies and processes to enable residents to access safe and secure food sources.





— CITY OF —
PORT ALBERNI

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Date: May 9, 2023
File No: 0570-01
To: Mayor & Council
From: M. Fox, CAO
Subject: Appointment of Corporate Officer

Prepared by:

S. DARLING

DEPUTY DIRECTOR OF
CORPORATE SERVICES

CAO Concurrence:

M. Fox

M. Fox

RECOMMENDATION[S]

THAT Council appoint Donna Monteith as Corporate Officer and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Monteith in accordance with s.148 of the Community Charter [CC] effective May 15, 2023.

PURPOSE

For Council to assign the responsibilities of corporate administration to a municipal officer in accordance with the *Community Charter*.

BACKGROUND

The City's current Corporate Officer, Danielle Leurebourg, Director of Corporate Services, began a leave for approximately one year earlier this month. On May 8, 2023 Ms. Monteith was hired as the Interim Director of Corporate Services and has assumed the responsibilities of corporate administration.

ALTERNATIVES/OPTIONS

ANALYSIS

The *Community Charter* requires assignment of the responsibility of corporate administration which includes a number of powers, duties, and functions as outlined in s.148. This is a key position in the City's management team. Staff are requesting that Ms. Monteith be appointed as Corporate Officer during Ms. Leurebourg's absence.

IMPLICATIONS

N/A

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

A resolution of Council is required to appoint Donna Monteith, Director of Corporate Services, as Corporate Officer effective May 15, 2023.

ATTACHMENTS/REFERENCE MATERIALS

1. *Community Charter: s.148*

Corporate officer

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) certifying copies of bylaws and other documents, as required or requested;
- (e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- (f) keeping the corporate seal, if any, and having it affixed to documents as required