
AGENDA - COMMITTEE OF THE WHOLE
Thursday, September 14, 2023 @ 6:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. 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

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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 Committee members.
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. ADOPTION OF MINUTES - Page 3

1. Minutes of the meeting held at 4:00 pm on June 19, 2023, as presented.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address Council on topics relevant to City Council. A maximum of six [6] speakers for no more than five [5] minutes each will be accommodated.

D. DELEGATIONS

1. **BC Transit** - Page 7
Seth Wright in attendance to present an overview of the BC Transit Shared Service operating model, key projects and the Transit Future Service Plan.
2. **Synergy Foundation** - Page 8
Jill Doucette and Georgia Lavender to present an overview on the circular economy framework in relation to the Somass Lands Keystone Project.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. **Graffiti Removal Program** - Page 9
Report dated September 12, 2023 from the Director of Corporate Services regarding the City Graffiti Removal Program.

THAT the Committee of the Whole receive the report from the Director of Corporate Services dated September 12, 2023 and titled 'Graffiti Removal Program'.

G. CORRESPONDENCE

H. NEW BUSINESS

1. **Council Leave Policy** - Page 11
Report from the Director of Corporate Services dated September 12, 2023 presenting a Council Leave Policy for consideration.

THAT the Committee of the Whole recommend Council approve Council Leave Policy 3002-4.

I. QUESTION PERIOD

An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting.

J. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE COMMITTEE OF THE WHOLE
Monday, June 19, 2023 @ 4:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey @ 4:13 pm
Councillor C. Solda

Absent: Councillor T. Patola

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
D. Monteith, Interim Director of Corporate Services
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Heritage
R. Macauley, Deputy Director of Finance
S. Darling, Deputy Director of Corporate Services/Recording Secretary

Gallery: 4

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 4:00 PM.

MOVED AND SECONDED, THAT the agenda be approved as printed and circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on May 15, 2023, be adopted, as presented.

CARRIED

C. PUBLIC INPUT PERIOD

A. Street

Spoke to building permit application wait times.

D. DELEGATIONS

1. West Coast General Medical Staff Association

Dr. M. Lambiotte presented an overview of medical staff recruitment and retention noting challenges and opportunities for improvement on a region wide level.

The Committee requested the item be brought forward to the June 26th Regular meeting for consideration of Dr. Lambiotte's recommendation of a joint Task Force to support recruitment and retention of medical staff in the Alberni Valley.

2. Dr. S. Longman

Dr. S. Longman presented on addictions and mental health in Port Alberni.

3. **Port Alberni Community Action Team (CAT)**

R. Merk and E. Frood presented an overview of the Poisoned Drug Crisis in the community noting opportunities for the City to provide support through continued advocacy with senior government and the sharing of information to reduce stigma and harm.

The Committee requested the item be brought forward to the June 26th Regular meeting for consideration of suggested opportunities to support.

E. UNFINISHED BUSINESS

1. **Bylaw Enforcement Policy**

MOVED AND SECONDED, THAT Committee of the Whole recommend Council approve Policy 3008-1 "Bylaw Enforcement".

CARRIED

Members of the Committee commented/questioned as follows *[responses, if provided, are reflected below]*:

- Staff report noted approximately 1000 bylaw complaints annually. How many years does that go back?
The numbers reflect back to 2018 to when Bylaw department was expanded.

F. STAFF REPORTS

1. **Sports Fields | Current Status and Long-Term Maintenance**

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct staff to obtain preliminary costs for the recommended capital projects for City-owned sports fields for Council's consideration at a future Regular meeting.

CARRIED

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct staff to utilize a portion of the awarded Growing Communities Fund to complete a Parks, Recreation and Heritage master plan.

CARRIED

Members of the Committee commented/questioned as follows *[responses, if provided, are reflected below]*:

- Facilities plan different than parks master plan?
A facilities audit is underway with surplus funds. The proposed parks master plan is an overarching plan in addition to the previous discussion and budgeted line items within the Financial Plan for the purposes of a facilities audit.
- Option of conversion of fields from soil to sand, is this a new technique in the building of fields?
Field structure is dependent on a number of factors, including the age of a field and associated costs for the material.

- Are sand based fields preferred by users and if the conversion is undertaken, deeming the field temporarily unusable, is there availability to reroute user groups?
When comparing sand versus soil-based fields it does not have much impact on user satisfaction. Sand is favourable for drainage and other maintenance requirements. Should a conversion be undertaken causing temporary closure of affected fields, staff would look to communicate with user groups to advise on what fields to shut down/when for the least amount of disruption and best ability to reroute.
- What is the timeline for field upgrade completion?
The timeline is dependent upon the service level Council wishes to deliver. The proposed parks master plan would assist Council in making this determination.
- How long would a master plan take to establish and can some work be undertaken on the fields in the meantime?
Portions of the work could begin at any time [subject to weather and staff capacity]. The proposed two-part recommendation reflects capital projects to solve existing challenges and establishment of a master plan for long-term planning.
- What are the field conditions at present?
Fields are presently in good condition. User groups have reported satisfaction with the work that staff were able to recently conduct, with the understanding that there is still work to be done.
- If Council approves the capital projects as suggested, how would work proceed?
Staff recommend that Council indicate priorities as it relates to field use based on a number of factors such as, but not limited to, volume of overall participation, youth sport, adult sport, individual sports, etc.

G. CORRESPONDENCE

The Director of Corporate Services summarized correspondence to the Committee:

- a. Tseshaht First Nation | Draft Letter in Support of an Alternative Access Road.

Councillor Dame left the meeting at 6:41 pm and returned at 6:43 pm.

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council support the letter provided by Tseshaht First Nation addressed to the Prime Minister and Premier Eby requesting the establishment of an alternative access road in response to the Cameron Lake Bluffs fire and associated closure of Highway 4.

CARRIED

Councillor Haggard left the meeting at 6:44 pm and returned at 6:46 pm.

H. NEW BUSINESS

1. Growing Communities Fund | Grant Priorities Plan

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct staff to allocate Growing Communities funds in the amount of \$5,269,000 as follows:

- *20% of the funding to address information gaps in populating long term financial planning for community growth and the City's major assets.*
- *80% of funding to set specific capital priorities based on the results of the long-term financial planning.*

CARRIED

2. 2024 Permissive Tax Exemptions Policy

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct staff to proceed with establishing new Permissive Tax and Places of Public Worship Bylaws for the years 2024 to 2027 [4-year term] based on the Permissive Tax Exemption Policy dated June 10, 2019.

CARRIED

Members of the Committee commented/questioned as follows *[responses, if provided, are reflected below]*:

- Is it anticipated that 2024 exemption amounts will remain within the overall cap of 1.15 percent of annual property tax revenues?
Previous years reflect total exemptions amounted to 25 percent below the 1.15 percent cap.
- Were many organizations affected by the implementation in 2019 of a cap for land owned by public places of worship in excess of a one-half acre?
Approximately 5 applicants were affected by the change.
- Do exemptions still apply only to the portion of the building that is being used for a place of worship?
If a portion of the building is being used for services that do not meet the criteria within the Permissive Tax Exemption Policy, that portion would be classified as non-exempt.

I. QUESTION PERIOD

Neil Anderson

Requested clarity regarding the recent amendments made to Question Period.

J. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 7:05 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



JUL 10 2023

CITY OF PORT ALBERNI

CONTACT INFORMATION: (please print)

Full Name: Seth Wright Organization (if applicable): BC Transit
Street Address: 520 Gorge Road East, Victoria, BC V8W 9T5 Phone: 250-880-8039
Mailing Address: See above Email: swright@bctransit.com
No. of Additional Participants:
[Name/Contact Information] N/A

MEETING DATE REQUESTED: July 17, 2023 CoW

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

To provide a general introduction and update to Council on the BC Transit Shared Service operating model, to share updates on key projects underway (electronic fare, NextRide, etc.), to share an update on the timeline for the Transit Future Service Plan, and to address any questions from Council about transit service in the community.

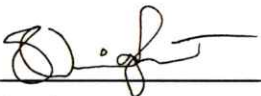
Requested Action by Council (if applicable): Delegation provided for information only. No decision required.

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.


Signature:

June 27, 2023

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: CoW July 17, 23

Date Approved:

Applicant Advised:

Approved: (Deputy Director of Corporate Services)



☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☐ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other _____

File # 0550-30

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act [FOIPPA]* and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.



CONTACT INFORMATION: (please print)

Full Name: Jill Doucette Organization (if applicable): Synergy Foundation
Street Address: 300-569 Johnson Street Phone: 250-589-2599
Mailing Address: 300-569 Johnson Street Victoria BC, V9A 3P5 Email: jill@synergyenterprises.ca
No. of Additional Participants:
[Name/Contact Information] Georgia Lavender, georgia@synergyfoundation.ca

MEETING DATE REQUESTED: September 14th

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

Synergy will prepare a presentation on the circular economy and how this framework can be applied to the revitalization of the Somass site. Specific emphasis will be placed on utilizing light industrial land and the community benefits of a circular approach. Synergy is providing Circular Economy support on the Somass Lands Keystone project, and is funded through the REDIP grant.
Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Georgia Lavender Digitally signed by Georgia Lavender
Date: 2023.08.16 10:01:50 -0700

August 16th, 2023

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Sept 14, 2023 CW

Date Approved: Aug 30, 2023

Applicant Advised: Aug 30, 2023

Approved: (Deputy Director of Corporate Services)

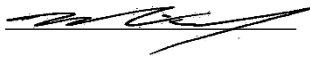
[Signature]

☒ Council ☒ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☒ Finance ☐ Development Services
☒ Corporate Services ☐ Community Safety
☒ Agenda ☐ Other
File # 0550-30

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Date: September 12, 2023
File No: 4000-01
To: Mayor & Council
From: M. Fox, CAO
Subject: Graffiti Removal Program

Prepared by: <i>D. MONTEITH</i> DIRECTOR OF CORPORATE SERVICES	Supervisor: <i>M. Fox</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

That the Committee of the Whole receive the report from the Director of Corporate Services dated September 12, 2023 and titled 'Graffiti Removal Program'.

PURPOSE

To provide information on the City's Graffiti Removal Program.

BACKGROUND

At Council's Regular meeting of September 11, 2023, Council resolved as follows:

THAT Council direct staff to prepare a report for a future Committee of the Whole meeting regarding City led graffiti removal programs.

CARRIED

ALTERNATIVES/OPTIONS

Report is for informational purposes.

ANALYSIS

The City Graffiti Removal Program [GRP] remains an active program managed through the Bylaw Services department. The GRP was developed to support a proactive approach to graffiti within the community and to aid property owners that have been affected by vandalism through the following process:

Graffiti is documented by the Bylaw Officer and the property owner is notified.

- 2) The Bylaw Officer will request voluntary compliance and participation in the Graffiti Removal Program, which includes:
 - A voucher that permits one free can of paint and one free paint brush (up to a maximum of \$60.00 CAD);
 - A list of participating vendors;
 - Instructions on how to use the voucher and a deadline for completing the work;
 - An information sheet on how to reduce the likelihood of repeat vandalism to the subject property.

-
- 3) If the property owner chooses to participate, the Bylaw Officer will conduct an onsite inspection after seven (7) days to verify the work has been completed.

Overall, the objective of this program is to take a three-prong approach:

- (1) The City is responsible for ensuring a clean and safe community;
- (2) The Property Owner is responsible for ensuring their property is maintained; and
- (3) The RCMP is responsible for locating and prosecuting vandals

The previous three years of participation and associated costs have been captured here:

- 2020 – one occurrence for \$52.28
- 2021 – one occurrence for \$49.98
- 2022 – one occurrence for \$64.69
- 2023 – three occurrences for \$188.89

IMPLICATIONS

Presently the GRP funds are allocated within the Bylaw Services operating budget.

COMMUNICATIONS

The GRP is presently on the City's website [program package link noted below].

BYLAWS/PLANS/POLICIES

The GRP aligns with Council's *2023-2027 Corporate Strategic Plan* as follows:

Priority 5 | Fostering a Complete Community [Safe, Healthy and Inclusive]

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

SUMMARY

Council directed staff to prepare a report regarding City led graffiti removal programs. The Program continues to be active for property owners to apply for assistance.


ATTACHMENTS/REFERENCE MATERIALS

<https://portalberni.ca/bylaw-services-department>

[GRP - Program Package \(website version\) 2020_1.pdf \(portalberni.ca\)](#)

C: M. Fox, CAO
A. McGifford, Director of Finance
M. Zenko, Manager of Community Safety

Date: September 12, 2023
File No: 3950-20-3002-4
To: Mayor & Council
From: M. Fox, CAO
Subject: Council Leave Policy 3002-4

Prepared by: Donna Monteith DIRECTOR OF CORPORATE SERVICES	Supervisor: MIKE FOX CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Committee of the Whole recommend Council approve Policy 3002-4 "Council Leave".

PURPOSE

The purpose of this report is for Council to discuss and recommend a Council Leave Policy in an effort to recognize the need for Council Members to balance personal lives with duties related to their term in office.

BACKGROUND

At the August 14, 2023 Regular Council meeting, Council passed the following resolution:

"THAT Council direct staff to prepare a report providing recommendations for a Council meeting leave policy, particularly as it relates to paternity and bereavement leave, for consideration at a future Committee of the Whole meeting."

The Section 125(7) of the *Community Charter* allows for members of Council to take a leave of absence without being disqualified from holding office due to illness or injury, or with leave of the Council. Staff have prepared a draft Council Leave Policy that addresses the principles and eligibility of leave requests, along with the approval process, for Councillors seeking a leave beyond an illness or injury such as maternity or parental leave. Staff researched similar Municipalities for policies related to Council leave.

ALTERNATIVES/OPTIONS

1. *Committee of the Whole recommend Council adopt the Council Leave Policy as presented.*
2. *Committee of the Whole make further recommendations for Council to consider to incorporate into the policy.*

ANALYSIS

Although the Community Charter does provide for the ability for Members of Council to ask for a leave of absence beyond illness and injury, a policy such as a Council Leave Policy outlines the types of leave eligibility and guiding principles in a proactive and transparent manner.

IMPLICATIONS

Unexpected personal situations occur from time to time. The City of Port Alberni recognizes the need for Council to have a balance between their personal obligations and their work as elected officials. This policy supports this belief.

When granting a leave of absence to a Member of Council it is important to note that the City's Council Procedure Bylaw No 4830, with amendments, states that Quorum shall consist of four members present. Given that the City of Port Alberni Council consists of a Mayor and six Councillors it would be unusual not to have quorum even if a Councillor was on a leave of absence.

COMMUNICATIONS

The policy will be brought to Council to be adopted. Once adopted the policy will be made available on the City's website.

BYLAWS/PLANS/POLICIES

Draft Policy No. 3002-4 | Council Leave

SUMMARY

A family friendly policy has been created to support Members of Council in their needs to balance personal obligations and their work as an elected official. The Policy provides guidance on eligibility, approval process and principles for leaves under Section 125(7) of the *Community Charter* when a Member of Council requests a leave of up to six (6) months for personal reasons during their term as a Member of Council.

ATTACHMENTS/REFERENCE MATERIALS

1. Draft Policy No. 3002-4 | Council Leave
2. [*Community Charter s.125*](#)
3. Policy Examples:
 - [District of Central Saanich Personal Leave Policy](#)
 - [District of North Saanich Maternity & Parental Leave](#)
 - [City of Mission Council Maternity and Parental Leave](#)
4. [Council Procedures Bylaw No. 4830 \(with amendments to June 12, 2023\)](#)

c: *Mike Fox, CAO*
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance

POLICY No. 3002-4 Council Leave

Approved:

Resolution No.:

Date of Last Review:

CITY OF
PORT ALBERNI



1. PURPOSE

In an effort to recognize the need of Members of Council to balance personal lives with duties related to their term in office, the City of Port Alberni has created a family-friendly personal leave policy.

2. POLICY STATEMENT

This family friendly policy has been created to support Members of Council in their needs to balance personal obligations and their work as an elected official. The Policy provides guidance on eligibility, approval process and principles for leaves under Section 125(7) of the *Community Charter* when a Member of Council requests a leave of up to six (6) months for personal reasons during their term as a Member of Council.

3. APPLICATION

This Policy applies to all City of Port Alberni Councillors.

4. REFERENCE

Section 125(5) of the [Community Charter](#) provides:

"If a council member is absent from council meetings for

(a) a period of 60 consecutive days or

(b) four (4) consecutive regularly scheduled council meetings,

whichever is the longer time period, the council member is disqualified from holding office"

Section 125(7) of the [Community Charter](#) provides:

"disqualification under subsection (5) does not apply if the absence is

(a) because of illness or injury,

(b) with leave of the council"

5. DEFINITIONS

Member of Council: the duly elected officials of the City, those being the Mayor and Councillors.

Immediate family: the spouse, child, grandchild, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, and/or grandparents of the Member of Council.



6. POLICY

ELIGIBILITY

A Member of Council may request a personal leave of up to six (6) months in the following situations:

- When seeking treatment for an injury or illness;
- To take care of an immediate family member who has a serious medical condition or injury;
- For Bereavement Leave as a result of an immediate family member.
- To manage an urgent situation that concerns themselves and/or an immediate family member;
- When they have given birth or adopt a child during their term or are the spouse/common law partner/co-parent of a person giving birth or adopting a child during their term regardless of family status or gender; or
- Other extraordinary situations.

PRINCIPLES OF LEAVE

By this policy, Council confirms its intention to provide a leave approval based on the following:

- a) A Member of Council who takes leave pursuant to this policy shall not be disqualified from Council by being absent from Council meetings during the leave.
- b) A Member of Council who takes personal leave pursuant to this Policy is not required to participate in Council meetings, public hearings and Council committee meetings or meetings of other bodies to which they are appointed by Council.
- c) Despite being on Personal Leave, the Member of Council may attend any Council or Committee meeting and reserves the right to participate as an active Member of Council at any time during their leave. Such exercise of rights and privileges of office will not affect Council's leave approval.
- d) During a Member of Council's personal leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s).
- e) The right to participate during their approved Personal Leave does not include the right to re-assume any Council or Committee appointments that have been granted to alternate Council members while the Councilor in question has been granted leave.
- f) All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.
- g) For the purposes of the minutes, a Member of Council absent from a meeting due to an approved leave, shall be recorded in the minutes as on approved leave.

APPROVAL PROCESS

Members of Council who wish to take a leave must notify the Mayor, CAO and/or the Corporate Officer in writing a minimum of two (2) weeks prior to the anticipated commencement of the leave, or as soon as possible.

The notice of leave should indicate:

- the expected start and end dates of the Personal Leave;
- the reason for the requested Personal Leave;
- which, if any, duties will continue to be undertaken by the Member during the Personal leave; and,
- any potential Council related accommodations required during the Personal leave.



Once notice has been received requesting a Personal Leave of Absence, the Member of Council, or designate if the Member of Council is unable to attend, in a closed meeting, will share their request with the other Council members. If the leave is to be approved, Council must pass a resolution, to grant the leave of Council as per Section 125(7) of the *Community Charter*.

If approved, the Mayor, or designate, will notify the CAO and Corporate Officer of the start date and expected end date of the approved leave, if the personal leave is to be a paid or unpaid leave, and any duties that will continue during the Personal Leave. If determined that the leave is to be unpaid, all extended health and dental benefits premiums shall be paid by the Member of Council. The Parties will discuss how and what will be communicated regarding the leave, respecting confidentiality as applicable.

Leaves may be extended for an additional six (6) months at the discretion of Council for a total leave of up to twelve (12) months. Leaves will not extend beyond the end of the elected official's term of officer, unless re-elected.

The Member of Council shall provide a minimum of three (3) weeks written notice to the Mayor, CAO and/or Corporate Officer of their intent to resume any of the Council-approved appointments.

6. REVIEW PROCEDURES

The Policy will be reviewed once per election term by the Chief Administrative Officer. Any proposed changes would be brought to Council for discussion and possible adoption.

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2823 or by email corp_serv@portalberni.ca

AUTHORITY TO ACT

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

PROCESS

This policy is to be reviewed by Council following a general local election.

RELATED DOCUMENTS

[Community Charter s.125](#)

Donna Monteith
Director of Corporate Services

