



DEPARTMENT FACT SHEET

Corporate Services, Finance & Administration

Corporate Services, Finance and Administration provides the many supporting services necessary for the City of Port Alberni to function effectively. This includes finding and retaining staff, keeping our computer programs and website running, ensuring the organization is financially sound and accountable and making sure that the powers and duties of the municipality are appropriately carried out.

These programs and services include: Offices of the City Manager and City Clerk, Human Resources, Information Technology, Finance, and the Community Investment Program.

SERVICE STATS

3,000

The Information Technology Department responds to approximately 3,000 requests each year from employees to Information Help Desk



IT supports over 210 work stations

\$27,000,000

The City collects each year in property taxes

\$20 million in property taxes from residential, commercial and industrial taxpayers

\$7 million for other governments and agencies including, the Alberni-Clayoquot Regional District and the Vancouver Island Regional Library

City Council will consider approximately

1,000

items of business each year, including requests from citizens, staff reports and other correspondence



HR human resources

The City of Port Alberni has

139

Full time employees

36

Part time employees



19%

reduction in full-time staff since 1997



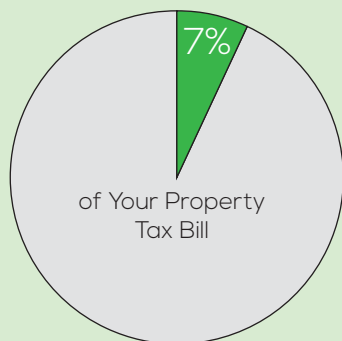
The City has over \$120 million in assets – buildings, cash, roads, investments and inventory

The City manages approximately

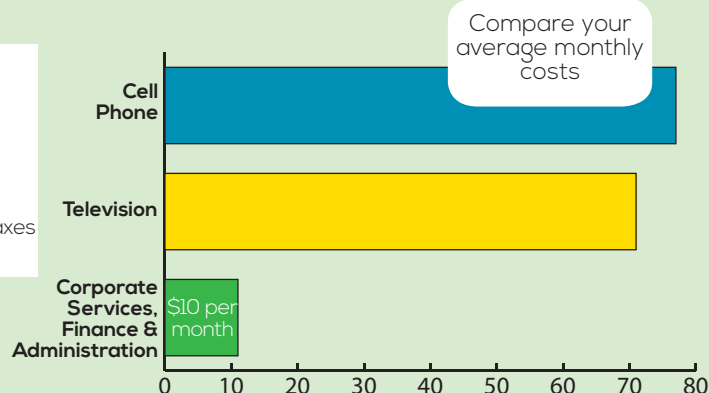
1,000

leases and agreements for City owned property

BY THE NUMBERS



Budget Expenditure	\$2,800,000
Service Fee & Other Revenue	\$1,500,000
Net Operating Requirement from Property Taxes	\$1,300,000



Community Investment Program (CIP)

The Community Investment Program provides funding to community non-profit organizations to deliver services and projects that benefit the citizens of Port Alberni and align with the City's priorities. The program annually provides small cash grants and in-kind services through an application and citizen lead review process and final endorsement by City Council. In-kind services provided may include City staff time, waiving of fees (sewer, water, garbage, facility rental), use of equipment or land use.

The City has an annual budget of \$10,000 for in-kind services and \$30,000 for cash grants. In 2012 33 community groups received funds and in-kind services through the CIP. As a result, these organizations received assistance in carrying out their programs which generated positive economic, social, environmental, and cultural outcomes.

Some of the organizations we've supported include Art Rave, The Bread of Life, Fall Fair, Port Alberni Salmon Festival, Port Alberni Toy Run, The Royal Canadian Legion, Kuu-us Crisis Line and Canada World Youth.

Permissive Tax Exemptions

The City also provides support to community groups and organizations through permissive tax exemptions. Each year City Council grants permissive tax exemptions under the authority of the BC Community Charter by exempting certain land and/or buildings from property taxes that are occupied by a qualifying organization. In 2014, the City granted a total of \$271,000 in property tax exemptions to organizations engaged in recreation and sport, social services and other areas of community service.

FOCUS

The City of Port Alberni operates under the guidance of a strategic plan. This is City Council's leadership document that sets out their goals and objectives, and guides planning and service delivery within the organization.

The Strategic Plan explains what Council wants to achieve and how. There are five primary strategic goals that stem from the City's vision:

1. A responsible, livable and environmentally sustainable community.
2. An engaged, inclusive, healthy and socially sustainable community.
3. A vibrant, prosperous and economically sustainable community.
4. A creative and culturally sustainable community.
5. An effective organization with responsive leadership and service excellence.

CITY OF PORT ALBERNI STRATEGIC PLAN



MORE INFO

If you have questions about Corporate Services, Finance and Administration or would like more information please contact

City Hall: Phone: 250-723-2146

You can also connect via our

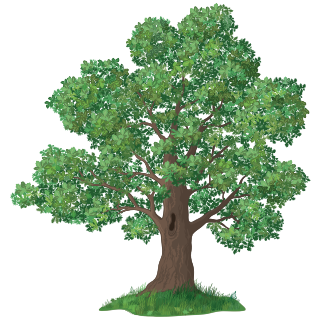
Website: www.portalberni.ca

Facebook: City of Port Alberni Local Government

Twitter: @cityportalberni



Sustainability



The City of Port Alberni is committed to creating a sustainable community that promotes environmental, social and economic prosperity. This focus is driven by the belief that our quality of life and that of future residents is directly linked to the health and well-being of our community and our environment.

20% Reduction in GHG

The City has reduced our corporate greenhouse gas (GHG) emissions by 20% since 2007. These reductions have primarily come from:

heating and lighting upgrades at City facilities

upgrades and modifications to our vehicles and equipment

