

MINUTES OF THE COMMITTEE OF THE WHOLE
Tuesday, February 22, 2022 @ 4:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor R. Corbeil
Councillor H. Poon
Councillor C. Solda

ABSENT: Councillor D. Haggard
Councillor R. Paulson
Councillor D. Washington

Gallery: 6

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 4:03 PM.

MOVED AND SECONDED, THAT the agenda be amended to include item F.2, correspondence from G. Priest. The agenda was then approved as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meetings held at 4:00 pm on January 24 and 26, 2022, be adopted.

CARRIED

C. DELEGATIONS

1. **Alberni Clayoquot Regional District | Financial Plan**
Teri Fong, Chief Financial Officer presented the Alberni Clayoquot Regional District financial plan process. To view the 2022-2026 Financial Plan, please visit acrd.bc.ca.
2. **Alberni Valley Chamber of Commerce | McLean Mill National Historic Site**
Bill Collette, Chief Executive Officer presented the five year plan for McLean Mill National Historic Site.

C. CORRESPONDENCE

D. UNFINISHED BUSINESS

1. **“City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022”**
The Director of Finance presented members of the Committee with a verbal overview of 2022-2026 Financial Plan changes made to date and invited questions or requests for clarification from members of the Committee.

The following outlines questions from Members of the Committee and associated staff responses. [Note: Questions posed by Members of the Committee have also been captured on the existing Q&A summary document.]

Members of the Committee commented/questioned as follows:

- What is the amount expended for sidewalk improvements within the Roads and Maintenance budget?
- Is there a requirement for a budget increase with regards to line painting, including crosswalks and bike lanes to be sure all work gets completed?
Following the paint supply chain issue in 2021, a new service provider was engaged. The new contractor is able to provide a higher quality product that offers increased reflection and is more environmentally sound. Work will commence in Spring 2022 beginning with arterial and collector roads followed by side streets. All line painting, including crosswalks and bike lanes [completed by City crews] are intended to be completed by Summer of 2022 and will be covered within monies allocated in the Financial Plan.
- Is the \$88,000 allocated in 2018 to a Fire Hall renovation [to accommodate aerial Fire Truck arriving in 2023] adequate given it had been determined in 2021?
- Where does the \$120,000 in funding for McLean Mill Capital projects come from and what are the specific projects to be undertaken?
The funds are a combination of monies from the City, ACRD, and federal grant funding. Listing of specific projects to be brought forward from the Director of Parks, Recreation and Heritage for Council's consideration.
- Should gaming revenue projections be reflecting full capacity given the current climate related to COVID-19.
The last quarter payment received was reflective of previous years indicating that gaming revenues moving forward should meet pre-COVID-19 amounts.
- Requirement to budget for RCMP Body Cameras?
RCMP 'E Division' has indicated that there will be a Request for Proposal issued in addition to ongoing pilot projects that will assist in formulating cost projections likely to be brought forward in 2024/25.
- If grant funding is received for the Connect the Quays Pathway project, will the \$200,000 currently allocated be retracted?
Staff will bring forward a report to the February 28th Regular meeting providing funding allocation options for Council's consideration.
- What is the total budget allocated for paving and road construction and what is the cost per metre of road?
- Provide information regarding outstanding projects from previous years that were budgeted but not completed and the estimated completion date.
- Clarify surplus from prior years i.e Parks Plan \$30,000 and Facilities \$50,000?
Parks Plan [\$30,000] is allocated towards a Parks Master Plan to be completed in conjunction with the Official Community Plan review. Facilities [\$50,000] is identified as a financial requirement related to asset management that will be utilized for a number of facility upgrades/repairs to be determined by Council.

- Of the \$382,000 surplus carried forward what is the \$22,000 allocated as Economic Development Consulting for?
Strategic Planning for the Somass Lands Site.
- Should the Council training and travel budget be decreased in light of virtual conference platforms?
Upcoming conferences such as AVICC, UBCM and FCM are currently scheduled as in-person events. As such full funding would likely be required for registrations, travel, etc.
- Is there the option to reduce taxation using surplus without decreasing planned projects or harming the reserve funds?
Staff will be providing a report to members of the Committee at its March 21, 2022 meeting regarding City Reserves and proposed Tax Rates for review and discussion.
- Is the Non-market Change already factored into the Financial Plan?
Tax burdens have yet to be set. Tax rates will be an item for discussion at the March 21, 2022 CoW meeting.

E. STAFF REPORTS

1. Deputy Director of Finance – Reserve Funds

The Deputy Director of Finance provided information related to the City's reserve funds.

Additional questions/information/comments by the Committee:

- In the proposal for reserves not all departments/projects are noted i.e. pool replacement. Where does money for projects in departments that don't generate surplus come from?
Analyzing funds and creating a reserve bylaw as recommended would assist in determining how projects are funded moving forward.
- Would like to focus on determining what a healthy surplus amount is and on making intentional and targeted reserve contributions.
- Request for a report that provides detail on surplus amounts.

MOVED AND SECONDED, THAT members of the Committee direct staff to prepare a bylaw capturing the various reserves for consideration by Council at a future Regular meeting.

CARRIED

2. **Director of Finance and Director of Corporate Services – Draft Procurement Policy | Delegation Bylaw**

The Director of Finance and Director of Corporate Services presented information regarding the administration of procurement and the establishment of a delegation bylaw.

Additional questions/information/comments by the Committee:

- Provision for local bids?
Unable to rely on a provision speaking to local bids. As per procurement law, the lowest bidder that also meets the selection criteria should be selected. Within that there is the availability for staff to determine abilities within the procurement thresholds and limits section of the policy.
- What level of detail would Council receive at budget time and would the policy cover both capital and operating?
The policy would cover both capital and operational procurement.
- How will Council determine what is and what is not reviewed?
Council would determine the parameters for what they wish to see and what situations would trigger the need for staff to provide additional detail.
- Would like to see the parameters surrounding the hiring of consultants under professional services strengthened.
The draft policy currently includes professional services not available in house. However, the list is not exhaustive as there is always a service that is unique or emerging.
- There is value in moving forward with an updated procurement policy but need to confirm that Council are aware and informed of the implications.
- Council identified some concern over the threshold amounts identified in the draft procurement policy.

MOVED AND SECONDED, THAT members of the Committee direct staff to prepare a Procurement Policy and Delegation of Authority Bylaw for Council's consideration at a future Regular meeting.

CARRIED

F. CORRESPONDENCE

1. *The Director of Corporate Services summarized correspondence to the Committee as follows:*

- a. Leslie Walerius | Local Government Awareness Week May 15-21, 2022 & Community Investment Program
Staff will recognize Local Government Awareness Week, providing information via the City's social media platforms. Staff further commented that the Community Investment Program has not seen a reduction in funding but rather reduced applications/utilization given the COVID-19 pandemic and associated event restrictions.
- b. G. Priest | Road Markings & Surfaces

G. NEW BUSINESS

H. PUBLIC INPUT/QUESTION PERIOD

Leslie Walerius

Commented on correspondence submitted clarifying that Local Government Awareness Week is an opportunity to bring attention to the City's accomplishments. Ms. Walerius also suggested that the City promote the Community Investment Program to provide greater awareness of its availability to the community.

F. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 7:16 pm.

CARRIED

CERTIFIED CORRECT



Mayor



Corporate Officer