

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETINGS OF COUNCIL
HELD DECEMBER 3, 4 & 5, 2019 @ 6:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Minions; Councillors Corbeil, Haggard, Paulson, Poon, Solda and Washington

A. CALL TO ORDER AND APPROVAL OF AGENDA

It was moved and seconded.

That the agenda be approved as circulated.

CARRIED

B. 2020 – 2024 Financial Planning – Departmental Presentations

Tuesday, December 3, 2019

1. **Administration/Finance/HR/Clerks/Bylaw/Communications**
(Combined Presentation) - The CAO provided members of the Committee with an overview of the City's Administrative operating and capital budget items which also captured Finance, HR, Clerks, Bylaw & Communications. Projects include:
 - improvements in records management [centralized, accessible & accurate]
 - review of bylaws and policies to ensure they are current and continue to be relevant
 - improvements to the City's website
 - maintaining a qualified and highly skilled workforce
 - updating of the City's accounting system
2. **Parks, Recreation & Heritage** - The Director of Parks, Recreation & Heritage provided members of the Committee with an overview of the departments draft operating and capital budget. Highlights include:
 - 45 parks within the community and consideration to convert older playgrounds to green space
 - departmental focus to not duplicate services
 - addition of a new Parks Labourer position in 2021
 - a focus on preparing plans to ensure the department is in a position to take advantage of grant opportunities when they become available

The Committee expressed support for parks that incorporate features that meet the needs of all users, projects that are grant ready and sought clarification on operating and capital expenses [i.e., Library and McLean Mill]. Members were also interested in statistics pertaining to City facilities being utilized by residents from the Electoral Areas.

MEETING RECESSED: 7:35 PM

With a motion to reconvene, the MEETING RESUMED: 6:00 PM, December 4, 2019 with all of Council in attendance with the exception of Councillor Haggard who arrived at 6:15 pm.

Wednesday, December 4, 2019

1. **Police Support Services** – The Manager of Police Support Services provided members of the Committee with an overview of the draft operating and capital budget. The Manager identified succession planning and the development of a Public Safety Building in the Uptown District area as priorities moving forward.

Sgt. P. Dionne, also in attendance noted the following:

- the detachment has 34 members
- inability to backfill should a member become ill and/or injured
- initially 16 members were funded by the province which has just increased by an additional member for a total of 17

2. **Fire Department** – The Fire Chief presented to members of the Committee the department's draft operating and capital budget. Highlights include:

- 2019 has been the busiest year to date for call response [response area reaches as far as Cathedral Grove to Ucluelet zipline and Bamfield]
- strategies to attract a more diversified complement of firefighters
- performance concerns with the SCBA's currently being used and replacement costs estimated to be \$180K
- requirement to replace Engine 4 in 2020 to maintain Fire Underwriters Survey Grading

3. **Information Technology** – The Manager of Information Services provided members of the Committee with an overview of the services performed and carried out by the IT department. The Manager highlighted the issue of City facilities being primarily connected to wireless radios and the increased number of service interruptions and as a result, the City may wish to once again, consider moving forward with implementation of a fibre optics network.

MEETING RECESSED: 8:03 PM

**With a motion to reconvene, the MEETING RESUMED: 6:00 PM, December 5, 2019
with all of Council in attendance with the exception of Mayor Minions.**

Thursday, December 5, 2019

1. **Economic Development** – The City's Economic Development Manager highlighted the work of the Economic Development department, expressed his appreciation to staff in other City departments for their collaboration and cooperative approach and its planned initiatives moving forward. The EcDev function plays an integral role in promoting the City and work to attract new investment is one of its higher priorities. Highlights of the presentation include:
 - Efforts in streamlining the City's Business Licence application process are positive noting that commercial licence applications are typically being issued within 7 days and homebased business' in one.
 - Strategies to reduce vacancies in the commercial core and mechanisms to see improvements to building façades/interiors resulting from long-term vacancies.

The Committee suggested that the City may wish to contemplate implementing a taxing mechanism for commercial buildings that remain vacant for an extended period of time including investigating provisions to allow pop-up stores.

2. **Public Works** – The Director of Engineering and Public Works addressed members of the Committee by providing an overview of the department's operating and capital budget. The Director focused on its core services which include the provision of high-quality drinking water; the construction, operation and maintenance of wastewater and stormwater systems, transportation network and the collection of solid waste.

Capital projects include revitalization of the 3rd Avenue, Argyle Street and Harbour Quay entrance, and working with the Alberni-Clayoquot Regional District on the diversion of organics. Ensuring the City is addressing its aging infrastructure is also a priority and work continues on the City's asset management plan.

Members of the Committee look forward to receiving additional information as it relates to the City's vehicle fleet, specifically life expectancy of vehicles in addition to ensuring the City is planning for its aging infrastructure accordingly.

3. **Planning** – The Manager of Planning provided members of the Committee with an overview of the department's services, and its anticipated operating costs and revenues for services provided. The Manager highlighted the volume of applications, the complexity and volume of projects and the need for additional staff to ensure quality and timeliness of service is not impacted.

Following the conclusion of the departmental presentations, staff noted the next Committee of the Whole meeting on Tuesday, December 10, 2019 at 6:00 pm at which time the Committee will receive presentations from BC Transit, the SPCA and the Western Vancouver Island Industrial Heritage Society.

C. **ADJOURNMENT**

It was moved and seconded:

That the meeting adjourn at 7:35 pm.

CARRIED

CERTIFIED CORRECT



Mayor

City Clerk