

## **CITY COUNCIL MEETING AGENDA**

**Monday, November 28, 2022, 6:00 p.m.**

**Meeting held electronically and open to public attendance**

**Council Chamber, City Hall**

We recognize and respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.

**LIVE WEBCAST:** Please note City Council Meetings, Public Hearings, Council Workshops and some Special City Council Meetings are streamed online and are accessible through the City's website at <http://www.newwestcity.ca/council>

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**Pages**

**1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

The Mayor will open the meeting and provide a land acknowledgement.

**2. CHANGES TO THE AGENDA**

Urgent/time sensitive matters only

**3. CONSENT AGENDA**

If Council decides, all the recommendations in the reports on the Consent Agenda can be approved in one motion, without discussion. If Council wishes to discuss a report, that report is removed from the Consent Agenda. A report may be removed in order to discuss it, because someone wants to vote against the report's recommendation, or because someone has a conflict of interest with the report. Any reports not removed from the Consent Agenda are passed without discussion.

**Recommendation:**

THAT Council adopt the recommendations for items # on consent.

**3.1 2023 Revenue Anticipation Borrowing Amendment Bylaw**

To request Council give three readings to the 2023 Revenue Anticipation Borrowing Amendment bylaw which is required under Section 177 of the

Community Charter to authorize temporary borrowing.

**Recommendation:**

**THAT** the attached Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022 be given three readings.

**3.2 Appointment of Chair to the Accessibility Advisory Committee 15**

To seek Council approval for an appointment to a City Advisory Committee.

**Recommendation:**

**THAT** Council appoint Councillor Jaimie McEvoy as Chair to the Accessibility Advisory Committee for a term ending January 31, 2024.

**3.3 Community Grant Program: 2022 Highlights and 2023 Program Adjustments 17**

To inform Council about the 2022 grant program and seek Council's approval to adjust the grant policy for 2023, to reduce the number of annual intakes from three (3) to two (2).

**Recommendation:**

**THAT** Council receive a summary of the 2022 Program Highlights for information; and,

**THAT** Council approve staff's recommended adjustments to the grant policy for 2023 to reduce the number of intakes to two from three as outlined in this report.

**3.4 Construction Noise Bylaw Exemption Request: Front Street from Tenth Street to McBride Boulevard - Metro Vancouver Sewer Inspection 63**

To request that Council grant an exemption from the Construction Noise Bylaw to Metro Vancouver for a sewer inspection on Front Street from Tenth Street to McBride Boulevard commencing November 29, 2022 to December 2, 2022.

**Recommendation:**

**THAT** Council grant an exemption to the Construction Noise Bylaw No. 6063, 1992 to Metro Vancouver to conduct a sewer inspection on Front Street from Tenth Street to McBride Boulevard commencing November 29, 2022 to December 2, 2022.

**3.5 Proposed 2023 Schedule of Council Meetings 70**

To request Council approval of the 2023 Schedule of Council Meetings.

**Recommendation:**

**THAT** Council approve the 2023 Schedule of Council Meetings as set out in Attachment 1 of this report.

**3.6 Q3 2022 Capital and Operating Performance Report 75**

An information report on the 2022 Quarter 3 (Q3) capital and operating budgets and to seek Council's approval of the proposed 2022 Quarter 3 Capital Budget Adjustments & Revised 2022 Multi-Year Capital Budget: (1) Adjust for net budget increases of \$0.8M; and (2) Approve the proposed revised 2022 Multi-Year Capital Budget of \$191.9M and no change to the 2022-2026 Five Year Financial Plan Bylaw as the \$0.8M will be accommodated by re-allocating funding within the current five year Capital Plan.

**Recommendation:**

THAT Council receive this report for information; and

THAT Council approve the 2022 Quarter 3 capital budget adjustments as outlined in Table 1-1 of this report.

<b>3.7</b>	<b>Proclamation: Orange Days: Unite to End Violence Against Women and Girls, November 25 - December 10, 2022</b>	<b>118</b>
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<b>3.8</b>	<b>Minutes for Adoption</b>	
a.	September 26, 2022 City Council Meeting (9:00 a.m.)	119
b.	September 26, 2022 City Council Meeting (6:00 p.m.)	121
c.	October 3, 2022 City Council Meeting	141
d.	October 21, 2022 Special City Council Meeting	158
e.	November 7, 2022 Inaugural Council Meeting	160

**4. OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM**

**5. BYLAWS**

<b>5.1</b>	<b>Bylaws for readings</b>	
a.	Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022	169
	To provide the authority to temporarily borrow as required up to \$3 million in 2023. This bylaw is on the agenda for <b>THREE READINGS.</b>	

**6. MOTIONS FROM MEMBERS OF COUNCIL**

**6.1 Notice of Motion**

The motions in this section will be introduced at this meeting. The motions will be placed on the December 12, 2022, Council agenda for discussion and decision.

- a. **Halting the Phase-out of the Royal City Moniker**  
Submitted By: Councillor Fontaine and Councillor Minhas

**WHEREAS** there has been widespread concern from New Westminster citizens and business-owners regarding Council's decision to phase-out the Royal City moniker; and

**WHEREAS** unlike any other city in Province of BC, the City of New Westminster has the unique distinction and opportunity to market itself as the "Royal City" and;

**WHEREAS** many citizens and local business owners have openly stated they believe there was not adequate consultation with Indigenous people, residents and business owners prior to the previous Council's decision to phase-out the Royal City moniker; and

**WHEREAS** the City has limited resources and tax and utility rates have been going up over the last four years at a rate much higher than inflation; and

**WHEREAS** the final cost related to phasing out the Royal City moniker and rebranding has yet to be determined but is estimated to be significant; and

**WHEREAS** there is a shortage of staff at the city and our human resource capacity should be focused on the delivery of essential programs and services

**BE IT RESOLVED THAT** the City of New Westminster halt the phasing out of the 'Royal City' moniker in our branding; and

**BE IT FURTHER RESOLVED THAT** no future change to the branding shall be undertaken without due notice and proper consultation with our residents, businesses and Indigenous people.

**b. Elimination of Train Whistle Noise and Supporting Increased Liveability**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** an important role for any city government is to ensure the liveability of its residents; and

**WHEREAS** citizens who live in high density living are helping to reduce the city's carbon footprint and as such are helping to tackle climate change; and

**WHEREAS** train whistle noise has severely impacted the quality of life for residents in both Sapperton and Queensborough; and

**WHEREAS** the former Railway Community Advisory Panel was



disbanded notwithstanding the fact it was credited with helping to advance the elimination of train whistle noise; and

**WHEREAS** a significant number of residents in the affected neighbourhoods indicated during the recent civic election they do not believe enough has been done to eliminate train whistle noise; and

**WHEREAS** the current Mayor and Council have the ability to strongly advocate to senior orders of government to assist with infrastructure costs and policy changes related to upgrading train crossings; and

**THEREFORE BE IT RESOLVED THAT** Council re-establish the Railway Community Advisory Panel and that staff report back to Council on the updated terms of reference by no later than January 31, 2023.

**BE IT FURTHER RESOLVED** that the City of New Westminster establishes a target of eliminating all unnecessary train whistles which are negatively impacting the quality of life for thousands of Sapperton and Queensborough residents by no later than 2026; and

**BE IT FURTHER RESOLVED** that City Council draft a letter to the Federal Minister of Transportation advising that we wish to accelerate negotiations with the Federal Government to get their support and assistance with whistle cessation in our neighbourhoods; and

**BE IT FURTHER RESOLVED** that staff be required to provide quarterly updates to City Council and the public regarding progress made to eliminate unnecessary train whistles; and

**BE IT FURTHER RESOLVED** that staff ensure the website containing critical information regarding whistle cessation is updated with the latest information; and

**BE IT FURTHER RESOLVED** that staff report back on the capital costs related to the infrastructure upgrade to the Sapperton and Queensborough train crossings and if we are eligible to apply for provincial or federal infrastructure funding to lower the tax burden on city ratepayers.

c. **Reducing Crime and Increasing Public Safety in New Westminster**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** reports of increased crime and public disorder are of concern to New Westminster residents and business owners; and

**WHEREAS** City Council can play an important role in helping to reduce the level of crime on our streets; and

**WHEREAS** the previous City Council initially voted 4-3 to ask the NW Police Board to freeze its budget and modify its request for a \$1.7M increase in funding in 2021; and

**WHEREAS** City Council eventually voted in favour of an increase in the NW Police Department 2021 budget by a vote of 5-2; and

**WHEREAS** the New West Police Department plays a critical role in reducing crime and improving public safety in our city; and

**WHEREAS** it is important for New Westminster to reduce crime and public disorder to support our commercial districts; and

**WHEREAS** the residents of New Westminster raised many concerns in the recent civic election that not enough attention was being focused on the issue of crime and safety in our city;

**WHEREAS** it is important to engage with our local citizens and residents and obtain their feedback in the development of new strategies to combat crime including random acts of violence; and

**THEREFORE BE IT RESOLVED THAT** a new Crime Reduction and Public Safety Advisory Committee be created and that staff report back to Council on the terms of reference for the Task Force by no later than January 31, 2023.

**d. Creation of a New Finance and City Services Standing Committee**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** it is important that we increase the level of openness, transparency, and accountability regarding the City's finances; and

**WHEREAS** we are facing a major infrastructure deficit and increased spending pressures; and

**WHEREAS** several other Metro Vancouver cities have established committees to provide better oversight and accountability on city spending and services; and

**WHEREAS** the City of New Westminster has consistently increased property taxes and utility rates well above the rate of inflation over the last four years; and

**WHEREAS** increased population growth in the City of New Westminster has served to increase our overall revenue; and

**WHEREAS** the establishment of a new Finance and City Services Standing Committee would help increase the public's confidence that their tax dollars, user fees, fines and other payments to the City are being spent effectively;

**THEREFORE BE IT RESOLVED THAT** Council recommend to the Mayor he establish a new Finance and City Services Standing Committee and that staff report back to Council on the terms of reference by no later than January 31, 2023.

**e. Creation of a New Amateur Sport and Recreation Advisory Committee**

**WHEREAS** New Westminster has a proud tradition of producing top athletes and successful amateur sport teams; and

**WHEREAS** the city has grown at a very rapid rate the last decade and our sports and recreation infrastructure has not been keeping pace; and

**WHEREAS** there are not enough swimming pools, ice rinks, pickle ball courts, artificial turf fields and other sports infrastructure to meet the growing demand in the City of New Westminster; and

**WHEREAS** it is important for any city to invest in sports and recreation infrastructure if they are going to make high density living more liveable; and

**WHEREAS** the opportunity exists for the City to work more closely with our amateur sport and recreation associations to determine their current and future needs; and

**WHEREAS** sports tourism can play an important role in helping to generate economic activity within our city; and

**THEREFORE BE IT RESOLVED THAT** a new Amateur Sport and Recreation Advisory Committee be created and that staff report back to Council on the terms of reference by no later than

January 31, 2023.

f. **Advocacy to the BC Government to Increase Housing and Wrap-Around Supports for People Living with Mental Illness**  
**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** it has been documented that there is a severe lack of provincial health supports in the Metro Vancouver region for individuals living with a mental illness; and

**WHEREAS** there is a connection between mental illness, substance use disorder and homelessness and this is evident on the streets of New Westminster and other Metro Vancouver cities; and

**WHEREAS** many of the people experiencing homelessness in the Metro Vancouver region, including New Westminster, are living with untreated mental illnesses due to a lack of access to care; and

**WHEREAS** the Province of British Columbia recently indicated it was able to allocate up to \$1 billion toward the development of a new Royal BC museum, a plan they have since abandoned; and,

**WHEREAS** homelessness, a lack of mental health diagnosis and treatment, and deaths due to toxic drug supply are at a crisis stage; and,

**WHEREAS** the Province of BC closed Riverview Mental Health facility in Coquitlam but the equivalent financial supports were not transferred into community-based mental health care; and,

**WHEREAS** the City of New Westminster has limited jurisdiction and funding to support people living with mental illness who are unhoused; and,

**WHEREAS** it is important that Council advocate to Members of the Legislative Assembly for increased mental health and housing supports for people forced to live on our streets.

**BE IT RESOLVED THAT** Council request the Mayor write to Premier David Eby and request that funding be set aside and prioritized in the 2023 Provincial Budget to begin the planning, development and construction of large-scale, community-based, modern mental health residential care facilities in the Metro Vancouver area; and

**BE IT FURTHER RESOLVED THAT** staff create a motion with a

similar intent that can be sent to the LMLGA and UBCM for consideration

- g. **Supporting Better Governance, Decision-making and Public Engagement at City Hall**  
**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** the City of New Westminster should do everything possible to seek input from the public regarding matters before Council; and

**WHEREAS** the current practice of releasing the Council agenda and supporting materials on the Friday before the Monday meeting does not allow for adequate public notice and feedback; and

**WHEREAS** it is best practice in good governance that as much time be provided to decision-makers to review materials and ask questions of staff prior to casting a vote; and

**THEREFORE BE IT RESOLVED THAT** the City Clerk make the agenda and supporting documents available to members of Council no less than five business days prior to the meeting;

**BE IT FURTHER RESOLVED THAT** Council direct staff to bring forward changes to the Procedure Bylaw No. 6910, 2004 to reflect the new council package distribution

7. **NEW BUSINESS**

- 7.1 **ON TABLE Recruitment 2023: Appointment to the New Westminster Library Board** 170  
To release the Closed resolution appointing a member to the New Westminster Library Board.

**Recommendation:**

THAT Council receive the report titled, "Recruitment 2023: Appointment to the New Westminster Library Board" for information.

- 7.2 **ON TABLE Release of Motion regarding School Capacity and Child Care options** 172

8. **ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

9. **END OF THE MEETING**

\*Some personal information is collected and archived by the City of New Westminster under Section 26(g)(ii) of the Freedom of Information and Protection of Privacy Act and for the purpose of the City's ongoing commitment to open and transparent government. If you have any questions about the collection of personal information please contact Legislative Services, 511 Royal Avenue, New Westminster, V3L 1H9, 604-527-4523.

## **REPORT**

### ***Finance***

**To:** Mayor Johnstone and Members of Council  
**Date:** November 28, 2022

**From:** Harji Varn  
CFO/Director of Finance  
**File:** 05.1035.10

**Item #:** 2022-722

**Subject:** 2023 Revenue Anticipation Borrowing Amendment Bylaw

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#### **RECOMMENDATION**

**THAT** the attached Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022 be given three readings.

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#### **PURPOSE**

To request Council give three readings to the 2023 Revenue Anticipation Borrowing Amendment bylaw which is required under Section 177 of the Community Charter to authorize temporary borrowing.

#### **BACKGROUND**

On August 30, 2010, Council adopted the Revenue Anticipation Borrowing Bylaw No. 7412, 2010 which gave the City the authority to temporarily borrow, as required, up to \$3M. Our bank requires this bylaw to be renewed annually in order to provide the City with a line-of-credit that, among other things, protects the City from going into an overdraft position.

#### **ANALYSIS**

The attached amendment bylaw provides the authority to temporarily borrow in the year 2023, as required up to \$3 million, which is the City's line-of-credit with the bank.

Staff regularly monitors the City's cash-flow position in order to minimize the risk of having to draw down on the line-of-credit with the bank.

Adoption of the attached amendment bylaw is necessary to ensure the City complies with the requirements of the Community Charter and meets the needs of our bank.

### **OPTIONS**

There are two options for Council's consideration; they are:

Option 1 – THAT the attached Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022 be given three readings; or

Option 2 – THAT Council provides further direction.

*Staff recommend Option 1.*

### **ATTACHMENT**

Attachment 1 – Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022.

This report was prepared by:

Lorraine Lyle  
Senior Manager Financial Services

This report was approved by:

Harji Varn  
CFO/Director of Finance

Lisa Spitale  
Chief Administrative Officer



## Attachment #1

### *Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022*

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8370, 2022

A Bylaw to amend New Westminster  
Revenue Anticipation Borrowing Bylaw No. 7412, 2010

The City Council of the Corporation of the City of New Westminster in open meeting assembled hereby enacts as follows:

1. This Bylaw may be cited as “Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022”
2. Revenue Anticipation Bylaw No 7412, 2010 is amended to be effective for the year 2023.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Jacque Killawee, City Clerk

## **REPORT**

### ***Legislative Services***

**To:** Mayor Johnstone and Members of Council  
**Date:** November 28, 2022

**From:** Jacque Killawee  
City Clerk  
**File:** 05.1035.10

**Item #:** 2022-710

**Subject: Appointment of Chair to the Accessibility Advisory Committee**

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#### **RECOMMENDATION**

THAT Council appoint Councillor Jaimie McEvoy as Chair to the Accessibility Advisory Committee for a term ending January 31, 2024.

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#### **PURPOSE**

To seek Council approval for an appointment to a City Advisory Committee.

#### **BACKGROUND**

On September 26, 2022 Council adopted a Terms of Reference for a new accessibility committee to comply with the Accessible British Columbia Act. This committee was not included in the list of Council Committees sent to Council on October 7, 2022. Staff are therefore seeking Council's direction on a Chair for this committee.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications.

#### **OPTIONS**

**Option 1:** THAT Council appoint Councillor Jaimie McEvoy as Chair to the Accessibility Advisory Committee for a term ending January 31, 2024.

**Option 2:** Please provide Staff with other direction.

Staff recommends Option 1.

### **CONCLUSION**

This report places the appointment of Councillor Jaimie McEvoy as the Chair to the Accessibility Advisory Committee before Council for approval.

### **APPROVALS**

This report was prepared by:  
Carilyn Cook, Committee Clerk

This report was approved by:  
Jacque Killawee, City Clerk  
Lisa Spitale, Chief Administrative Officer

## **REPORT**

### ***Office of the Chief Administrative Officer***

**To:** Mayor Johnstone, Members of Council      **Date:** November 28, 2022

**From:** Lisa Spitale, Chief Administrative Officer      **File:** 05.1035.10

**Item #:** 2022-715

**Subject:** Community Grant Program: 2022 Highlights and 2023 Program Adjustments

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#### **RECOMMENDATION**

THAT Council receive a summary of the 2022 Program Highlights for information; and,

THAT Council approve staff's recommended adjustments to the grant policy for 2023 to reduce the number of intakes to two from three as outlined in this report.

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#### **PURPOSE**

To inform Council about the 2022 grant program and seek Council's approval to adjust the grant policy for 2023, to reduce the number of annual intakes from three (3) to two (2).

#### **BACKGROUND**

##### **2022 Program Highlights**

This report provides a summary of the grants awarded and, though the accompanying *Snapshots of Success (Attachment 1)*, serves to illustrate the impact of the grant program through the lens of the grant recipients.

##### **Grant Cycle Adjustments**

The Grant Policy currently supports three (3) intakes:

1. Annual and Multi-Year (October)

2. One-Time Spring (April)
3. One-Time Summer (July)

The annual and multi-year intake is for projects and programs for the following calendar year. The spring and summer intakes are intended to support emergent needs within the current calendar year.

## **DISCUSSION**

### **2022 Program Highlights**

A total of one hundred and five (105) grants were awarded in 2022 through three (3) grant intake cycles. Please see "Attachment 2" for a full list of grant recipients.

The City awarded \$834,370 in cash awards and \$194,080 in City services.

As part of their post-project reporting requirements, grant recipients were asked to submit *Snapshots of Success*. The intention of the snapshot is to document the impacts resulting from the grants program through the lens of the grant recipients. This report includes the *Snapshots of Success* that have been received to date.

### **Grant Cycle Adjustments**

Staff recommend that the Grant Program be reduced to two (2) intakes annually. This would maintain the Annual and Multi-Year intake in October and reduce the One-Time intake from two (2) to one (1).

The rationale for this recommended change is in direct response to timing challenges related to the summer intake:

- Given that summer intake funding decisions are not awarded until the September, organizations are challenged to complete their projects within the calendar year; and,
- Summer has proven a difficult time for the Council-appointed Grants Committee in terms of scheduling meetings and achieving required quorum for grant adjudication.

By reducing the one-time grant intake to a single intake in late spring, organizations will have more realistic lead times to successfully plan and implement their projects.

## **FINANCIAL IMPLICATIONS**

There will be no financial implications. The funding currently allocated for the summer intake would be redirected to the fall, Annual and Multiyear intake.

**OPTIONS**

Council is asked to consider the following options:

1. That Council receive a summary of the 2022 Program Highlights for information ;
2. That Council approve staff's recommended adjustments to the grant policy for 2023 to reduce the number of intakes to two from three as outlined in this report;
3. That Council provide staff with other direction.

Staff recommend Options 1 and 2.

**ATTACHMENTS**

Attachment 1 – List of 2022 Grant Recipients

Attachment 2 – Snapshots of Success

**APPROVALS**

This report was prepared by:

Jacqueline Killawee, City Clerk

Renee Chadwick, Manager, Special Projects and Community Partnerships

Todd Ayotte, Manager, Community Arts and Theatre

This report was approved by:

Lisa Spitale, Chief Administrative Officer

## Attachment #1

### *List of 2022 Grant Recipients*



## Portfolio 1: Community Livability and Social Equity

### Organization

Canadian Mental Health Assoc. Vancouver-Fraser
Canadian Society Promoting Environmental Conservation (SPEC)
Century House Association
CNIB Foundation
Communities Embracing Restorative Action (CERA) Society
Coquitlam Search and Research
Douglas College Early Childhood Education Centre Society
Family Recovery Society of Canada
Family Services of Greater Vancouver
Glenbrooke Daycare Society
Holy Trinity Cathedral Parish of New Westminster
Invasive Species Council of Metro Vancouver
Kolumbia inn Daycare Society
Living Systems Counselling
Lumara Grief & Bereavement Care Society
New West Hospice Society
New Westminster Environmental Partners (NWEF)
New Westminster Family Place
New Westminster Homelessness Coalition
New Westminster Victim Assistance Association
Pacific Immigrant Resources Society
Queen's Park Healthcare Foundation
Queens Park Preschool Society
Queensborough Special Program Committee
Seniors Services Society of BC
St Barnabas Daycare Society
TFL Technology for Living
The Growcery Food Network Society
The Lower Mainland Purpose Society for Youth and Families
Umbrella Multicultural Health
W.I.N.G.S. Fellowship Ministries
Westminster Children After School Society

## Portfolio 2: Social & Cultural Vibrancy

Organization
APTPOP
Arts Council of New Westminster
Big Brothers of Great Vancouver
Bloom Community Wellness Coaching
Burnaby Ringette Association
Canadian Lacrosse Hall of Fame
Century House Association
Connexions
Cystic Fibrosis Canada
Douglas College foundation
Downtown New West BIA
Foolish Operations Society
Fraser River Discovery Centre Society
Fraser's Community Services Society
Holy Eucharist Ukrainian Catholic Church
Hyack Swim Club
Khalsa Diwan Society, New Westminster (Sukh Sagar Gurdwara)
Kids New West
Levi Tuura
Massey Theatre Society
My Artist's Corner Society, BC
New West Baseball Association
New West Dream Team
New West Eagles
New West Film Society
New West Hospice Society
New West Pride Society
New Westminster Heritage Foundation
New Westminster Hyack Festival Association
New Westminster Hyack Festival Fireworks
New Westminster May Day Community Association
New Westminster Secondary School
New Westminster Swing Collective
New Westminster Symphony Society (NWSS)
Odihi
PosAbilities
Queensborough Special Program Committee
Recovery Day Vancouver Society
Refood Food Rescue Foundation
Royal City Curling Club/Curl BC
Royal City Literary Arts Society
Royal City Musical Theatre
Royal City Track and Field Society
Royal City Youth Soccer Club

Sapperton Association of Woodworkers
Scouts Canada - 12th New Westminster
Shasta Trampoline Booster Society
Sher Vancouver LGBTQ Friends Society
Social Circus Foundation
The Rotary Club
The Royal Canadian Theatre Company
The Royal Westminster Regiment Volunteer Band
United Creative Artists Studio Society
Unity of New Westminster Church
Uptown Business Association of New Westminster
Uptown Swing Collective
Vancouver Chamber Music society
VAYA Youth Arts Society
West End Business Association
Westminster House Society
Zornitza Arts & Culture Society

### Portfolio 3: Community Economic Activators

#### Organization

Downtown New Westminster Business Improvement Society
New West Chamber
New West Farmers Market Society
Tourism New Westminster

Attachment #2  
*Snapshots of Success*

# Snapshot of Success

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## Portfolio 1: Community Livability & Social Equity

# Snapshot of Success

Name of Project or Event: Century House Association – Peer Support Training Program

Name of Organization: Century House Association – Peer Support

Grant Amount: \$3,450

Date of Project or Event: January – June 2022

Location: Century House

## Event Details:

Success for this project was the graduation ceremony held on June 22, 2022, for 11(eleven) new Peer Support volunteers who completed the Senior Peer Counselling of B.C. training program.

The isolation caused by the pandemic had increased the urgency to train Peer Support Volunteers and seniors to become comfortable with the use of online technology. It was imperative for the Peer Support Program to adapt and work around challenges to foster a healthy participation of seniors in the community

The project also included:

- Rebuilding the current Peer Support training program from an in-person format to a virtual/hybrid format.
- Mentoring and on-going professional development and training by a contracted Coordinator.
- With the addition of newly trained volunteers, the Peer Support Program was able to participate in events in the community. To deal with the topic of loneliness and seniors, volunteers participated in an event for Seniors' Week put on by Century House. The film "All the Lonely People" was debuted followed by a panel discussion. The Peer Support Program participated in the panel discussion as well as setting up a booth to "showcase" the Peer Support program to the community.

Thank you to the City of New Westminster for your contribution to this project.





# Snapshot of Success



communities embracing restorative action

Name of Project or Event: Restorative Justice

Name of Organization: CERA Society

Grant Amount: \$15,000

Date of Project or Event: 2022

Location: City of New Westminster

## Event Details:

Collaborating with New Westminster Police Department, CERA provided a viable alternative to criminal court for offenders and gave victims a voice.

Established a new Memorandum of Understanding with Crown Counsel in New Westminster, which will lead to using restorative justice in a wider variety of cases

Educational material and a referral guide on restorative justice was created for members of the New Westminster Police Department

The organization worked closely with the SD40 Administrative team and New Westminster Secondary School in better utilizing restorative justice in issues that arise at school. This led to CERA collaborating with the school in addressing some serious issues that arose during the school year.

Teachers and administrators were offered a training resource dedicated to assisting them in resolving difficult disputes.

CERA continued its active presence on the City of New Westminster Restorative Justice Committee and worked with the City to identify areas where restorative justice can be better utilized.

CERA renewed its ambition to work with the First Nations communities and met with First Nations Court Judge, Garth Smith.





# Snapshot of Success

**Name of Project or Event:** CMHA-VF Volunteer Program

**Name of Organization:** Canadian Mental Health Association – Vancouver Fraser

**Grant Amount:** \$7,500 per year (multi)

**Date of Project or Event:** April 1, 2022 – March 31, 2023

**Location:** NW Office #233, 610 – 6<sup>th</sup> St., NW, BC V3L 3C2 and Treasure Chest Thrift Store – 435 - 6<sup>th</sup> St., NW, BC V3L 3B1

**Event Details:**

**Treasure Chest Thrift Store** – Our in-person activity experienced a rise in comfort and safety with volunteers wishing to return and for new recruits to our Thrift Store this past year. Our pandemic numbers have translated to an increase of 50% from an average of 14 last year to 20 -22 volunteers now receiving the opportunity to engage and contribute to the NW community - many of which are recovering from mental health challenges.

CMHA-VF's **BounceBack Program** (designed to help adults and youth manage stress, anxiety and depression), also located in the heart of Uptown NW in the Royal Centre Mall, offers volunteers the opportunity to assist with admin activities involving data entry, call backs to practitioners, office duties and program mail outs. Our volunteers have been assured that their contribution is valuable as our rehab programs are in demand and are expected to continue post pandemic.

Volunteer Initiatives - To re-engage and recognize our volunteers as we all continue to experience a hybrid year of positivity and productivity! Our annual stewardship involves many touch points including one-on-one zoom calls, virtual group meetings using zoom or What's App, invitations to CMHA-VF lunch'n learns and in-person visits from the CEO and staff.

A 'Volunteer Voices' newsletter sharing stories and acknowledging volunteer achievements is offered to help build resilience, confidence and to provide a social network preventing isolation and loneliness. Volunteer engagement is meaningful work and continues to give our volunteers of all ages, diversity and mental health status, a sense of purpose and belonging within the community.

CMHA-VF values our volunteers through training and stewardship and believes that that our 'road to recovery' will continue to bring positive change and hope for the future!



## VOLUNTEER OPPORTUNITY

Support Your Community! Shop - Donate - Volunteer

The Treasure Chest Thrift Store, located in the heart of Uptown New Westminster, serves the community by providing an assortment of low-priced, good quality clothing, homeware, books, antiques and specialty items.



All proceeds support the recovery process of individuals living with mental health challenges.

### Our CMHA-VF Volunteers

- Promote wellness
- Learn about mental health
- Meet new people
- Service those in need
- Help reduce the stigma associated with mental illness

### Donations

We accept gently used items anytime during business hours (7 days/week, 10 am to 4 pm).

*\*Regretfully, we **do not** accept furniture, mattresses, computers, TV's, large appliances though we welcome crutches, walkers or any medical aids.*





# Snapshot of Success



**FAMILY SERVICES**  
of Greater Vancouver

**Name of Project or Event:** Vital Connections Seniors Counselling

**Name of Organization:** Family Services of Greater Vancouver

**Grant Amount:** \$11,500

**Date of Project or Event:** Full year; ongoing program

**Location:** Century House, New Westminster

## Event Details:

FSGV's Vital Connections Seniors Counselling program provides clinical counselling for adults 50+. Co-locating the counsellor at Century House has removed some of the stigma attached to seeking mental health support, and reduces barriers to access. The location also provides greater opportunities for clients to develop social connections, find a peer support network and connect with additional community programs for their overall health and wellbeing. Clients can self-refer and seek assistance directly, or be referred by a family doctor.

Between January 1 and June 30<sup>th</sup>, 2022, Vital Connections provided 95 counselling sessions to 51 clients.

\*FSGV's FY2022-23 Q2 (July – Sept) program numbers are not yet available. The above service numbers reflect FY2021-22 Q4 and FY2022-23 Q1. Due to the confidential nature of the program, participant photos are not available, stock photos have been used.



# Snapshot of Success



**FAMILY SERVICES**  
of Greater Vancouver

Name of Project or Event: Financial Empowerment

Name of Organization: Family Services of Greater Vancouver

Grant Amount: \$5,000

Date of Project or Event: Full year; ongoing program

Location: Virtual services

## Event Details:

Financial Empowerment provides free workshops in partnership with community partners, confidential 1:1 coaching, and tax filing assistance.

In New Westminster, Financial Empowerment has provided the following support to residents of New Westminster between January and June 2022:

48 1:1 financial coaching clients.

Workshops: New Westminster Welcome Centre (10 clients) Project Parent New Westminster (10 clients) New West Schools workshop (19 participants) ISS (19 clients)

And in partnership with Tenth Tax, 8 clients received tax filing support and applied for a total of \$20,298.67 in tax, CCB, GST, CWB and GIS refunds.

\*FSGV's FY2022-23 Q2 (July – Sept) program numbers are not yet available. The above service numbers reflect FY2021-22 Q4 and FY2022-23 Q1. Due to the confidential nature of the program, participant photos are not available, stock photos have been used.





# Snapshot of Success

Name of Project or Event: FSGV Youth Counselling

Name of Organization: Family Services of Greater Vancouver

Grant Amount: \$7,000

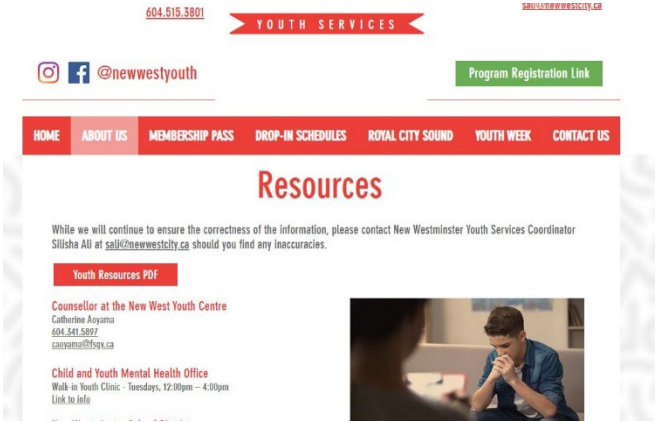
Date of Project or Event: Full year; ongoing program.

Location: New Westminster Youth Centre

Event Details:

FSGV’s Youth Counselling program has provided 67 counselling sessions to 14 youth between January 1, 2022 to June 30<sup>th</sup>. The counsellor has been working to raise the profile of the program in the community by connecting with school counsellors and other community partners. She is also using creative engagement strategies at the youth center, and is in discussions with youth centre staff to potentially create group counselling and art therapy sessions. Her highlight so far this year is “Being invited to share the stories, struggles and achievements of the clients who come to YC. They are so amazing!”

\*FSGV’s FY2022-23 Q2 (July – Sept) program numbers are not yet available. The above service numbers reflect FY2021-22 Q4 and FY2022-23 Q1. Due to the confidential nature of counselling, stock photos have been used.





# Snapshot of Success

Name of Project or Event: Sapperton park

Name of Organization: The Growcery Food network in partnership with the City of New Westminster

Grant Amount: \$2,000.00

Date of Project or Event: April 22 2022

Location: Sapperton Park

## Event Details:

-The purpose of this grant was to educate and engage interested community members in learning about the impacts of climate change on local pollinators and the benefit that community pollinator gardens have on supporting pollinator populations.

Objectives: support local pollinator populations; educate interested members on the benefits of native pollinator plants and their relationship to our environment at large; introduce more native plants within the city of new west; and, -engage with the public on small things they can do to support pollinator populations and grow a more climate change resilient garden

Had 7 volunteers come out for planting day April 22 2022 and have 3 committed volunteers committed to maintaining the garden. Have had plenty of community members express interest in future projects that align more with their timing and availability.

Will work on social media and advertising for the next spring/summer season.

There has been good interest/response from members of the community in new west since its inception.





# Snapshot of Success



Name of Project or Event: Holy Trinity Cathedral's Breakfast/Brunch Program

Name of Organization: Holy Trinity Cathedral

Grant Amount: \$5,000.00

Date of Project or Event: January 2022 – December 2022

Location: Holy Trinity Cathedral

## Event Details:

We serve a hot take-out breakfast – egg, ham, and hashbrown potato burrito, juice box, orange and cookies. Bananas, bottled water, coffee and a cup of soup are available as requested.

Personal hygiene items, new socks, underwear, and new and slightly used outer garments are available.

Grant funds have been used to purchase: coffee cups, deli paper sheets, personal hygiene items, two tents, a collapsible wagon, and disposable bamboo spoons.

Hoodies, gloves, winter hats, and other warm clothing will be purchased soon. Our ability to store clothing is limited.





# Snapshot of Success



Name of Project or Event: Hyack Camp

Name of Organization: 12<sup>th</sup> New Westminster Scout Group

Grant Amount: \$1,403.00 (in kind services)

Date of Project or Event: 27-29 May 2022

Location: Queen's Park

## Event Details:

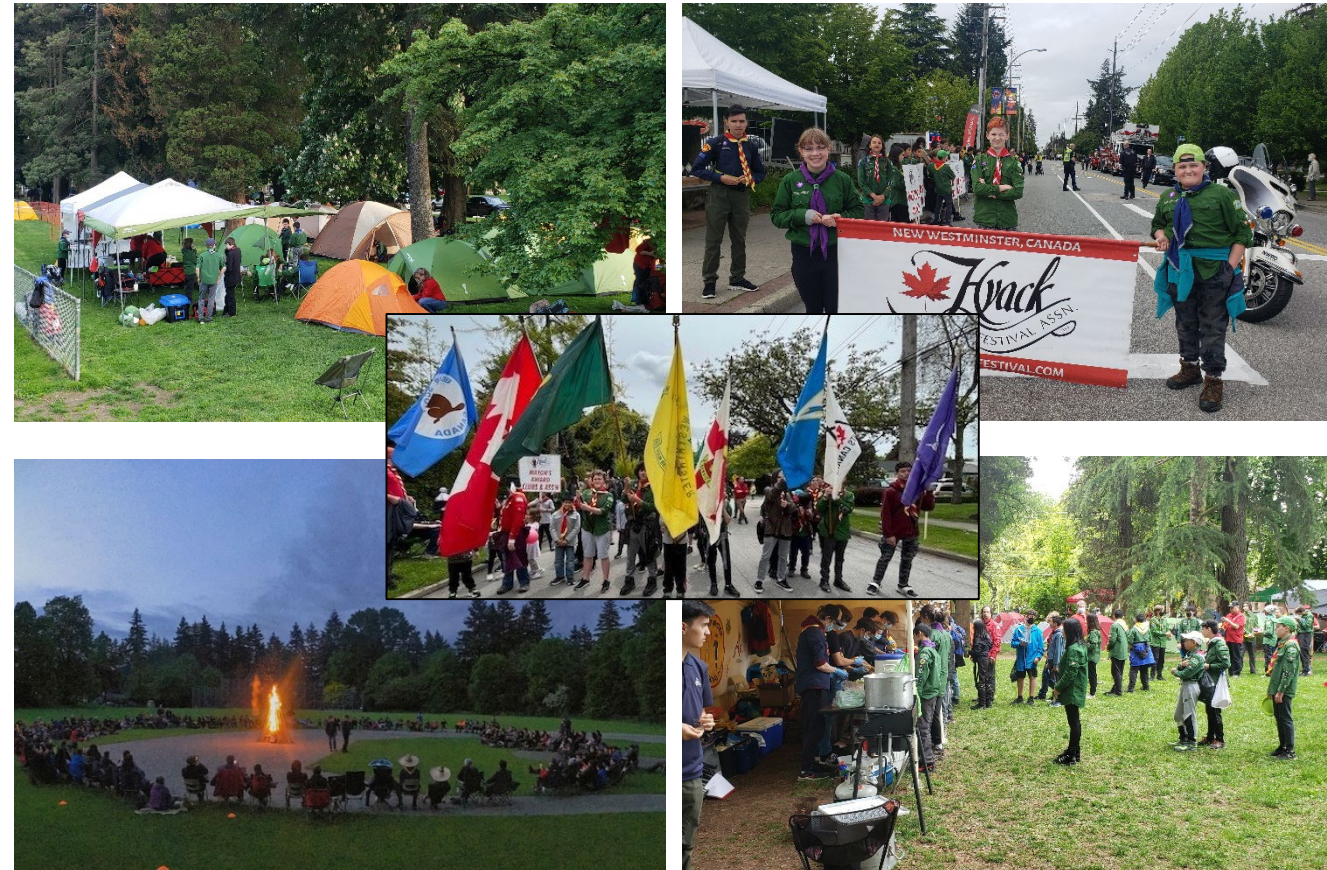
Hyack Camp is an annual Scout Camp held in Queen's Park, organized and run by the Venturers of the 12<sup>th</sup> New Westminster Scout Group (15-17 year olds). This year we had 15 different Scout Groups and over 200 people camping amongst the trees adjacent to the Queen's Park South Field to celebrate the 35<sup>th</sup> annual camp.

We also participate in, and hold signs for, the Hyack Parade.

This year was a great success and it was wonderful to be back in person after having to hold the camp virtually for the last two years.

The City's support by providing in-kind services for things such as the park permit, garbage/recycling bins, providing a water source, sand as a base for the campfire, and tables and chairs from the Arena are essential to the success of the camp and are very much appreciated.

In Scouting tradition, we took only photos and left only footprints, leaving the park in better shape than when we arrived.





# Snapshot of Success



Name of Project or Event: Glenbrook Ravine Enhancement Project

Name of Organization: New Westminster Environmental Partners

Grant Amount: \$500

Date of Project or Event: April 30, May 28, June 25, August 22,  
September 24 and October 30, 2022

Location: Glenbrook Ravine Park, New Westminster

## Event Details:

The Glenbrook Ravine Enhancement Project aims to get members of the community involved in the restoration of one of New Westminster's natural green spaces through the removal of Himalayan blackberry and planting of native species. This project is run in partnership with New Westminster Environmental Partners, the City of New Westminster, and the Invasive Species Council of Metro Vancouver. The events running from April to August have seen a total of 41 individuals participate in this project with an average attendance of 16 individuals per event. Thanks to the Neighbourhood Small Grants we were able to run an additional event this year in August to help prep a site for our fall planting event. A huge thank you to our dedicated volunteers who provide their support, energy and passion towards this project!



## Glenbrook Ravine Invasive Species Removal



Saturday, June 25  
10:00 AM - 1:00 PM



FAMILY SERVICES  
of Greater Vancouver



Rain or shine. Maximum 50 volunteers per event.  
In order for us to plan accordingly, please contact Melanie ([melapps89@gmail.com](mailto:melapps89@gmail.com)) to indicate if you plan on coming.

# Snapshot of Success



Name of Project or Event: New Westminster Family Place

Name of Organization: New Westminster Family Place

Grant Amount: 13,000

Date of Project or Event: January 2022 – December 2022

Location: Various locations around New West

Event Details:

We are excited to partner with the city to increase our capacity to delivery programs in other parts of the community. Even though our city is small it is challenging to make it to the other side of town for a program. We have partnered with this city grant to delivery the family zone at **Fridays on Front**, **Car Free Day**, the **On Your Block Festival**, **New West Pride**, Tipperary Park for the **Farmer’s Market** and **Recovery Fest**. We also did our annual BBQ at “The Farm” at Queen’s Park. We also delivered very successful drop ins weekly at Moody Park during the summer months, at Massey Theatre “uptown” and at all of the community events we possibly can. In the month of August alone we had **more than 3500 people** attend our drop in programming! We are thrilled to have provided family support, play-based learning, early learning and literacy, parent education and information and referrals.





### September 2022 drop in programs

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Drop in @ Massey Gym 9:30 -12:30 PM	30 Outdoor drop in @ Moody Park 9:30-11:30 AM *Special graduation day	31 Drop in @ Massey Gym 9:30 -12:30 PM	1 Drop in @ Qayqayt gym 9:30-12:30 PM Farmer's Market Outdoor drop in @ Tipperary Park 3:00-6:00 PM	2 Drop in @ Massey Gym 9:30 -12:30 PM	
5 CLOSED FOR LABOUR DAY	6 Drop in @ Massey Gym 9:30 AM -11:30 AM	7 Drop in @ Massey Gym 9:30 AM -12:30 PM Baby Rhythm & Rhyme drop in @ Qayqayt 1:00-2:00 PM	8 Drop in @ Qayqayt 9:30-12:30 PM Farmer's Market Outdoor drop in @ Tipperary Park 3:00-6:00 PM	9 Drop in @ Massey Gym 9:30 -12:30 PM	10 Recovery Day street festival 6th Ave. @ 6th st. 12:00 - 6:00 PM
12 Drop in @ Massey Gym and Qayqayt 9:30 -12:30 PM	13 Drop in @ Massey Gym and Qayqayt 9:30 -11:30 AM	14 Drop in @ Massey Gym 9:30 -12:30 PM Baby Rhythm & Rhyme drop in @ Qayqayt 1:00-2:00 PM	15 Drop in @ Massey Gym 9:30-12:30 PM Farmer's Market Outdoor drop in @ Tipperary Park 3:00-6:00 PM	16 Drop in @ Massey Gym 9:30 -12:30 PM	
19 Drop in @ Massey Gym and Qayqayt 9:30 -12:30 PM	20 Drop in @ Massey Gym and Qayqayt 9:30 -11:30 AM	21 Drop in @ Massey Gym 9:30 -12:30 PM Baby Rhythm & Rhyme drop in @ Qayqayt 1:00-2:00 PM	22 Drop in @ Qayqayt 9:30-12:30 PM Farmer's Market Outdoor drop in @ Tipperary Park 3:00-6:00 PM	23 Drop in @ Massey Gym 9:30 -12:30 PM	
26 Drop in @ Massey Gym and Qayqayt 9:30 -12:30 PM Rosh Hashannah	27 Drop in @ Massey Gym and Qayqayt 9:30 -11:30 AM Rosh Hashannah	28 Drop in @ Massey Gym 9:30-12:30 PM Baby Rhythm & Rhyme drop in @ Qayqayt 1:00-2:00 PM	29 Drop in @ Qayqayt 9:30-12:30 PM Farmer's Market Outdoor drop in @ Tipperary Park 3:00-6:00 PM	30 CLOSED for National Day for Truth & Reconciliation	

All Family Place programming is designed for caregivers and children aged 0-6. There is no cost to participate in these programs. We offer drop ins without pre-registration, and special registered events (see reverse for registered events this month). See the reverse for more information, or visit [www.nestwestfamilies.ca](http://www.nestwestfamilies.ca)



# Snapshot of Success



Name of Project or Event: Homelessness Coordination Services

Name of Organization: New Westminster Homelessness Coalition Society

Grant Amount: \$16,500

Date of Project or Event: Annual and Homelessness Action Week

Location: New Westminster

Event Details:

The annual CPG funds coordination services throughout the year with a concentration on supporting and engaging organizations that work with vulnerable community members who are homeless or at risk. The weekly “News You Can Use” update provides a wealth of information of benefit to service providers and community members, alike. However, it is Homelessness Action Week each year that provides the opportunity to engage a wide variety of organizations and community members to support our most vulnerable community members while also celebrating our work and raising awareness of homelessness and related issues. The HAW 2021 calendar provides a snapshot of the activities that are held. This year we were able to bring our Community Engagement Working Group back together again to plan HAW 2022. The group, which also includes eight CAN NW leaders, has been meeting monthly since June to plan this year’s activities and will also be supporting events throughout the week. HAW 2022 will run from October 8<sup>th</sup> to October 16<sup>th</sup> and we invite you all to participate!



Homelessness Action Week (HAW) October 10 to 16, 2021					
October 10 / 11	October 12	October 13	October 14	October 15	World Food Day
Sunday October 10 3:00 to 4:00 pm YOUTH (15 - 25) Sunday Haven Take away Thanksgiving meal Aunt Leah's Place 816 20th St	Launch of the New Westminster Homelessness Action Strategy Consultation  Have your voice heard at Hyack Square and Holy Trinity Cathedral!  Hyack Square (Columbia and 8th St) 1:00 to 2:30 pm Coffee, snacks, and giveaways.  Holy Trinity Cathedral 514 Carnarvon St. 4:00 to 5:30 pm Hot dogs, snacks, and giveaways.	Union Gospel Mission 658 Clarkson Street Tuesday to Friday Meals to Go: Breakfast 8:30 - 9:30 am and Lunch 11:00 am - noon  Flu Immunization Clinics 9:30am to noon The Russell, Honeymoon Suite, Carnarvon/Alexander St. 1:15 to 3:30 pm St. Barnabas, 1010 5th Ave.  UBC Dental Health Clinic FREE dental supplies! Dental related questions and referrals available. 1:00 to 3:00 pm The Russell, Honeymoon Suite Carnarvon/Alexander St.  New Westminster Outreach Health Clinic Purpose Society 40 Begbie St. Wednesday's noon to 4:00 pm Point of care testing (HIV, HCV), Opioid Agonist Therapy, Primary health care.  FREE Dental Hygiene Care (Women and Children) Elizabeth Fry 402 E Columbia By appointment 604.520.1166 ext. 201 or dentalhygiene@elizabethfry.com Wednesday's 10:00 am to 4:00 pm	Lookout's The Russell, Alexander Street 1:00 to 3:00 pm Coat Drive—receiving and distributing new/ lightly used coats Hot chocolate, & info!  Purpose Society Alexander Street 12 (noon) to 2:30 pm BBQ (hot dogs and hamburgers)  Harm reduction supplies and Naloxone will also be distributed.  Watch the Coalition Facebook page and website for more info and updates. For more info contact spain@nwcoalition.ca	HAPPENING ALL WEEK  Community Food Drive to support local food HUBS and food programs.  Donations accepted at St. Aidan's, Holy Trinity, St. Barnabas, Aunt Leah's and Purpose Society. Please contact the organizations directly, or visit <a href="http://www.fao.org/world-food-day/en">www.fao.org/world-food-day/en</a> for more information.  Takeaway Dinner St. Vincent de Paul 5:00 to 7:00 pm Lookout's The Russell, Honeymoon Suite, Carnarvon/Alexander St.	Your actions are our future!" for more info on WFD visit: <a href="http://www.fao.org/world-food-day/en">http://www.fao.org/world-food-day/en</a>  Takeaway Breakfasts (weekly) 10:00 am Salvation Army 325 6th St. 11:00 am to noon Holy Trinity Cathedral 514 Carnarvon St.  World Food Day - Don't Go Hungry Food Program  Soup Noon - 12:30 St. Aidan's Food Hub 1320 7th Avenue  Soup 1:00 - 1:30 Knox Hamper Program 403 East Columbia Street  Hot Meal 1:00 - 1:30 Queensborough Hamper Program, Picnic shelter by QB Community Centre -water park

2021 HAW  
Calendar – 2022  
HAW planning in  
progress.

# Snapshot of Success



Name of Project or Event: Compassionate City Project/Client Care, Walk & Talk Grief Support, Volunteer Training, Compassionate Café, Good Grief Upcycle Kiosk

Name of Organization: New West Hospice Society

Grant Amount: 22,000 & 2000 + city services 432

Date of Project or Event: 2022

Location: New Westminster BC

## Event Details:

Our Compassionate City Crew volunteers are fully back to in-home visits. We continue to offer practical and emotional support for our referred clients at end of life. Volunteer engagement has increased, and our training materials are being revamped to make it easier for community members to commit to and choose types of volunteering; expanding our volunteer base to build more programming. We completed our first in person volunteer facilitator led training session since Covid began. Pre and post surveys concluded positive feedback and preference for face-to-face training.

Community education & engagement – Monthly Compassionate City Café's will begin Oct 16 at a local pub with volunteer musicians, raising awareness of hospice and normalizing talk. Good Grief Upcycle Kiosk – Using donated items from the community, we have begun a recycle, reuse kiosk at the River Market where used items can be purchased while learning about the importance of hospice care. All proceeds go back into the community to provide programs and services.

V4V (Voice for Vulnerable) Advance Care Planning for people experiencing homelessness. Many community partners including Fraser Health are involved and engaged to continue with this much needed program.

Bereavement Walking Group – Recently confirmed new facilitator to run a group walk while talking about grief. Waitlist being contacted to begin first walk Sept 24. We are hosting a special four day/evening event Nov 2nd – 5<sup>th</sup> with Century House Association - Dialogue on Death & Dying with many great speakers, musicians, poets, artists, all coming together to discuss and share stories about death and dying. Dr. Dosani, a well know palliative care physician and health justice activist will be our special speaker guest via zoom. Attendees to attend the 4 days of events expected to be hundreds.

We are planning an art therapy program for parents and kids to talk about death and dying. Children will have a safe, guided space to express feelings through art.

Some community partners we've worked with this year: Century House Association, Rotary Club of New West, Purpose Society, NW Homeless Coalition, BC Poverty Reduction Coalition, Community Action Network and Community Voices.



## November 2-5, 2022 Dialogue on Death & Dying

Presented by  
New West Hospice Society &  
Century House

- Poetry Night**  
November 2  
Elliot Slinn, New West Poet Laureate & Candice James, New West Poet Laureate Emeritus. Open Mic from RCLAS Poets (Royal City Literary Arts Society)
- PEACH Night**  
November 3  
Dr. Naheed Dosani, MSc, MD, CCFP (PC), BSc, Palliative care physician & founder of Palliative Education And Care for the Homeless (PEACH). Joining via Zoom & in-person audience. Eventbrite Registration
- Performance Night**  
November 4  
Elliot Slinn, Jane Slemmon & Friends, and The Cat Murphy Band with Kaitlyn Deavy will sing & reflect about death & dying with words & music
- Prose Night**  
November 5  
Dr. Susan Breiddal will read from her book "In the Shadows of Angels". Local seniors will share their stories on death and dying, and the audience will be given an opportunity to discuss with each other their reactions to the readings
- Daytime Events**  
November 2-5  
• What is an End of Life Doula?  
• Advance Care Planning  
• MAID - Medical Assistance in Dying  
• Dance to the End of Love  
• Death Care Options & Planning  
• Death Conversation Starters  
• Volunteer with New West Hospice Society & Century House Association
- All events will be held at Century House in New West  
Contact programs@newwesthospice.ca  
Contact Century House 604.519.1066





# Snapshot of Success



Name of Project or Event: **Trauma-Informed Community English Class for Immigrant and Refugee Women**

Name of Organization: Pacific Immigrant Resources Society

Grant Amount: \$2000

Date of Project or Event: Sept 2021-June 2022

Location: Holy Trinity Cathedral New Westminster

Event Details:

**Three cohorts** of Community English Class were delivered.

**51 adults and 16 children** attended weekly classes every Monday and Wednesday morning for two hours from September 2021 to June 2022.

A total of **1590 hours of English Language instruction** were delivered. Lesson themes included daily life topics such as Mental and Physical Wellbeing, Family and Friendship, Health, Budgeting, Canada and Indigenous Studies.

**415 hours of additional one-to-one support** calls were provided.

**968 bus tickets** were provided to remove barriers to access, and **295 food hampers** were distributed to the families in partnership with the New Westminster Food Bank.



# Snapshot of Success



Name of Project or Event: **Volunteer-led Community Groups U Babies and U Seniors**

Name of Organization: **Umbrella Multicultural Health Cooperative**

Grant Amount: \$30,000

Date of Project or Event: Ongoing whole year 2022

Location: Virtually on Zoom and Viber. In-person outdoors at parks

Event Details:

Volunteer-led community groups were established to build volunteer and community capacity. They meet twice a month all year long.

**U Babies** is a support group for new immigrant Latin American mothers either pregnant or with babies < 2 y. It connects and supports women during the critical challenges of motherhood in Canada, within new social and health systems.

**U Seniors** is a peer support group for the Afghan community. The purpose is to connect seniors to overcome isolation while doing crochet and knitting.

Both groups meet twice a month over Zoom and outdoors for U Babies, and on group Viber calls and outdoors for U Seniors for a rich sharing of experiences, health topics learnings and discussions, as well as the needed caring and supporting accompaniment during this period of adaptation to pandemic regulations.



Now on Viber group call!



Umbrella Seniors

It's free!

Are you + 55 y?  
Do you speak Dari, Farsi, Pashto?  
We'd like to hear from you!

Join us for crafts and conversations!



- Friendly and warm environment
- Make crafts!
- Practice English
- Snacks included

**Where** 715 Carnarvon St  
New Westminster

**When** Fridays 11 am to 1 pm

**Contact** Shaima 604.600.9771 Dari and Farsi  
Sossan 236.513.6190 Dari, Farsi, Pashto  
Irene 778.814.5496 English

Umbrella Multicultural Health Co-op



Supported by:  NEW WESTMINSTER

# Snapshot of Success

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## Portfolio 2: Social & Cultural Vibrancy



# Snapshot of Success



**ARTS COUNCIL**  
of NEW WESTMINSTER

Name of Project or Event: New West Craft Indigenous Market

Name of Organization: Arts Council of New Westminster

Grant Amount: \$1,000.00

Date of Project or Event: June 11, 2022

Location: Riverfront Esplanade

## Event Details:

The New West Craft Indigenous Market was a special event within the New West Craft program and took place on Saturday, June 11, 2022. New West Craft is a handmade market providing space for local makers and artists to connect with the community and sell their wares. The New West Craft Indigenous Market specifically offered space to Indigenous makers, artists and small business owners. The market took place along the Fraser River Esplanade and featured 40 Indigenous vendors and performances by three Indigenous musicians/dancers. The event successfully introduced the community to Indigenous small-businesses, makers and artists and in doing so, built awareness and provided a step in the journey towards reconciliation.



# Snapshot of Success



Name of Project or Event: Big Brothers Community Mentoring Program

Name of Organization: Big Brothers of Greater Vancouver

Grant Amount: \$4000

Date of Project or Event: August 2021 - July 2022

Location: We serve children across all of the Lower Mainland.

Event Details:

The Big Brothers Community Mentoring Program matches adult male-identifying volunteers with male-identifying children and youth aged 7-17 who need an additional positive male role model in their lives. Mentors (also known as 'Bigs') and Mentees (also known as 'Littles') spend 2-4 hours each week doing a wide range of low-cost fun activities together. Littles can remain matched in the program until they graduate high school.

During August 2021 to July 2022, we served 8 children through our Community Mentoring Program in the City of New Westminster.



BIG BROTHERS MENTORING	MENTORING WITH MATH	GAME ON! MENTORING	IN-SCHOOL MENTORING
<ul style="list-style-type: none"><li>• 1:1 supportive mentoring</li><li>• Mentor boys, trans, and gender-diverse youth ages 7-17</li><li>• Build friendship through sharing experiences and spending time together</li><li>• 2-4 hours/week, 1 year commitment</li></ul> <p>OUR BIG BROTHERS ARE:</p> <ul style="list-style-type: none"><li>• 18+ Male, trans, and gender-diverse individuals</li></ul>	<ul style="list-style-type: none"><li>• 1:1 supportive mentoring</li><li>• Mentor girls, boys, trans, and gender-diverse students grades 3-7</li><li>• Connect through learning and help build math skills</li><li>• 90 minutes/week, 10 week commitment</li></ul> <p>OUR BIG BUDDIES ARE:</p> <ul style="list-style-type: none"><li>• 18+ Female, male, trans, and gender-diverse individuals</li></ul>	<ul style="list-style-type: none"><li>• Group mentoring</li><li>• Mentor boys, trans, and gender-diverse youth grades 4-7</li><li>• Focus on healthy lifestyle choices and active play</li><li>• 90 minutes/week, 8 week commitment</li></ul> <p>OUR GROUP MENTORS ARE:</p> <ul style="list-style-type: none"><li>• 18+ Male, trans, and gender-diverse individuals</li></ul>	<ul style="list-style-type: none"><li>• 1:1 supportive mentoring</li><li>• Mentor girls, boys, trans, and gender-diverse students grades 1-7</li><li>• Build a connection through play based activities</li><li>• 1 hour/week, during the school year</li></ul> <p>OUR BIG BUDDIES ARE:</p> <ul style="list-style-type: none"><li>• 18+ Female, male, trans, and gender-diverse individuals</li></ul>

TO LEARN MORE ABOUT VOLUNTEERING, SCAN OR CONTACT:



Email: [volunteer@bbgvf.com](mailto:volunteer@bbgvf.com)  
Phone: 604-876-2447 x 310  
[www.BigBrothersVancouver.com](http://www.BigBrothersVancouver.com)





# Snapshot of Success

Name of Project or Event: Multi-Year RiverSchool

Name of Organization: Fraser River Discovery Centre (FRDC)

Grant Amount: \$45,000.00

Date of Project or Event: All Year

Location: Fraser River Discover Centre

## Event Details:

With the easing of COVID 19 restrictions, FRDC has seen a strong return to in-person school RiverSchool programs, with 92 bookings and 1889 students through the end of August 2022. If this trend continues, that would mean more than 2800 students for 2022, which is approaching the pre-COVID average of 3500 students per year. FRDC also continues to offer live, on-line versions of RiverSchool (via Zoom) as well as two “Edu-Kits” for schools to rent.





# Snapshot of Success



Name of Project or Event: HYACK INTERNATIONAL PARADE & FESTIVAL 2022

Name of Organization: Hyack Festival Association

Grant Amount: \$28, 500 (\$5,000 Cash / \$23,500 City Services)

Date of Project or Event: May 28, 2022

Location: 8TH Ave → 6th St → Queens Ave; Tipperary Park

Event Details:

The annual Hyack International Parade is our province’s largest family-oriented parade with entries from throughout BC, Washington, and Oregon. The diversity of the participants entered into our 2022 parade was a heart-warming blend of the many groups that make up our community. From several multicultural and historical community organizations, to LGBTQIA+ representatives, the Chief of the QayQayt Nation, and much more, the Hyack International Parade & Festival encompasses the diversity that makes our City a leader in inclusion and representation.

Our high-energy, colourful, and entertaining procession of floats, marching bands, community groups, mascots, and performance artists lead the spectators straight to the Hyack Festival in Tipperary Park, which had become a hub of free live music and activities for people of all ages, while supporting local Vendors, Food Trucks, Exhibitors and other Artisan Creators from our community and beyond!



OFFICIAL GOLDEN JUBILEE EVENTS GUIDE • MAY 28, 2022

The 2022  
**HYACK**  
*International* PARADE  
& FESTIVAL

EVENTS FOR THE ENTIRE FAMILY!  
HYACK INTERNATIONAL PARADE • FESTIVAL AT TIPPERARY PARK • HYACK AMBASSADOR LEADERSHIP PROGRAM • AND MORE!

NEW WESTMINSTER

NewWestminster  
**RECORD**

NEW WESTMINSTER  
980/CKNW

Cap's Bicycle Shop  
A CYCLING BIKE REPAIR

The Hyack International Parade & Festival is proudly supported by our valued partners

hyackfestival.com • 604-522.6894 • events@hyack.bc.ca



# Snapshot of Success

Name of Project or Event: Celebrating the Rights of Children-Story walk and Information Sharing event

Name of Organization: Kids New Westminster Committee

Grant Amount: 1000.00

Date of Project or Event: March 22, 2022

Location: Queens Park Bandshell, Picnic Shelter and grounds

Event Details:

Tuesday, March 22, 2022

10:30 am – 12:30 pm

Queens Park Picnic Shelter

**FREE EVENT for Families/Caregivers of children 0 – 12 years**

**INFORMATION SHARING AND STORY WALK EVENT**

Kids New West along with many New Westminster service providers are offering this free and fun event celebrating the rights of children.





## Kids New West

Invites you to an

### INFORMATION SHARING AND STORY WALK EVENT

Tuesday, March 22, 2022  
10:30 am – 12:30 pm  
Queens Park Picnic Shelter  
**FREE EVENT for Families/Caregivers of children 0 – 12 years**

Kids New West along with many New Westminster service providers are offering this free and fun event celebrating the rights of children.

- Service providers will have tables set up to provide you with resources and take home activities.
- Two different Story Walks will be set up for you to read and participate in.
- Entertainment at the Bandshell
- Snack will be provided
- Event will run rain or shine
- Masks will be encouraged to be worn

This is a FREE drop in event. For information call 604-777-5120.  
Co-sponsored by the City of New Westminster Community Grants  
COVID health and safety protocols in effect.

[info@kidsnewwest.ca](mailto:info@kidsnewwest.ca) | [www.kidsnewwest.ca](http://www.kidsnewwest.ca)



# Snapshot of Success



Name of Project or Event: 2021/2022 Season

Name of Organization: Massey Theatre Society

Grant Amount: 75,000

Date of Project or Event: Year Round

Location: 735 Eighth Avenue

## Event Details:

Over the course of our year, we have invested over \$500,000 in facility improvements and specialized equipment. We have also raised \$950,000 toward a future landscape/frontage improvement which will be focused on supporting Indigenous community gatherings and cultural events as well as improving accessible pathways around the entrance. Our workforce has grown to include twenty five permanent positions to improve employment opportunities and to fulfill both our growing facility and programming activities.

We launched a number of community access programs to ensure facility use grows into the expanded leased space we now hold. We worked hard through the pandemic related limitations to ensure youth, community arts groups, children and seniors were able to enjoy arts and culture programs and projects in the spaces. We also delivered our long standing performance presentation program in the historic theatre with a number of exceptional performances for the community's enjoyment.





# Snapshot of Success



Name of Project or Event: May Day

Name of Organization: New Westminster May Day Community Association

Grant Amount: \$5,000 Cash and \$2,841 City Services

Date of Project or Event: May 28, 2022

Location: Queen’s Park Stadium

Event Details:

Some things to cheer about:

- we succeeded at our mission to celebrate heritage in New Westminster by celebrating the most significant and oldest tradition we have- May Day. May Day turned 152 years old this year.
- In the spirit of intangible cultural heritage we accomplished key and significant wins: we helped knit the community together and helped give them a sense of place and identity.

Tangibles:

- We succeeded at crafting a method to continue teaching the important dances and rallied the community to participate.
- We did this all in a spirit of fun and the proof is not only an impressive turn out but that we have already received commitment from many who participated to return next year.



NEW WESTMINSTER  
MAY DAY COMMUNITY  
ASSOCIATION  
PRESENTS

MAY  
DAY

FREE  
of charge  
  
Rain  
~or~  
Shine

**Saturday, May 28**  
**3:30pm** Doors open 3:00pm

**Queen’s Park Stadium**  
First Street and Third Avenue,  
New Westminster

An annual celebration of music and dance. A tradition in New Westminster for over 150 years.

**~Featuring~**

New Westminster youth, performing traditional May Pole and Folk dances

The crowning of New Westminster’s 152nd May Queen

Cultural dances and more!

Sponsored by:

**BEACHCOMBER**

**NEW WESTMINSTER**

**NWMAYDAY.COM**

# Snapshot of Success



Name of Project or Event: New West Pride 2022 Street Festival

Name of Organization: New West Pride

Grant Amount: \$5,000

Date of Project or Event: August 13<sup>th</sup> 2022

Location: Columbia St from 8<sup>th</sup> to 4<sup>th</sup>

## Event Details:

New West Pride 2022 Street Festival is estimated to have had between 25,000 and 30,000 attendees over the 5 hour event

- Three stages with performers that included burlesque, drag, bands, acoustic performers and more
- Roving performers included hula hoopers, buskers and more
- Partnership with Last Door Recovery had Untoxicated come home to New West with RuPaul's Drag Race performers
- Children's area supported by Family Place
- Beer Garden at the Met





# Snapshot of Success



Name of Project or Event: Jazz Cats Social

Name of Organization: Uptown Swing Collective

Grant Amount: \$3200

Date of Project or Event: 4 events (June, July, Aug & Sept)

Location: Century House – Douglas Fir Room

## Event Details:

Jazz Cats Social is a night of live hot jazz in the heart of New Westminster!

We welcome dancers, toe tappers and musicians to join us for a friendly and inclusive evening where you can learn to dance (or just watch!), meet new friends and enjoy some great music.

The evening includes a beginner swing dance lesson (no partner required), live music by a local jazz band and complimentary refreshments.

The event is also a jazz jam. Musicians are encouraged to bring their instruments and sit in with the band for a song or two.



**jazz cats social** 

Put on your glad rags and join us for a fun night of live hot jazz in the heart of New Westminster!

**Music by the Josh Roberts Quartet** 

TICKETS AVAILABLE ONLINE, OR CALL:

New Westminster Parks and Recreation  
(604) 526-4281  
or  
Century House Association  
(604) 519-1086

**Saturday, June 11, 2022**

Century House  
620 Eighth St.  
New Westminster

6:30 pm doors  
7:00 pm lesson  
7:30 pm music & dancing

 @uptownswingcollective   
presented by

**UPTOWN SWING**   
collective

  
NEW WESTMINSTER





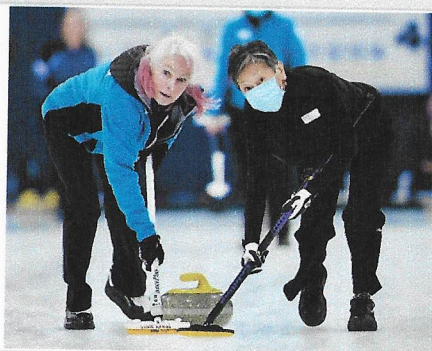
## Snapshot of Success

**Grant Portfolio:** Community Grants

**Photo**



**Photo**



**Name of organization**

Royal City Curling Club

**Grant Type:** Vibrancy-Involvement-Amateur Sport

**Name of Project or Event:** 2022 Connect Hearing B

**Date of Project or Event:** Original - Feb 15-20, post

**Location:** Royal City Curling Club

**Attendance:** Over 150 participants and volunteers

### Event Details

- Provincial Champions determined for Mens and Womens categories
- 150 event participants and volunteers - event was inclusive of wheelchair & stick curlers
- Promotion and recognition for our City
- Community engagement - 71 room nights - Inn at the Quay, participants/volunteers received local information and local gift cards in lieu of banquet and wind up, games live streamed with sponsor logos
- Successful, safe event for our club and City, managed amid changing dates and COVID restrictions

**Grant Amount:** \$2,000

**Promotional Material or Photo**

## SPECIAL THANKS

**Connect Hearing**  
YOUR HEARING PROFESSIONALS



**viaSPORT**  
ENTER COLUMBIA



**save on foods**

**NEW WESTMINSTER**



### Community Partners:

Connect Hearing, Save on Foods, Prospera Credit Union, Seymour, Gardner & Associates, Inn @ the Quay



# Snapshot of Success



Name of Project or Event: A Season of Music Concerts

Name of Organization: New Westminster Symphony Society (NWSS)

Grant Amount: \$5,000

Date of Project or Event: 2021-2022

Location: New Westminster

Event Details:

After 2 years of cancelled in-person rehearsals and performances, the New Westminster Symphony Orchestra gave a live concert on May 1st 2022.

Thanks to the continued support of New Westminster Community Grant, we were able to rehearse and prepare for the first in-person concert since March 2020. Our new and returning patrons were treated to a performance of Beethoven’s Eighth Symphony and Dvorak’s Eighth Symphony at Eighth and Eighth (Massey Theatre).

As we wrapped up the season with a successful concert, we look ahead to our 2022-2023 year with carefully curated programs under the guidance of our music director, Maestro Jin Zhang. The NWSO look forward to seeing the community of New Westminster in the up and coming season!





# Snapshot of Success



Name of Project or Event: Organized Soccer

Name of Organization: Royal City Youth Soccer Club/ New West Soccer Club

Grant Amount: \$4,000

Date of Project or Event: September 2021 – August 2022

Location: New Westminster

## Event Details:

The Royal City Youth Soccer (RCYSC)/New West Soccer Club (NWSC) is an established sports organization that has operated in the city of New Westminster since 1965. In the regular season, RCYSC/NWSC offers House and Select level programs for athletes 3-18 years of age and Skills Enhancements Programs for athletes 7-18 years of age. The club also offers Spring and Summer skills programs and camps from April to August.

The Club also organizes and volunteers the 'Don't Go Hungry' Program in Queensborough (<https://www.dontgohungry.ca/>)

Thank you to the city of New Westminster in helping us be able to provide programs to over 1,500 registrants this past year!

Thank you to our partners: Piva, Rearden Capital Group Inc., Sportstown Soccer, Kal-Tire and Suki Sadhre Realty!





# Snapshot of Success



Name of Project or Event: On Your Block

Name of Organization: Odihi

Grant Amount: 5000

Date of Project or Event: 9<sup>th</sup> July 2022

Location: Tipperary

Event Details:

On Your Block is a multicultural festival that is about bringing communities together to promote unity, celebration, and togetherness. Embracing ourselves and the diverse talents and cultures within our communities. It will also be about building new friendships as well as reconnecting and nurturing old ones. There will be plenty of food trucks, live music, entertainment, local vendors, arts and crafts, and activities for everyone to enjoy.

Included Food trucks, Live music, adult area with live music, 50+ vendors, photobooth, flower wall and family activities.



FROM 1 - 9 PM

  
**ODIHI**  
PRESENT

FREE ENTRY

ALL AGES

LIVE MUSIC 50+ VENDORS BEER GARDEN ARTS & CRAFT PHOTO BOOTH FOOD TRUCKS AND MORE





**ON YOUR BLOCK**  
**MULTICULTURAL FESTIVAL**  
SATURDAY, JULY 9<sup>TH</sup> 2022  
Tipperary Park, 315 Queens Ave, New Westminster, BC V3L 1K1  
ALSO PERFORMANCES BY :

ELIZABETH IRVING  
SAM CHIRIES  
JAMIE J  
DANNY GASCHO  
TONY RAMIREZ  
HABESAH WILLIAMS

DJ OGA ROSSCO  
DJ ANDY  
DOAA MAGDY  
MICKEY MARS  
TAMAMI MAITLAND

BROTHA JASON  
DJ COSTA BESTA  
DJ OMABOMA  
JONATHAN FAIRBANK  
EMILIO SUAREZ

NEW WESTMINSTER



oybfest@odihi.com      www.onyourblockfest.com      @onyourblockfest

# Snapshot of Success



Name of Project or Event: Kub Kar Rally

Name of Organization: 12<sup>th</sup> New Westminster Scout Group

Grant Amount: \$1,467.00

Date of Project or Event: 30 Apr 2022

Location: Queen's Park Bandshell

Event Details:

At the Kub Kar Rally, the Beavers, Cubs and Scouts race their Beaver Buggies, Kub Kars and Scout Trucks to see whose vehicle is the fastest and best designed. The youth race the cars down a ~15m long track with trophies for the winners and the Best in Show.

The youth cut out, sand, paint, and add embellishments for both speed and style. They demonstrate a great deal of creativity in making their vehicles.

This is an annual tradition in New Westminster and in most Scouting Groups across the Country.



Beaver Buggy/Kub Kar/Scout Truck Rally

Linking Event  
Date: 2022-04-30 (10:00am - 3:00pm)  
Location: Queens Park Bandshell.

Attendees  
Sections  
None  
Committee members  
None  
Contact: Geoff Pinkerton

Description  
The 12th New Westminster Beaver Buggy/Kub Kar/Scout Truck Rally will be Saturday April 30th, 2022, at the Queens Park bandshell. Scouts should arrive around 10:00am (to set up the track and start to weigh the cars) and the races begin at 11:00am. The Scouts will go first, followed by the Cubs, followed by the Beavers.

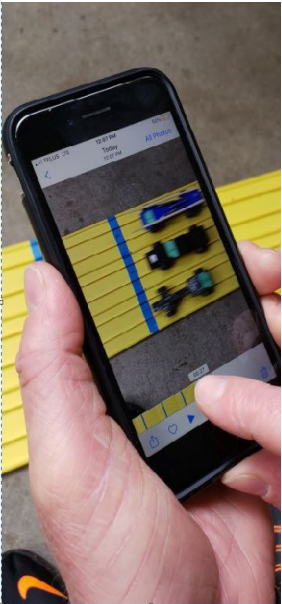
What: Beaver Buggy/Kub Kar/Scout Truck Rally  
Where: Queens Park bandshell, near Centennial Lodge  
Arrive: After 10:00am; races start @ 11:00am

Please stay to watch the races and cheer them on!

Approximate times are:  
Scout Trucks races at 11:00. Arrive at 10:30  
Kub Kars races at 12:00. Arrive at 11:30 or earlier  
Beaver Buggies races at 1:00. Arrive at 12:30 or earlier

Please note that the Scout Trucks and the Kub Kars need to be registered and weighed, so you need to arrive 1/2 hour before your Section race time.

A special thanks to the City of New Westminster for their kind donation a new track this year!! Hopefully the kars will go faster than ever!





# Snapshot of Success



Name of Project or Event: TD Uptown Live Street Party

Name of Organization: Uptown Business Association of New West

Grant Amount: \$15,000.00

Date of Project or Event: Saturday, July 16, 2022

Location: Uptown Business District (Sixth Street & Sixth Avenue)

## Event Details:

TD Uptown Live Street Party is a one-day music event with performances on multiple stages featuring top BC-based artists. Plus – kids’ activities, interactive exhibits, local artisans, yummy food trucks and licensed beverage areas. The event has been taking place in the Uptown business district since 2012. Attendance this year is estimated at 40,000.



# Snapshot of Success

Name of Project or Event: 2021-2022 VCMS Chamber Music Series Program: New Westminster Series

Name of Organization: Vancouver Chamber Music Society

Grant Amount: \$7,500

Date of Project or Event: November 15, 2021 – June 12, 2022

Location: Anvil Centre/Online

## Event Details:

The Vancouver Chamber Music Society successfully presented four live programs in collaboration with the Anvil Centre and additionally three virtual concerts. The program provided affordable access to high-calibre chamber music directly to over 400 attendees in New Westminster and over 1200 people across the lower mainland through online presentations.

Live concert attendance at the Anvil Centre: Vancouver Cello Quartet, Feb. 6: 108; Cellobration: Amit Peled & Noreen Polera, Feb. 27: 65; Devil's Violin: Jinjoo Cho & Hyunsoo Kim, Apr. 10: 95; Gary Hoffman & David Selig, May 1: 132

Digital concert attendance based on an average of 2 attendees per screen: Victor Julien-Laferrrière & Jonas Vtaud, Nov. 15-21: 18; New Orford String Quartet, Mar. 27-Apr. 3: 890; Jinjoo Cho & Hyunsoo Kim, Jun. 5-12: 300





# Snapshot of Success

Name of Project or Event: Walk to make CF history

Name of Organization: Cystic Fibrosis Canada

Grant Amount: \$812

Date of Project or Event: May 29, 2022

Location: Queens Park

## Event Details:

Our event was very successful and raised over \$60,000 for cystic fibrosis research, advocacy and care.

Our walkers and volunteers had a great time at the park. They met at the picnic tables and spent time reconnecting and reuniting after more than two years apart. For some, this was the first time they have seen their own family members since before the pandemic so it was a very special day.

We had some speeches and handed out awards for contributions to fundraising and volunteerism.

Everyone walked around the perimeter of the park and returned to enjoy some refreshments. Some stayed for their own family picnics which was really lovely to see. Thank you for your support!



**Join the  
#WalkToMake  
CFHistory  
2022!**



# Snapshot of Success

WEBA West End Business  
Association



Name of Project or Event: 12<sup>th</sup> Street Festival of the Arts

Name of Organization: West End Business Association

Grant Amount: \$5000

Date of Project or Event: July 24<sup>th</sup>

Location: From 8<sup>th</sup> Ave. down 12<sup>th</sup> St. to 6<sup>th</sup> Ave.

Event Details:

12<sup>th</sup> Street Festival of the Arts July 24<sup>th</sup>, 2022



**12TH STREET**

**Festival of the Arts**

**11:30AM - 5:00PM**

**SUNDAY, JULY 24, 2022**

**ARTS • DANCE • CRAFT • BANDS • BUSKERS**

**CHILDREN'S ACTIVITIES • BALLOON FUN • FACE PAINTING**

**HAPPYLAND CHARACTERS • FOOD FROM AROUND THE WORLD!**

**TWO STAGES! 6TH AVE. TO 8TH AVE.**

**KEY WEST FORD COMMUNITY STAGE**

BLUE EXPRESS • SYNDICATE • WHERE'S ASHLEY  
HALL 23'S WESTSIDE SWING • DEM BOYZ  
SILVER DIAMOND COUNTRY DANCERS  
HAMILTON STREET SWING  
ROOTS PERUVIAN FOLK DANCE

**THIRSTY DUCK STAGE**

11:30 AM CAT MURPHY BAND  
1:00 PM WE FOUND A LOVEBIRD  
2:30 PM MIKE VAN EYES BAND  
4:00 PM 2 DAYS & COUNTING

PRESENTED BY NORTHERN ELECTRIC & LITTLE RED SOUNDS



# Snapshot of Success



Name of Project or Event: Clean-Up New West  
Name of Organization: Westminster House Society

Grant Amount: \$1,500.00  
Date of Project or Event: June 26<sup>th</sup>, 2022

Location: Tipperary Park

Event Details:

Clean-Up New West is Westminster House Society’s way of giving back to our community, showing our gratitude to the city of New Westminster for over 40 years of supporting or efforts to help women and youth girls recover from a life of addiction.

The event includes a street clean-up, garbage weigh-in and prizes, complimentary lunch for participants, and live local entertainment. It provides an opportunity for the community to come together and connect and be involved in the betterment of our streets and parks.

WHS Clean-Up New West 2022 was a huge success! With the help of our clients, alumnae, friends, and community, we were able to collect over 1776 pounds of garbage and have fun while doing it!

We could not have accomplished this without our sponsors, volunteers and all those who participated.



**WESTMINSTER**  
*House*

**CLEAN UP  
NEW WEST**

HELP CLEAN UP NEW WEST - VOLUNTEER & PARTICIPATE

**June 26, 2022 | 9 am – 12 pm**  
**Tipperary Park, New Westminster, BC**  
Live Entertainment and Music  
Complimentary Lunch  
Community Clean Up  
Contests and Prizes

Laura Dunne | 604-545-1327  
laura@westminsterhouse.ca

To help clean up, please register  
at [signup.com/go/HcqqkVc](https://signup.com/go/HcqqkVc) or scan

Proudly Supported By:



# Snapshot of Success

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## Portfolio 3: Community Economic Activators

# Snapshot of Success



Name of Project or Event: New West Farmers Market

Name of Organization: New West Farmers Market Society

Grant Amount: \$12,840 + \$5181 in city services  
March to November 2022 + Holiday

Date of Project or Event: Market December 10 + 11, 2022

Location: Tipperary Park

Event Details:

The New West Farmers Market is a weekly outdoor market from March to November that features farm-fresh produce, plants, quality crafts from local artists and artisans, gourmet prepared foods, community information, live music, and more.

From June to early September NWFM hosts the Sprout Club, a free children's program offering activities and crafts that focus on the environment, sustainability, and food systems.

Mid-December, we host a Holiday Market for a single weekend that has room for 100 vendors, features 6-8 local live musicians, activities for children and families, as well as, 6 scholarship spots for historically marginalized vendors.

The market is proud to be a community builder, a small business incubator, an economic activator, and a cornerstone of New Westminster culture.



# **REPORT**

## **Climate Action, Planning and Development**

**To:** Mayor and Members of Council      **Date:** November 28, 2022

**From:** Emilie K. Adin,  
Director, Climate Action, Planning and  
Development      **File:** 05.1020.20

**Item #:** 2022-709

**Subject:** **Construction Noise Bylaw Exemption Request: Front Street from  
Tenth Street to McBride Boulevard - Metro Vancouver Sewer  
Inspection**

---

### **RECOMMENDATION**

**THAT** Council grant an exemption to the Construction Noise Bylaw No. 6063, 1992 to Metro Vancouver to conduct a sewer inspection on Front Street from Tenth Street to McBride Boulevard commencing November 29, 2022 to December 2, 2022.

---

### **PURPOSE**

To request that Council grant an exemption from the Construction Noise Bylaw to Metro Vancouver for a sewer inspection on Front Street from Tenth Street to McBride Boulevard commencing November 29, 2022 to December 2, 2022.

### **BACKGROUND**

Metro Vancouver continues to progress with its sewer upgrade project in New Westminister. There are multiple phases continuing into 2023. Metro Vancouver anticipated the project would be completed in 2021; however, there have been unexpected delays.

### **EXECUTIVE SUMMARY**

City staff consider an exemption of the Construction Noise Bylaw to be reasonable for the following four reasons:

1. Given that the work requires the Sapperton Pump Station to be turned off.
2. Given that the work must be done when there is least demand on the system.
3. Given that it is not practical to close Front Street, which is a major truck route, during daytime hours.
4. Given that the upgrades are required to maintain the long term operation of the sewer system.

## **FINANCIAL IMPLICATIONS**

No financial impact to the City is anticipated by granting the exemption. If the exemption is not granted, the project will likely be delayed which may result in financial impacts for the applicant.

## **OPTIONS**

There are two options to consider:

1. That Council grant an exemption to the Construction Noise Bylaw No. 6063, 1992 to Metro Vancouver to conduct a sewer inspection on Front Street from Tenth Street to McBride Boulevard commencing November 29, 2022 to December 2, 2022.
2. That Council provide staff with alternative direction.

Staff recommend Option 1.

## **ATTACHMENTS**

Appendix A: Notification to Immediate Neighbourhood

Appendix B: Area of Construction Work

## **APPROVALS**

This report was prepared by:  
Manny Natt, Senior Livability Coordinator

This report was reviewed by:  
Diane Merenick, Manager, Integrated Services

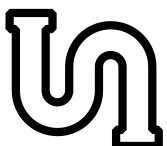
This report was approved by:  
Emilie Adin, Director, Climate Action, Planning and Development  
Lisa Spitale, Chief Administration Officer

## Appendix A

### *Notification to Immediate Neighbourhood*

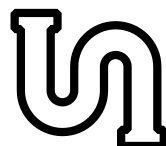


Notice of  
**Sewer**  
**investigation**  
**work in your**  
**area**



Thank you for your patience  
while this necessary work  
is completed.

Notice of  
**Sewer**  
**investigation**  
**work in your**  
**area**



Thank you for your patience  
while this necessary work  
is completed.

## Front Street Sewer Upgrade

Metro Vancouver will be conducting sewer investigation work in your area. To safely do this work, when sewer flows are at their lowest levels, crews will have to work outside of the standard permitted hours. The investigation is necessary to complete upgrades to the sewer next year.

**Work activities and impacts may include:**

- Noise in the area outside of standard hours
- Maintenance vehicles in the area
- Single-lane traffic

**Location:** Along Front Street, between 10<sup>th</sup> Street and McBride Boulevard in New Westminster

**Date:** Week of November 28, 2022 for approximately five days

**Work Hours:** Between 8:00 pm and 7:00 am

Drivers are asked to follow the direction of signage and traffic control personnel. Crews will make efforts to reduce impacts to residents wherever possible. All work will comply with the City of New Westminster bylaws or granted bylaw variances.

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---

### Contact Us

**Information Centre:** 604-432-6200  
(Monday to Friday from 8:00 am to 4:30 pm)

**After Hours Emergency:** 604-451-6610

**icentre@metrovancover.org** (Please include “Front Street Sewer Upgrade” in the subject line)

**metrovancover.org** and search “Front Street Sewer Upgrade”

---

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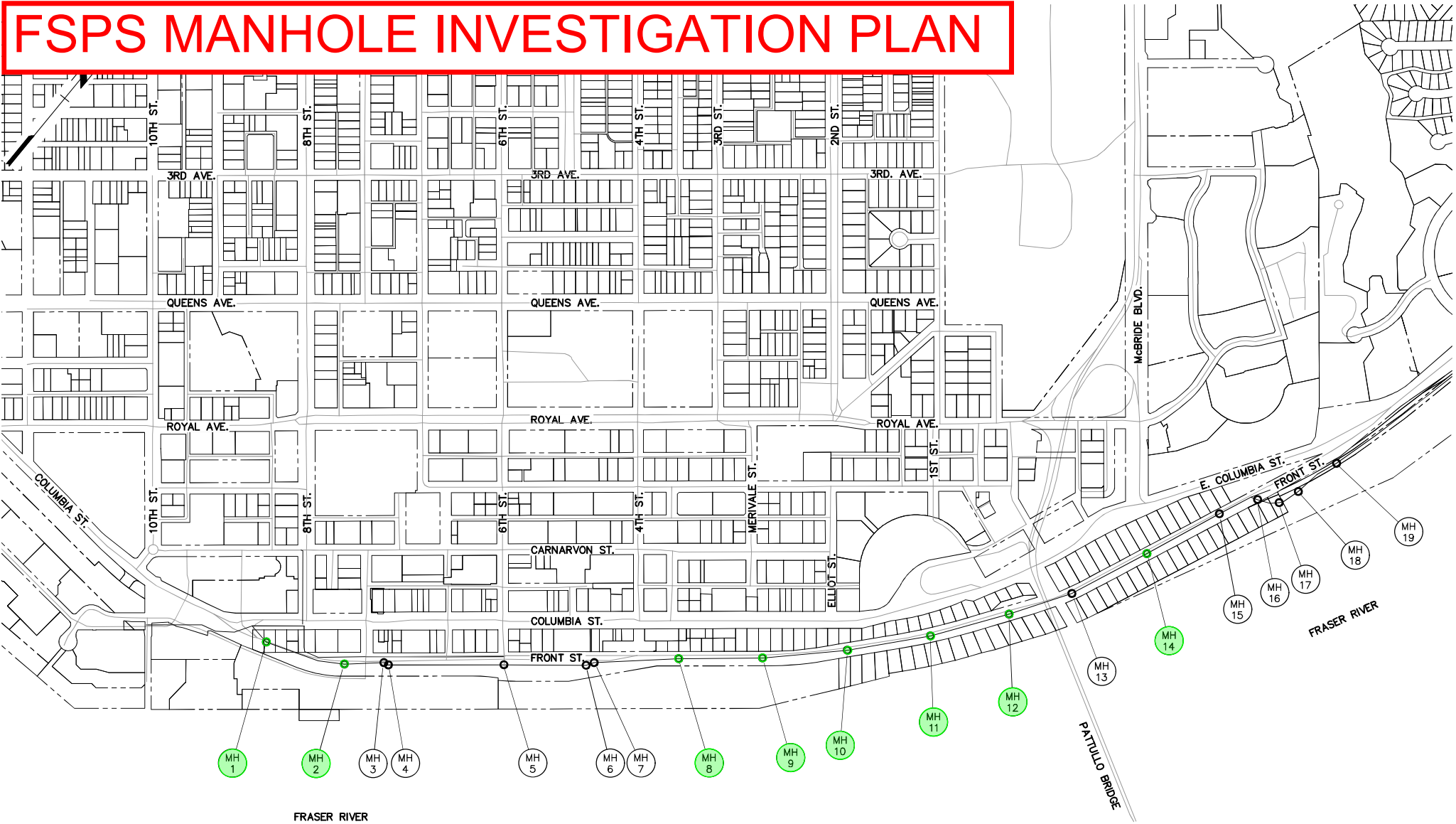
**metrovancover.org** and search “Front Street Sewer Upgrade”

## Appendix B

### *Area of Construction Work*



# FSPS MANHOLE INVESTIGATION PLAN



KEY PLAN  
1:5000

## **REPORT**

### ***Legislative Services***

**To:** Mayor Johnstone and Members of Council  
**Date:** November 28, 2022

**From:** Jacque Killawee  
City Clerk  
**File:** 05.1035.10

**Item #:** 2022-711

**Subject: Proposed 2023 Schedule of Council Meetings**

---

#### **RECOMMENDATION**

THAT Council approve the 2023 Schedule of Council Meetings as set out in Attachment 1 of this report.

---

#### **PURPOSE**

To request Council approval of the 2023 Schedule of Council Meetings.

#### **BACKGROUND**

Section 127 of the *Community Charter* requires annual publication of Council's Schedule of Meetings, including date, time and place of meeting, and that the schedule shall be posted in the public notice posting place, and that notice of the availability of the schedule shall be published in a newspaper on two consecutive weeks. Approval of this proposed meeting schedule will allow the posting of the 2023 Council Meeting Schedule prior to January 1, 2023, as required.

#### **DISCUSSION**

The attached proposed schedule (Attachment 1) presents a schedule of two meetings per month, allowing for time in between meetings to meet the notification requirements for the holding of a public hearing.

**OPTIONS**

- 1) THAT Council approve the 2023 Schedule of Council Meetings as set out in Attachment 1 of this report.
- 2) That Council give alternative direction.

*Staff recommend Option 1*

**ATTACHMENTS**

Attachment 1: 2023 Schedule of Council Meetings

**APPROVALS**

This report was prepared by:  
Gillian Day, Agenda Secretary

This report was approved by:  
Jacque Killawee, City Clerk  
Lisa Spitale, Chief Administrative Officer



## Attachment 1

### *2023 Schedule of Council Meetings*

# 2023 SCHEDULE OF COUNCIL MEETINGS

**Live Webcast:** Please note City Council Meetings, Public Hearings, Council Workshops and some Special City Council meetings are streamed online and are accessible through the City's website at: <https://www.newwestcity.ca/council>

Meeting	Time	Location
Closed Council Meeting (confidential) ( <b>Closed</b> )	<b>1:00 p.m.</b>	Held electronically
Council Workshop ( <b>Workshop</b> )	<b>3:00 p.m.</b>	Held in Council Chamber and electronically
City Council Meeting ( <b>Council</b> )	<b>6:00 p.m.</b>	In Council Chamber and electronically
Public Hearing ( <b>PH</b> )	<b>6:00 p.m.</b>	In Council Chamber and electronically
On Public Hearing days, a City Council Meeting follows the Public Hearing ( <b>Council*</b> )	<b>Follows the Public Hearing</b>	In Council Chamber and electronically
<b>Delegations to Council</b> are heard at Council meetings marked with +	<b>7:00 p.m.</b>	In Council Chamber and electronically

<b>JANUARY</b>	2 No Meeting New Year's Day in lieu	9 ♦ Closed ♦ Workshop ♦ Council+	16 No Meeting	23 No meeting	30 ♦ Closed ♦ PH ♦ Council*
<b>FEBRUARY</b>	6 No meeting	13 ♦ Closed ♦ Workshop ♦ Council+	20 No Meeting Family Day	27 ♦ Closed ♦ PH ♦ Council*	
<b>MARCH</b>	6 No meeting	13 ♦ Closed ♦ Workshop ♦ Council+ Spring Break	20 No Meeting Spring Break	27 ♦ Closed ♦ PH ♦ Council*	
<b>APRIL</b>	3 ♦ Closed ♦ Workshop ♦ Council+	10 No Meeting Easter Monday	17 No Meeting	24 ♦ Closed ♦ PH ♦ Council*	
<b>MAY</b>	1 No Meeting	8 ♦ Closed ♦ Workshop ♦ Council+	15 No Meeting	22 No Meeting Victoria Day FCM May 25-28	29 ♦ Closed ♦ PH ♦ Council*
<b>JUNE</b>	5 No meeting	12 ♦ Closed ♦ Workshop ♦ Council+	19 No Meeting	26 ♦ Closed ♦ PH ♦ Council*	

<b>JULY</b>	3 No Meeting Canada Day in lieu	10 ♦ Closed ♦ Workshop ♦ Council+	17 No Meeting	24 No Meeting	31 No Meeting
<b>AUGUST</b>	7 No Meeting BC Day	14 No Meeting	21 No Meeting	28 ♦ Closed ♦ Workshop ♦ Council+	
<b>SEPTEMBER</b>	4 No Meeting Labour Day	11 ♦ Closed ♦ Workshop ♦ Council+ (at Qboro)	18 No Meeting UBCM Sep 18-22	25 Tax Sale ♦ Closed ♦ PH ♦ Council*	
<b>OCTOBER</b>	2 No Meeting	9 No Meeting Thanksgiving	16 ♦ Closed ♦ Workshop ♦ Council+	23 No Meeting	30 ♦ Closed ♦ PH ♦ Council*
<b>NOVEMBER</b>	6 ♦ Closed ♦ Workshop ♦ Council+	13 No Meeting Remembrance Day in lieu	20 No meeting	27 ♦ Closed ♦ PH ♦ Council*	
<b>DECEMBER</b>	4 No Meeting	11 ♦ Closed ♦ Workshop ♦ Council+	18 No Meeting	25 No meeting Christmas Day	

**Notes:**

- Closed Council Meetings are closed to the public and begin at 1:00 p.m.
- Council Workshops are open to the public and begin at 3:00 p.m.
- City Council Meetings are open to the public and begin at 6:00 p.m.
- Delegations to Council are heard at Council Meetings marked with +
- Public Hearings are open to the public and begin at 6:00 p.m.
- City Council Meetings held after Public Hearings begin immediately following the Public Hearings. These meetings are open to the public.

Meeting dates, times or venues may change from month to month, but notice of the time, date and place of meetings will be given.

\*Some personal information is collected and archived by the City of New Westminster under Section 26(g)(ii) of the Freedom of Information and Protection of Privacy Act and for the purpose of the city's ongoing commitment to open and transparent government. If you have any questions about the collection of personal information please contact Legislative Services, 511 Royal Avenue, New Westminster V3L 1H9, 604-527-4523.



**REPORT**  
***Office of the Chief Administrative Officer***  
***And***  
***Finance Department***

**To:** Mayor Johnstone and Members of Council  
**Date:** November 28, 2022

**From:** Lisa Spitale  
Chief Administrative Officer  
**File:**

Harji Varn  
CFO/Director of Finance

On behalf of the Senior Management Team  
**Item #:** 2022-718

**Subject: Q3 2022 Capital and Operating Performance Report**

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**RECOMMENDATION**

THAT Council receive this report for information; and

THAT Council approve the 2022 Quarter 3 capital budget adjustments as outlined in Table 1-1 of this report.

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**PURPOSE**

An information report on the 2022 Quarter 3 (Q3) capital and operating budgets and to seek Council's approval of the proposed 2022 Quarter 3 Capital Budget Adjustments & Revised 2022 Multi-Year Capital Budget: (1) Adjust for net budget increases of \$0.8M; and (2) Approve the proposed revised 2022 Multi-Year Capital Budget of \$191.9M and no change to the 2022-2026 Five Year Financial Plan Bylaw as the \$0.8M will be accommodated by re-allocating funding within the current five year Capital Plan.

## **BACKGROUND**

The 2022 Budget and Five Year Financial Plan were approved in February, 2022. This plan was guided by the Financial Sustainability Principles that align with the City's core values when building a vibrant, compassionate City that includes everyone and ensures the City's budget is sustainable, adaptable, stable and accountable.

The Capital Budget was presented by Strategic Priority which reinforced the alignment of spending to Council's priorities; and the Operating Expenditure Budget, prepared and presented by each Department Head, focused on 2021 highlights and achievements, and 2022 initiatives – all demonstrating commitment to transparency of City services.

Council approved the Capital Budget at **\$170.7M** during the annual budgeting process and later approved an **increase of \$20.4M** in the last two quarters bringing the approved budget at Q2 to **\$191.1M**. The Operating Expenditure Budget was approved at **\$216.0M**. No adjustments are being requested at this time.

As indicated in previous Council reports, as part of the City's commitment to flexibility and transparency, the Finance Department reports back to Council on a quarterly basis and seeks Council approval for any adjustments where budgets would need to be reset or varied from the original budget targets throughout the year.

The annual budget draws from an existing Five Year Financial Plan and is established in advance of the year of delivery with Council approval specific to annual property taxation and utility rates (the funding sources). Where the funds do not exist within the current approved Bylaw, staff then work to find offsets within the current approved expenditure plan to avoid growing the plan and seeking an amendment. Should an offset not exist, then staff would seek to amend the Bylaw to avoid delays or impacts on City services for major projects in progress.

A quarterly monitoring and reporting process is recognized as a best practice and acknowledges that change happens over the course of any given fiscal year. Accordingly, this approach allows for:

- reporting out on the quarter results so Council is well informed on accomplishments or project deferrals due to economic or internal factors;
- consultation on needed changes to the 2022 Approved Budget which, therefore, incorporates Council's feedback on project adjustments or new projects on a timely basis; and
- increased transparency and robust financial oversight which supports a more seamless transition into the next annual budget setting exercise and Five Year Financial Plan update.

## 1. QUARTER 3 CAPITAL REPORT

Capital projects and program spending can span over multiple years and, therefore, budgets can be larger than the actual annual spend due to the need to complete the procurement strategy and contract awards ahead of time. As per the Community Charter and the City's Procurement Policy, the City's budgets must be in place before contracts are committed.

The current 2022 Approved Multi-Year Capital Budget of \$191.1M has \$65.3M spent up to end of September and over \$96.5M in open purchase order commitments to span spending over multiple years.

At Q3, a total of \$0.9M capital budget adjustment is required which is offset by \$0.1M from savings/scope change of other projects in the same year. As a result, only \$0.8M net increase in Q3 2022 is required.

**Attachment 1** is a detailed list of items by project or program which staff have brought forward as proposed adjustments to the existing 2022 Approved Multi-Year Capital Budget.

See **Table 1-1** for a summary of the adjustments which bring us to the Proposed Revised 2022 Multi-Year Capital Budget of **\$191.9M**.

Table 1-1

2022 Revised Multi-Year Capital Budget	2022 Q3 Quarterly Adjustment	2022 Proposed Multi-Year Capital Budget	Spend to Date (As of Sep 30)
191.1	0.8	191.9	65.3

The Proposed Q3 Capital Budget Adjustments are being offset with project BU 12299 future Park Land Acquisitions as such acquisition(s) will be further informed by the finalization of the Parks and Recreation Master Plan Update planned for 2023. Current approved 5 Year Plan amount is \$4.5M; staff have reduced the amount by \$1.7M in Q2 and an additional \$0.8M this quarter, bringing the total reduction to \$2.5M. Staff will bring forward any subsequent proposed changes during future annual budget cycles.

### **Major Projects Highlight and Status update at the end of the third Quarter:**

- **\$62.0M təməsewtxw Aquatic & Community Centre (TACC)** – as at Q3 the forecasted spend is \$47.0M, with the balance of spending carrying over into 2023. The City has acquired \$93.6M debt authorized by Bylaw No. 8073, 2019 to fund the project. Construction contractor, Heatherbrae Construction Ltd, has informed the City that due to various factors on-site and globally, there is indication that the project timeline will be affected. An update will be provided to Council in early 2023, following further review.

- **\$24.5M Queensborough (QB) Substation** – as at Q3, the forecasted spend is \$18.7M with the balance of spending carrying into 2023. The City has acquired \$25.0M of the approved \$30.0M debt authorized by Bylaw No. 8041, 2018 to fund the project. New Duct Bank on Boyd Street from Howes Street to Wood Street is required to connect new electrical distribution from the Queensborough Substation to the City's existing electrical distribution system. The project is anticipated to be completed by spring 2023 and likely to be under-spent.
- **\$10.0M Advance Metering Infrastructure (AMI)** – as at Q3, the forecasted spend is \$1.0M with the balance carrying over into 2023 and 2024. Contract has been awarded to KTI Limited for the supply and installation of the new meters and to Harris Computer Systems for the IT infrastructure to connect the meters. Detailed project planning with the 2 vendors is underway. There is early indication that the project budget will need to increase as meter costs, IT costs and overall project resourcing costs have faced significant inflation since the project was first estimated in 2019. Staff will complete the detailed project plan and refine project scope, timelines and budget ahead of the 2023 Budget proposals to Council in early 2023.
- **\$8.7M Sewer Separation** – as at Q3, the forecasted spend is \$3.7M with the balance carrying over into 2023. Contract has been awarded to Complete Utilities Contractors Ltd for work at 4<sup>th</sup> and 6<sup>th</sup> Avenue and 13<sup>th</sup> Street (2022 Sewer separation program). Material for the project has been delivered, and locates are underway.
- **\$6.6M Water Main Replacement** – as at Q3, the forecasted spend is \$2.1M with the balance carrying over into 2023. This contract is coordinated with the Sewer Separation Work; same contractor, timing and location.
- **\$5.9M Boundary Pump Station** – as at Q3, the forecasted spend is \$5.5M with the balance carrying over into 2023. Construction is underway. The project is experiencing some delays due to supply chain issues for various parts and materials. Commissioning is set for early Q1 2023.
- **\$4.1M Massey Theatre** – as at Q3, the forecasted spend is \$0.5M with the balance carrying over into 2023. The four year phased renovation has started this year with defining the scope of work that can be achieved within the capital budget. The project design is scheduled to be completed by December 2023 and the construction work to commence in early 2024 and completed by December 2025.
- **\$3.5M Agnes Street Greenway Construction** – as at Q3, the forecasted spend is \$2.4M with the balance carrying over into 2023 for paving and final project completion work.
- **\$2.8M Electrical New Services** – as at Q3, \$2.3M has been spent. Staff are estimating to spend to the full budget amount with new services at various



locations such as 618 and 813 Carnarvon Street, 300 Duncan Street and the new Aquatics facility. The remaining projects charged to new services were largely new single family homes and laneway houses, as well as smaller subdivisions.

- **\$2.5M McInnis Overpass** - as at Q3, the forecasted spend is \$0.05M for design work and the balance to carry over into 2023 for the construction phase.
- **\$2.0M Sapperton District Energy** – as at Q3, the forecasted spend is \$0.4M with the balance carrying over into 2023. The consultant continues to develop the design further and provides support for all external related discussion, grant applications etc. The Project is not feasible without additional grant or developer funding. To date, minimal grant agreements have been secured or signed.

## **2. QUARTER 3 OPERATING REPORT**

Operating budgets spending is primarily focused on providing annual funds to support with the delivery of key City Services, such as Public Safety, Parks & Recreation, Library Services, Engineering and many of other General Government and Utility Services.

Annually, staff bring forward the Operating Budgets which includes a proposal for the Property Taxes and Utility rates to be levied to support the Operating Expenditures and continued contribution to the City's Reserves for ongoing renewal/replacement of the City's aging infrastructure/assets.

The current 2022 Approved Operating Revenue Budget of \$262.3M is tracking ahead of budget by \$23.4M largely due to the sale of low carbon fuel credits. The City, through its operations of an Electrical Utility providing low carbon intensity fuels to SkyTrain, has accumulated approximately 62,000 credits and sold the credits in the market.

The current 2022 Approved Operating Expenditures of \$216.0M is trending slightly lower than budget by \$1.4M mainly due to staff shortages and vacant positions.

Aside from the \$26.4M revenue from carbon credits sale which will be transferred to the Climate Reserve at year end, staff are anticipating the overall operating result to be on budget but are seeing risks and pressures in the following areas:

- Emergency Management expenditures
- WorkSafe Premiums increase
- Collective agreements have expired for most of the City's unions
- Debt financing costs - interest rate increases
- Inflationary increases in supplies & materials/contractor costs/fuel, etc.

In 2022, staff's oversight, strategies and strict monitoring have led to the ability to manage within the existing approved budgets; however, with the continuous cost escalation and need to fill all vacancies, staff are seeing some significant challenges as we prepare for the 2023 Operating Budgets. There has historically been a dependency to achieve ~\$2M in vacancy surplus throughout the year as there are normally gaps in staff recruitment timing or turnover timing which if not achieved will put pressure on staying within budget in 2023.

See **Table 2-1** for a summary of the Operating Revenues – all funds

Table 2-1

	2022 Annual Budget	2022 YTD Budget	2022 YTD Actual	2022 YTD Variance	2022 Forecast	Forecast vs Budget Variance
<i>(in millions)</i>						
<b>REVENUE</b>						
Taxation Revenue	\$ (97.88)	\$ (97.15)	\$ (97.61)	\$ 0.46	\$ (98.20)	\$ 0.32
Utility Rates	\$ (100.12)	\$ (81.53)	\$ (84.92)	\$ 3.39	\$ (103.34)	\$ 3.22
Sale of Services	\$ (14.37)	\$ (10.58)	\$ (12.19)	\$ 1.61	\$ (16.13)	\$ 1.76
Grants from Governments	\$ (8.92)	\$ (7.03)	\$ (4.46)	\$ (2.57)	\$ (8.05)	\$ (0.87)
Contribution Revenue	\$ (24.09)	\$ (17.46)	\$ (7.10)	\$ (10.36)	\$ (18.49)	\$ (5.59)
Other Revenue	\$ (16.92)	\$ (12.72)	\$ (43.82)	\$ 31.11	\$ (48.02)	\$ 31.10
<b>TOTAL REVENUE</b>	\$ (262.29)	\$ (226.47)	\$ (250.11)	\$ 23.64	\$ (292.23)	\$ 29.93

To date (Q3) the City's total **actual revenues are \$250.1M** vs the estimated Q3 budget of \$226.4M. This is primarily driven by higher than planned Other Revenue (\$31.1M) and Utility Rates (\$3.4M), offset by slower Grants from Other Governments (\$2.5M) and Contribution Revenue (\$10.3M) due to timing of grants/revenue received. Aside from the \$26.4M revenue from carbon credits sale, which is recorded in Other Revenue, year to date (YTD) revenues are tracking behind budget to date by \$2.8M. Staff are forecasting \$3.5M over the 2022 annual budget when Grants from Other Governments and Contribution Revenue are adjusted for seasonality at year end.

#### **Major Revenue Highlight and Status update at the end of the third Quarter:**

- **Taxation Revenues:** Property tax revenue is \$0.4M higher than budget to date due to higher than expected grants in lieu of taxes. Annual forecast is largely in line of budget.
- **Utility Revenues:** YTD actual is \$3.4M higher than budget to date mainly due to higher than planned electricity consumption (\$3.2M) as a result of relatively lower temperatures and higher than planned user charges (\$0.2M) for sewer services. Adjusted for seasonality, staff are forecasting a \$3.2M increase from budget in annual revenues for the year.

- **Sale of Services:** YTD actual is \$1.6M higher than budget to date due to higher than planned service billings from Police (\$0.6M); higher sale on recreational services from Parks & Recreation (\$0.4M), higher parking revenue from Engineering department (\$0.3M); and other minor increases from various program areas. Staff are forecasting a slight increase in the sale of services in the remainder of the year.
- **Grants from Other Governments:** YTD government grants is \$2.5M lower than budget to date due to timing of the grants received. Annual forecast is largely in line with the 2022 budget.
- **Contribution Revenue:** YTD contribution revenue is \$10.3M lower than budget to date due to timing of the revenue received and a slower pace of capital spending largely due to staff challenges. The unfavorable variance is expected to reduce to \$5.5M at end of year.
- **Other Revenue:** YTD other revenue is \$31.1M higher than budget to date mainly due to the unplanned \$26.4M carbon credits sale. Other increases include higher than budgeted building permit issuance (\$2.2M); and higher than budgeted investment income (\$2.6M) due to higher than expected cash balances.

See **Table 2-2** for a summary of the Operating Expenditures – all funds

Table 2-2

	2022 Annual Budget	2022 YTD Budget	2022 YTD Actual	2022 YTD Variance	2022 Forecast	Forecast vs Budget Variance
<i>(in millions)</i>						
<b>EXPENSES</b>						
Salaries / Benefits / Training	\$ 103.68	\$ 79.37	\$ 78.07	\$ 1.29	\$ 104.29	\$ (0.62)
Contracted Services	\$ 12.91	\$ 9.51	\$ 9.13	\$ 0.38	\$ 13.21	\$ (0.30)
Supplies and Materials	\$ 10.74	\$ 7.92	\$ 7.63	\$ 0.29	\$ 11.21	\$ (0.47)
Cost of Sales	\$ 1.41	\$ 1.05	\$ 0.45	\$ 0.60	\$ 0.90	\$ 0.52
Grants	\$ 1.27	\$ 0.95	\$ 0.73	\$ 0.22	\$ 1.24	\$ 0.03
Insurance and Claims	\$ 4.24	\$ 3.13	\$ 3.19	\$ (0.05)	\$ 4.16	\$ 0.07
Utility Purchases and Levies	\$ 52.61	\$ 41.09	\$ 43.51	\$ (2.42)	\$ 54.47	\$ (1.87)
Amortization	\$ 26.29	\$ 19.45	\$ 19.71	\$ (0.26)	\$ 26.35	\$ (0.06)
Total Expenses before Interest	\$ 213.15	\$ 162.47	\$ 162.43	\$ 0.04	\$ 215.85	\$ (2.69)
Interest Charges	\$ 2.85	\$ 2.38	\$ 0.98	\$ 1.40	\$ 3.15	\$ (0.30)
<b>TOTAL EXPENSES</b>	\$ 216.00	\$ 164.84	\$ 163.41	\$ 1.44	\$ 219.00	\$ (2.99)

To date (Q3) the City's total actual Operating Expenditures **are \$163.4M** spent which is ~\$1.4M less than planned as at Q3 much of which can be explained by the mis-alignment of budget per seasons to actual spending projections. There are some

significant underspends to date in areas of Salaries/Benefits/Training (\$1.3M), Contracted Services (\$0.4M), Cost of Sales (\$0.6M), and Interest Charges (\$1.4M); offset by higher than budget to date Utility Purchases and Levies (\$2.4M) mainly due to higher than expected electrical consumption.

By year end, staff are forecasting the \$1.4M favorable YTD variance to diminish as departments fill vacancies and accelerate spends in areas like supplies and materials and contracted services. Staff are also predicting the Utility Purchases and Levies expense to improve, but not enough to close the overage; estimating a total year end overspend of (\$3.0M) fully offset by favorable forecast in revenues mainly in the Utility Rate recovery.

Furthermore, the Interest Charges are \$1.4M lower than budget to date primarily due to timing of debt coupon payments. Annual forecast is \$0.3M higher than budget which can be attributed to the rising interest rate environment worldwide.

**Attachment 2** is a list of individual department operating memos which provide detailed analyses of the department's Q3 operating results and year end forecast.

### **3. MAJOR PURCHASE REPORT**

The City's Procurement Policy (Policy) requires staff to report back to Council on all contracts awarded during the period in excess of \$100,000 and all sole source awards in excess of \$50,000.

For the Quarter ending September 30, 2022 the Purchasing Division was involved in the preparation and administration of 9 competitive bid documents. Also for this period; the Purchasing Division identified 25 awards, purchase orders, or change orders that met the parameters of this report requirement (**Attachment 3**). Of these, 13 were competitive contract awards, 5 were sole source awards, and 7 were change orders to an existing contract.

A list of all contracts or change orders awarded can be found in Attachment 3.

### **INTERDEPARTMENTAL LIAISON**

All City departments have collaborated in this report.

### **OPTIONS**

There are three options for Council's consideration:

Option 1: That Council receive this report for information;



Option 2: That Council approve the 2022 Quarter 3 capital budget adjustments as outlined in Table 1-1 of this report.

Option 3: THAT Council provides staff with further direction.

*Staff recommend Options 1 and 2.*

### **ATTACHMENTS**

Attachment 1 – Proposed Capital Budget Quarterly Adjustments for Q3

Attachment 2 – Department Operating Memos for Q3

Attachment 3 – Major Purchases Report for Q3

This report was prepared by:

Lorraine Lyle, Senior Manager Financial Services  
Gary So, Senior Financial Analyst  
Patrick Shannon, Manager Purchasing Services

This report was approved by:

Harji Varn  
CFO/Director of Finance

Lisa Spitale  
Chief Administrative Officer

*Attachment #1*

*Proposed Capital Budget Quarterly Adjustments  
for Q3*

BU#	Projects	2022 Revised Multi-Year Capital Budget	2022 Q3 Quarterly Adjustment	2022 Proposed Multi-Year Capital Budget	Spend to Date (As of Sep 30)	Explanation
10000	GIS Implementation Enhancement	35,000		35,000	5,695	
10001	Network System Technology	262,500		262,500	88,059	
10002	Network Communication Infrastructure	110,000		110,000	17,929	
10007	Telephone System Enhancement	7,000	(7,000)	-	-	<b>Budget Decrease</b> re-prioritize to provide funding for replacing an equipment which has exceeded its service life.
10008	Network Prod Tools & Training	30,000		30,000	-	
10017	Scott Bottle Replacement Program	24,000		24,000	381	
10018	Turnout Gear Replacement Program	115,000		115,000	40,329	
10029	Parks Small Equipment Replacement	23,000		23,000	14,592	
10065	Accessibility Improvements	25,000		25,000	1,460	
10093	Traffic Calming	250,000		250,000	197,068	
10109	Park Fixtures Replacement	55,000	25,000	80,000	27,440	<b>Budget Increase</b> requested as some extraordinary expenses incurred related to playground equipment repairs.
10119	Street Tree Replacement	30,000		30,000	-	
10177	Samson V Capital Maintenance	35,000		35,000	4,666	
10181	Electrical Utility Equipment	5,000		5,000	-	
10182	Electrical Meters	160,000		160,000	28,095	
10183	Electrical New Services	2,767,000		2,767,000	2,153,505	
10184	Royal 2 Substation Upgrades	1,000,000		1,000,000	681,400	
10190	Sewer Equipment and Furniture	10,000		10,000	-	
10193	Sewer Separation Program	8,750,000		8,750,000	3,227,697	
10198	Sewer R.O.W. Negotiations	2,000		2,000	-	
10208	Water Equipment and Furniture	25,000		25,000	5,553	
10209	Water New Hydrants	30,000		30,000	10,760	
10254	E Government Improvements	398,800		398,800	196,689	
10255	Technology Tools	20,000	29,976	49,976	9,210	<b>Budget Increase</b> requested to replace the equipment automates folding of bills into envelopes, which has exceeded its service life.
10287	Transportation Counts	40,000		40,000	8,000	
10349	Sewer Consulting Studies	25,000		25,000	-	
10354	Sewer Rehabilitation Program	2,800,000		2,800,000	785,874	
10355	Sewer main Trench Restoration	350,000		350,000	-	
10357	Consulting Studies - Water	25,000		25,000	-	
10450	Park Fixture/Structure Paint	40,000		40,000	38,289	
10492	General Inspection & Maintenance	250,000		250,000	216,888	
10493	Water - Purchase Small Meters	20,000		20,000	14,028	
10502	Sewer - Catch Basin Replacement	10,000		10,000	-	
10504	Sewer - Service Rehabilitation	569,000		569,000	428,486	
10570	Structures Rehabilitation	550,000		550,000	137,097	
10587	Parks Washroom Repairs	10,000		10,000	1,681	
10590	Playgrounds Area Top-up	20,000		20,000	14,538	
10633	Water - Asset Management	45,000		45,000	21,435	
10634	Sewer - Asset Management	158,400		158,400	21,435	
10637	Sewer Sanitary Sewer Pump Upgrades	844,700		844,700	15,122	
10663	Disaster Recovery Server Room	50,000		50,000	-	
10669	Parks Landscaping and Irrigation	30,000		30,000	12,133	
10691	Police Admin Systems/Servers	130,000		130,000	4,651	
10716	Signal Timing Rev/Corridor Study	20,000		20,000	-	
10758	Water Trench Restoration	150,000		150,000	-	
10827	C/Monitor/Laptop Replacement	138,500		138,500	134,111	
10828	IT Security Enhancement	25,000		25,000	-	
10879	Annual Water Modeling Work	85,000		85,000	-	
10881	Annual Sewer Modeling Work	25,000		25,000	-	
10943	Drainage Program	1,200,000		1,200,000	36,075	
10955	CGP Fitness Equipment Replacement	90,000		90,000	-	
10957	QCC Weight Room Equipment Replacement	15,000		15,000	2,778	
10966	Traffic Signal Installation & Improvements	1,113,000		1,113,000	372,029	
11032	Esplanade Repairs	746,600		746,600	436,357	
11035	Road Safety Improvements	491,000		491,000	73,778	
11037	Pattullo Mitigation	140,000		140,000	9,603	
11038	Crosstown Greenway Improvement	300,000		300,000	173,649	
11041	BridgeNet Infrastructure	632,000		632,000	196,495	
11046	PRV Replacement	100,000		100,000	3,662	
11057	Rail Crossing Upgrades Other	1,550,000		1,550,000	374,000	
11130	Street Lighting Improvements	200,000		200,000	-	
11131	Replacement Traffic Controller	20,000		20,000	0	
11147	Police Equipment Upgrade	70,000		70,000	10,561	
11192	Cycling & Greenway Network Improvement	140,000		140,000	74,501	
11193	Front Street Parkade Remediation	100,000		100,000	81,036	
11212	Replacement Garbage/Recycle/Yard carts	60,000		60,000	62,579	
11236	Samson V Dredging	38,000		38,000	-	
11237	Century House Refinish Wood Floors	30,000		30,000	27,750	
11247	QPF Lacrosse Floor Refinishing	25,000		25,000	4,095	
11253	Sapperton District Energy System	2,000,000		2,000,000	243,530	
11256	QB Sewer System kiosk Upgrade	70,300		70,300	44,986	
11261	Structure Collapse Equipment Updates	40,000	5,421	45,421	45,421	<b>Budget Increase</b> requested as a result of many small purchases over the course of the year and price increases
11262	SCBA Mask Replacement Program	21,000	(5,421)	15,579	4,643	<b>Budget Decrease</b> requested due to a scope change - to provide offset to Structure Collapse Equipment Updates

BU#	Projects	2022 Revised Multi-Year Capital Budget	2022 Q3 Quarterly Adjustment	2022 Proposed Multi-Year Capital Budget	Spend to Date (As of Sep 30)	Explanation
11265	E-Knowledge Management	24,300		24,300	-	
11359	Hydraulic Rescue Tools	20,000		20,000	16,396	
11360	Hose and Equipment	25,000		25,000	12,326	
11362	Portable Radio Batteries	2,000		2,000	756	
11372	QCC Computer Equipment/Security Camera	30,000		30,000	2,972	
11375	QPX Gym & Trampoline Equipment	13,000		13,000	13,206	
11439	NWR O&M/Capital Sustainment	150,000		150,000	-	
11465	GB Firehall EOC Infrastructure upgrade	30,000		30,000	21,477	
11468	Data Mining/Reporting Tools	29,000	(22,976)	6,024	1,350	<b>Budget Decrease</b> re-prioritize to provide funding for replacing an equipment which has exceeded the estimated service life.
11476	Fleet Service small tools	7,000		7,000	6,398	
11477	Replacement Electrical Billing System	70,000		70,000	61,236	
11491	CSO Monitoring Program	35,000		35,000	15,994	
11510	Irrigation Central Control System	125,000		125,000	174	
11541	Q2Q Quayside QB PED Ferry	1,432,000		1,432,000	94,947	
11575	Hazardous Material Response	25,000		25,000	8,575	
11576	Tempest Enhancements	50,000		50,000	3,385	
11582	City Hall Major Renovation	66,000		66,000	414	
11586	Police Minor Building Renovations	75,000		75,000	4,935	
11590	Natural Environment Enhancement	20,000		20,000	-	
11596	Off Leash Dog Enclosure	75,000		75,000	93	
11629	Fleet Maintenance	20,000		20,000	-	
11640	Distribution Planning	500,000		500,000	-	
11649	Zone Meters Installation	28,900		28,900	-	
11688	Animal Service Facility & Tow Yard	211,300		211,300	192,241	
11691	Uptown Library Building Renovation	50,000		50,000	-	
11752	Boyd/Duncan Intersection & Signal	530,000		530,000	229,220	
11754	Walking Infrastructure Improvements	400,000		400,000	224,844	
11755	Bus Stop Improvements	10,000		10,000	-	
11756	Sustainable Transportation Promotion & Enable	50,000		50,000	7,921	
11758	Flood Management (diking)	163,800		163,800	19,395	
11761	Ewen/Stamley Sanitary Pump Station	270,000		270,000	-	
11762	Massey Theatre	4,138,000		4,138,000	443,324	
11765	Pavement Management Program	4,795,000		4,795,000	1,823,696	
11766	Sidewalk Installation and Improvements	1,185,000		1,185,000	174,850	
11767	Watermain Replacement Program	6,650,000		6,650,000	1,640,685	
11813	Sixth Street Great Street	600,000		600,000	77,443	
11819	e-Docs Open Text Licenses	25,000		25,000	28,870	
11820	JDE Employee Self-Serve Module	107,800		107,800	74,669	
11821	QCC Replacement Table and Chair	10,000		10,000	-	
11834	Anvil Center Website Updates	15,000		15,000	-	
11838	Anvil Centre Interior Signage	25,000		25,000	-	
11840	Home Safe Program	10,900		10,900	-	
11842	Queensborough Tree Planting	11,500		11,500	-	
11849	Upper & Lower Hume Park Master Plan	30,000		30,000	22,500	
11850	Queens Park Wayfinding Signage	101,100		101,100	-	
11855	QB Replace Read-A-Board Sign	165,000		165,000	-	
11891	Interpretive Signage	10,000		10,000	1,106	
11896	Amasewtx Aquatic & Community Centre	62,020,908		62,020,908	27,786,345	
11898	Pedestrian Crossing Improvement	200,000		200,000	55,891	
11900	Bus Shelters	20,000		20,000	-	
11909	Transit Priority	90,000		90,000	-	
11910	Agnes Greenway	57,794		57,794	16,667	
11911	BFRG Braid St.	1,000,000	750,000	1,750,000	1,498,775	<b>Budget Increase</b> requested to address project timeline shift due to staffing challenges, resulting in prior year underspend; no funding impact; administrative adjustment for timing
11912	Speed Humps	20,000		20,000	5,247	
11915	Ryall Park Playground Shed Art	15,000		15,000	-	
11920	Property Waterfront Greenway	500,000		500,000	-	
11923	McInnis Overpass Improvements	2,500,000		2,500,000	-	
11925	QB Transportation QT3 Howes St	25,000		25,000	3,215	
11940	Replace F250 Super Duty Unit 161	50,000		50,000	-	
11962	Smart Phone Replacements	5,000		5,000	144	
11986	Artificial Turf Field	90,000		90,000	-	
11989	New Queensborough Substation	20,905,385		20,905,385	10,386,349	
11990	NWR Feeders	250,000		250,000	-	
11996	Anvil Centre Equipment Purchases	75,000		75,000	72,519	
11998	Anvil Centre Door Closers	46,000		46,000	-	
12003	E-Plan Approval	50,000		50,000	29,457	
12004	Sharepoint	25,000		25,000	-	
12010	Digitize Building Plans	60,000		60,000	(18)	
12016	Community Banners	21,050		21,050	15,967	
12019	Public Art Maintenance	60,000		60,000	9,077	
12037	Fire Escape Stairs Public Art	950		950	285	
12039	Asset Management	60,000		60,000	4,944	
12060	Replace New Holland Tract Unit232	81,000		81,000	80,926	
12067	QCC Replace Comm Liv Room Furniture	12,000		12,000	-	
12068	WPP West Expansion	255,000		255,000	105,691	
12080	Boundary Pump Station	5,952,064		5,952,064	3,308,384	
12082	Maintenance Management System	25,000		25,000	-	



BU#	Projects	2022 Revised Multi-Year Capital Budget	2022 Q3 Quarterly Adjustment	2022 Proposed Multi-Year Capital Budget	Spend to Date (As of Sep 30)	Explanation
12086	Fixed License Plate Readers	25,000		25,000	23,524	
12092	Streetscape Receptacles	25,000		25,000	-	
12094	Duncan St. Watermain	232,100		232,100	-	
12096	Waterman Inspections	70,500		70,500	-	
12097	Water Conservation Program	20,000		20,000	-	
12098	Sewer Model Review	80,000		80,000	10,466	
12100	ISWMP Implementation	666,700		666,700	201,983	
12101	SCADA Capital Upgrade	125,000		125,000	45,200	
12103	22nd St Station Bold Vision	370,000		370,000	1,000	
12104	Central Valley Greenway Improvement	300,000		300,000	23,752	
12106	Maintenance Management Development	31,200		31,200	-	
12107	McBride Blvd Safety & Transit	165,000		165,000	-	
12109	Maintenance Management Development	15,000		15,000	0	
12119	QP Interim Facility Furniture/Equipment	13,500	(13,500)	-	-	Budget Decrease requested due to savings - Furnitures no longer required. Funds have been reallocated to Moody Park Tennis Court Repair
12124	QP Petting Farm Master Plan	90,000		90,000	12,305	
12128	Albert Crescent Master Plan	40,000		40,000	-	
12130	Parks & Recreation Master Plan	125,000		125,000	-	
12135	QP Stadium Repairs	53,200		53,200	42,760	
12141	JDE 9.2 Upgrade	169,900		169,900	-	
12142	Asset Management System	67,000		67,000	-	
12146	NWFRS Lock Box Program	10,000		10,000	1,713	
12149	Sapperton Station Elevator Study	60,000		60,000	-	
12162	CCTV Sewer Inspection Program	47,100		47,100	-	
12164	MPA Replace Ice Plant System	40,000		40,000	22,056	
12172	Replace Sander Unit 290	12,000		12,000	11,770	
12177	Commissioned work TBA	42,200		42,200	3,400	
12178	Mercer Stadium Stand Replace Repair	50,000	(9,000)	41,000	40,591	Budget Decrease requested due to savings - to provide offset to Moody Park Tennis Court Repair
12179	Feasibility Works	50,000		50,000	-	
12181	Water Response Plan Update	111,600		111,600	1,468	
12182	Open Data Development	10,000		10,000	-	
12183	City Hall IT Server Room A/C Replace	41,201		41,201	34,548	
12185	Asset Management Condition Assessment	150,000		150,000	133,940	
12190	Biodiversity & Natural Area Strategy	20,000		20,000	5,806	
12191	CEEP Update 2.0	359,500		359,500	193,420	
12192	Community & Corporate EV Charging Strategy	348,495		348,495	26,488	
12194	Anvil Centre Theatre Small Equipment Purchases	32,000	6,000	38,000	-	Budget Increase requested to address an emergency theatre computer replacement need
12201	Climate Change Resilience & Adaptation	50,000		50,000	-	
12202	KPI Dashboard Software & Supp	20,000		20,000	-	
12205	Hume Pool Repaint Pool Tank	40,000		40,000	9,895	
12206	WPP Playground	86,000		86,000	5,750	
12210	Child Care 490 Furness Street	907,000		907,000	258,409	
12211	Public Area Chair Replacement	12,000		12,000	7,962	
12212	Works Yard Fuel Tanks	1,010,600		1,010,600	112,900	
12213	Equipment Fund – Mutz	38,100		38,100	846	
12218	Mobility Studies and Demonstration	40,000		40,000	7,975	
12230	Reconciliation	93,000		93,000	-	
12231	Corporate Energy Projects Buildings	210,000		210,000	14,374	
12234	Advanced Metering Infrastructure	10,025,000		10,025,000	414,697	
12241	Replace F550 Dump Truck Unit 289	103,500		103,500	101,841	
12243	Annual Playground Replace/Repair	200,000		200,000	-	
12244	Engineering Operations Replace Building Envelope	150,000		150,000	5,190	
12247	Replace Wood Chipper Unit 278	75,000		75,000	-	
12249	Replace International Giraffe Unit	410,000		410,000	385,227	
12251	MPA Move the Electrical Vault	147,992		147,992	-	
12252	Queensborough Pump Station DCC	155,500		155,500	-	
12259	Hume Pool Replace Main Disconnect	10,000		10,000	-	
12260	Hume Pool Replace Ext Wood Window	120,000		120,000	58,950	
12262	Replace Police Traffic Vehicle Unit 752	70,000		70,000	-	
12263	Poplar Landing Affordable Housing	1,000,000		1,000,000	0	
12264	Retail Strategy	15,000		15,000	15,000	
12265	Arts Strategy Gap Analysis	40,000		40,000	-	
12267	Corporate Energy - Vehicles	100,000		100,000	-	
12272	School Area Improvements	100,000		100,000	53,359	
12274	Public Seating Initiative	67,800		67,800	-	
12276	Pollinator Pasture	27,700		27,700	0	
12277	Civic Sustainable Landscapes	24,800		24,800	315	
12278	QP Tennis Court Lighting	250,384		250,384	251,684	
12279	Moody Pool Tank Painting	35,000		35,000	-	
12280	Moody Pool Tile Replacement	10,000		10,000	-	
12284	Anvil Centre Communications Equipment Purchase	17,000		17,000	-	
12287	New Media Gallery Replace Equipment	10,000		10,000	6,278	
12289	Library - IT Equipment	74,500		74,500	43,915	
12290	E-Permit	10,000		10,000	450	
12292	FRDC Repair Escalator Component	210,000		210,000	-	
12293	Police Replace Heat Pumps	386,000		386,000	3,916	
12296	Beach St Canal QD15	61,400		61,400	-	
12297	City Hall Exterior Lighting	150,000		150,000	-	
12302	Columbia Station Parkade Elevator	130,000		130,000	31,028	

BU#	Projects	2022 Revised Multi-Year Capital Budget	2022 Q3 Quarterly Adjustment	2022 Proposed Multi-Year Capital Budget	Spend to Date (As of Sep 30)	Explanation
12303	QB Invasive & Shoreline Restoration	450,000		450,000	55,072	
12304	City Hall East Side Elevator Damage	30,000		30,000	-	
12306	Queens Park Paving	225,000		225,000	-	
12308	Westminster Pier Park Fire	1,280,000	21,000	1,301,000	1,010,835	<b>Budget Increase</b> requested to pay for inspection services which will be covered by insurance proceeds
12314	Flood Management Strategy Update	139,930		139,930	117,454	
12315	Cemetery Shed Replacement	79,400		79,400	19,147	
12318	Replace Ford F650 Power Lift Gate Unit 131	140,000		140,000	139,463	
12320	Replace Police Explorer Unit 736	4,000		4,000	6,365	
12321	Replace Police Tahoe Unit 738	11,000		11,000	10,548	
12322	Replace Ford Crown Vehicle Unit 772	3,000		3,000	2,777	
12325	Replace Prisoner Van Unit 777	150,000		150,000	-	
12326	Engineering Services One Ton Pick-up 945	100,000		100,000	95,974	
12329	Replace JD 110 Backhoe Unit 13	8,917		8,917	4,976	
12342	Anvil Centre Exterior Wall Maintenance	15,000		15,000	-	
12343	Pattullo Bridge Fibre	150,000		150,000	-	
12344	QPA West Hot Water Boiler and 3 Storage Tanks	50,000		50,000	-	
12345	Agnes Street Greenway- Public Realm Improvements	50,000		50,000	4,276	
12346	Neighborhood Park Brow of the Hill	20,000		20,000	-	
12348	Agnes Greenway Construction	3,450,000		3,450,000	195,100	
12349	Library Replace Staff Office Furnishings	40,000	1,423	41,423	15,024	<b>Budget Increase</b> requested as a result of many small purchases over the course of the year and price increases
12350	Community Art Projects	30,000		30,000	12,255	
12351	Electric Vehicle Infrastructure	250,000		250,000	-	
12352	Drainage/Sanitary DCC Program Update	15,000		15,000	830	
12353	Shop Air Compressor	20,000		20,000	14,360	
12356	Outdoor Seating in Parks and Accessible Picnic Areas	30,000		30,000	413	
12357	Outdoor Fitness Stations	50,000		50,000	-	
12358	Riverside Park Redevelopment	283,535		283,535	284,015	
12359	Arboriculture Tree Inventory Data Software/Hardware	10,500		10,500	-	
12360	Anvil Centre Glass Canopy Replacement	80,000		80,000	-	
12361	City Hall Short-term and Long-term Bike Parking	100,000		100,000	8,119	
12363	Museums and Archive Building	50,000		50,000	49,650	
12365	Queens Park Bandshell	90,800		90,800	-	
12366	Development Cost Charges Update	30,000		30,000	25,330	
12367	Queensborough Transportation Study	100,000		100,000	-	
12368	Replacement of Public Furnishing for QB Branch	45,000	(1,423)	43,577	19,864	<b>Budget Decrease</b> requested due to a scope change - to provide offset to Library replacing Staff Office Furnishings
12369	Strategic Planning Initiatives	45,000		45,000	-	
12370	Advanced Scheduler	145,000		145,000	-	
12371	Remote Work Environment	20,000		20,000	10,139	
12373	Tele-Conference Enhancements (Council Chamber)	80,000		80,000	57,900	
12374	Mercer DCC Sanitary Sewer QS-5	128,000		128,000	-	
12375	Stanley DCC Sanitary Sewer (QS-3)	597,000		597,000	-	
12377	HR Applicant Tracking System	60,000		60,000	35,340	
12378	Corporate Intranet (HUB replacement)	125,000		125,000	-	
12379	Water Cross Connection Control Program	170,000		170,000	37,995	
12382	QP Bike Skills Park	45,000		45,000	4,629	
12383	Hume Pool Drainage Design/Plan	28,400		28,400	25,696	
12384	Urban Reforestation and Biodiversity Enhancement Initiative	883,900		883,900	88,516	
12385	Moody Pool Chemical Room Reconfiguration	35,000		35,000	22,950	
12386	Repair Freight Elevator	20,000		20,000	-	
12388	City Hall Security and Access Upgrade	40,000		40,000	-	
12389	Glenbrook Fire Hall Brick Repointing	75,000		75,000	-	
12390	EV Charging Infrastructure at Civic Buildings	1,000,000		1,000,000	8,966	
12391	Free-Standing Public Washroom	650,000		650,000	27,075	
12392	Police Lobby Reno Phase Two	285,000		285,000	-	
12393	QCC Water Distribution System	42,500		42,500	-	
12394	QPA Replace Spectator Safety Netting	30,000	(7,500)	22,500	-	<b>Budget Decrease</b> requested due to a scope change - to provide offset to Moody Park Tennis Court Repair
12395	Change Trailer	60,000		60,000	-	
12396	Crosstown Greenway Construction	1,500,000		1,500,000	8,445	
12397	68 Sixth Street (Scenario 1 Affordable Housing)	500,000		500,000	-	
12398	Affordable Housing Zoning (Social Benefit Zoning Phase 2)	20,000		20,000	-	
12399	Affordable Housing Strategy and Implementation	50,000		50,000	-	
12400	Affordable Ground-Oriented Housing Regulation (Infill Housing Program: Phase Two)	29,000		29,000	-	
12401	Affordable Housing Development Project Management and Due Diligence	375,000		375,000	-	
12402	Public Art Programming/Collection Animation	15,000		15,000	3,250	
12403	Public Art Reconciliation & Social Justice	10,000		10,000	1,500	
12404	Business Analytics	7,500		7,500	-	
12405	Asset Management Plan for Facilities Asset Class	150,000		150,000	-	
12406	Facility Space Planning Strategy	50,000		50,000	-	
12407	Affordable Housing Fibre Infrastructure	120,000		120,000	-	
12408	Tree Canada Initiative	100,000		100,000	60,777	
12409	Virtual Building Tour - Marketing	15,000		15,000	-	
12410	Replace QP South Backstop Fence & Dugouts	90,000		90,000	-	
12411	Moody Pool Building Painting	30,000		30,000	-	
12412	Hume Pool Renovate Change Rooms	105,000		105,000	-	

BU#	Projects	2022 Revised Multi-Year Capital Budget	2022 Q3 Quarterly Adjustment	2022 Proposed Multi-Year Capital Budget	Spend to Date (As of Sep 30)	Explanation
12413	Hume Park Tennis Courts Replace	50,000	(25,000)	25,000	-	<b>Budget Decrease</b> requested due to savings - to provide offset to Park Fixtures Replacement
12414	WPP Timber Wharf Planning and Engagement for Conceptual Design	205,000		205,000	-	
12415	Field Light Replace Sapperton Park	35,000		35,000	-	
12417	Moody Park Sport Field Irrigation Replace	95,000		95,000	-	
12418	Replace Victoria Hill Play Swing	50,000		50,000	-	
12419	City-Wide Outdoor Cooling Strategy	75,000		75,000	74,135	
12420	Sign Shop Rollover Table	50,000		50,000	-	
12421	Automated Brine Maker	150,000		150,000	-	
12422	Mobile SCBA filling Station	250,000		250,000	-	
12423	Panasonic Semi-Rugged Laptop	5,000		5,000	4,528	
12424	Telestaff Upgrade	8,000		8,000	-	
12425	Electronic T-4 Slips	25,000		25,000	-	
12426	Hybrid Workplace - Meeting Room AV Upgrade	175,000		175,000	-	
12427	E-Permit Enhancements	175,000		175,000	-	
12428	Parks Ops Utility Trailer/Equipment	20,000		20,000	5,319	
12429	Parks & Open Space Equipment	32,000		32,000	29,095	
12430	Lifeguard Training Equipment	25,000		25,000	-	
12431	QPA Walk-in Freezer Replace	40,000	(15,000)	25,000	9,577	<b>Budget Decrease</b> requested due to savings - to provide offset to Moody Park Tennis Court Repair
12432	Library Recording Booth	15,000		15,000	-	
12433	Replace Dump Truck Unit 130	200,000		200,000	-	
12434	Replace Ford Tow Truck Unit 74	150,000		150,000	-	
12435	Replace Nissan Pick-up Unit #107	45,000		45,000	41,367	
12436	Replace Nissan Leaf Unit #120	60,000		60,000	-	
12437	Replace Exmark 52" Mower Unit #211	15,000		15,000	-	
12438	Replace Nissan Titan Unit 410	57,500		57,500	-	
12439	Replace Police Explorer Unit 737	70,000		70,000	-	
12440	Replace Ford Crown Vehicle Unit 774	70,000		70,000	-	
12441	Pattullo Bridge Electrical	750,000		750,000	-	
12442	Electric New Services - Affordable Housing Projects	400,000		400,000	7,434	
12443	Electrical New Services / QB Substation Station Distribution Grid (O	3,600,000		3,600,000	-	
12444	Replace Genie Personal Man-lift Unit 348	30,000		30,000	-	
12445	New Metering Van	45,000		45,000	44,939	
12446	Water DCC Program Update	12,000		12,000	830	
12447	Sewer & Drainage Sewer Pump Condition Assessment	50,000		50,000	15,251	
12448	Glass Collection Truck	250,000		250,000	-	
12449	Anvil Centre Theatre Acoustic Panel & Face Boards Refinishing	15,000	(6,000)	9,000	6,400	<b>Budget Decrease</b> requested due to a scope change - to provide offset to Anvil Centre Theatre Small Equipment Purchases
12450	Downtown Transportation Plan Implementation	100,000		100,000	4,558	
12451	Scenario 3 Affordable Housing	416,000		416,000	416,000	
12452	Replace Nissan Frontier Unit #15	55,000		55,000	42,446	
12453	Replace Nissan Pick-up Unit #105	55,000		55,000	42,446	
12454	Replace Nissan Pick-up Unit #121	55,000		55,000	42,446	
12455	Museum Virtual and Flexible Program	99,650		99,650	4,650	
12456	Moody Park Tennis Court Repair	125,000	45,000	170,000	-	<b>Budget Increase</b> requested to repair a number of large cracks resulted from extreme wet & cold weather last winter.
12457	Replace of Greenhouse Boiler	80,000		80,000	-	
A0359	Replace 2015 Nissan Pick-up Unit #108	45,000		45,000	-	
12459	School Age Care Program 920 Ewen Avenue	47,566		47,566	-	
	<b>Total Capital</b>	<b>191,112,121</b>	<b>771,000</b>	<b>191,883,121</b>	<b>65,349,685</b>	

## Attachment #2

### *Department Operating Memos for Q3*

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### Q3 Operating Memo – Office of the CAO

(Legislative Services, Economic Development, Communications, Public Engagement, Indigenous Relations, Intergovernmental Relations, Legal and Admin office)

Administration Department as at September 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual	2022
	YTD Sep 30	YTD Sep30	Var \$	Budget	Forecast	vs Forecast	Enhancement
200 Expenses							
400 Salaries/Benefits/Training	2,820,976	2,556,748	264,228	3,674,754	3,555,333	119,421	60,157
450 Contracted Services	352,450	347,692	4,758	475,417	552,618	(77,201)	(2,900)
500 Supplies and Materials	230,645	143,620	87,025	309,357	309,224	133	42,013
<b>Total Administration</b>	<b>3,404,071</b>	<b>3,048,060</b>	<b>356,011</b>	<b>4,459,528</b>	<b>4,417,175</b>	<b>42,353</b>	<b>99,270</b>

**As at September 30, 2022 Budget vs Actual to Date** – The Office of the CAO is reporting a net favorable variance of \$356K, largely due to ongoing vacancies; vacant senior officer position, a vacant full-time staff at the end of Q3, and a full-time staff who is seconded to another department in the Mayors and Clerks Division offset by increases due to reclassification and rising benefits costs such as WCB and LTD type Benefits/Premium costs. At the end of Q3, there are 2 vacant positions for a total staff compliment of approximately 29.0 Full Time Staff. The surplus in supplies and materials is due to the timing of payment processing for election costs and therefore will be posted before year-end.

#### **2022 Service Enhancement**

- Legislative Services – \$45.5K – election resources - complete
- Legislative Services – \$39.0K - vote counting machine; contracted out for less than purchasing
- Legislative Services – \$10.0K - contract services for records management enhancement
- Legislative Services – \$3K new equipment cost for a new staff member - complete
- Intergovernmental Relations – \$15K auxiliary support – complete by year end

**2022 Annual Forecast Budget vs Actual** – net overall surplus offset by higher than anticipated print costs for voters' booklet and cards for Elections, record management, and legal costs. In addition, an election no longer qualifies for the low-cost mailing through Canada Post. In 2023, staff forecast the need to increase remuneration for Indigenous representation and members with lived experiences to participate on City committees (this policy expected to come to Council in early 2023). The Intergovernmental Relations division will spend \$65K towards the start-up of the Peer Assisted Care Team Pilot Project. This was approved in 2021 and includes a coordinator who will transition to provincial staff in 2023. Intergovernmental Relations has also requested \$40K for software support to manage new grant opportunities and the contractual obligations for approximately \$50M in grant funding received by the City and its partners over the last 2.5 years. Economic Development is anticipating the need for additional funding of \$25K for Retail Strategy consulting services for business engagement and to assist with improving accessibility of information materials.

**Planning Ahead** – The organization as a whole, including the Office of the CAO, continues to experience staff recruitment and retention challenges. This is placing immense pressure on leadership to navigate structural changes to avoid impacts to City services longer-term. Some of the key questions being evaluated by the Senior Management Team (SMT) involve more strategic staff recruitment and retention options (wage competitiveness, addressing stress and staff workload given higher than anticipated vacancies, and mitigating against regional municipal competition for key staff positions).

Organizational restructuring options are also being evaluated in order to continue to support Council Priorities and needs of the community.

### Q3 Operating Memo - Anvil Centre and Arts Services

(Anvil Conference Centre & Administration, Anvil Centre Theatre & Arts Services, Museums & Heritage Services and Art + Technology)

Anvil Centre & Arts Services Group as at September 30, 2022	Q2 Budget	Q2 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual	2022
	YTD Sept 30	YTD Sept 30	Var \$	Budget	Forecast	vs Forecast	Enhancement
Total 200 Sale of Services	(45,163)	(91,767)	46,604	(61,030)	(108,722)	47,692	-
Total 250 Grants from Other Governments	(25,949)	(166,822)	140,873	(35,000)	(166,822)	131,822	-
Total 300 Other Revenue	(1,250,171)	(817,261)	(432,910)	(1,689,419)	(1,290,807)	(398,612)	761,200
Total 350 Contribution Revenue	(7,423)	(8,683)	1,260	(10,030)	(10,640)	610	-
Total 100 Revenue	(1,328,706)	(1,084,533)	(244,173)	(1,795,479)	(1,576,991)	(218,488)	761,200
Total 400 Salaries/Benefits/Training	2,513,693	2,226,265	287,428	3,271,932	3,074,568	197,364	234,458
Total 450 Contracted Services	417,070	242,869	174,201	562,347	447,699	114,648	(2,106)
Total 500 Supplies and Materials	189,182	133,695	55,487	255,760	263,605	(7,845)	4,500
Total 600 Cost of Sales	843,943	351,348	492,595	1,140,462	720,987	419,475	(255,000)
Total 725 Amortization	1,963,960	1,990,503	(26,543)	2,654,000	2,654,000	-	-
Total 200 Expenses	5,927,848	4,944,680	983,168	7,884,501	7,160,859	723,642	(18,148)
Anvil Centre & Arts Services Group	4,599,142	3,860,147	738,995	6,089,022	5,583,868	505,154	743,052

**As At September 30, 2022 Budget vs Actual to Date** – The Anvil Centre has a net favorable variance of \$739K, primarily due to vacancies and staff on leave, and savings from Contracted Services. Salaries are primarily due to 3 staff vacancies (Conference Centre & Adm - 1, Theatre & Arts Services - 1 and Museums & Heritage Services - 1) and 1 Theatre & Arts Services staff on leave out of a total staff compliment of 25. Positive variance in Contracted Services were experienced due to significant savings in Museums & Heritage Services with the hiring of an Indigenous Relations Advisor during the year, and timing delays in supplier invoicing. Positive variance in the Conference Centre & Admin cost of sales mirrors and is offset by the drop in conference centre bookings. Consistent with COVID-19 pandemic impact on the Performing Arts Sector, negative variance in the Conference Centre & Administration other revenue due to lower than anticipated conference centre bookings with rentals opting out of additional services such as catered food and non-alcoholic beverages and audio visual equipment rentals. Similar negative trend identified in Theatre & Arts Services other revenue with lower than expected theatre ticket sales and room booking revenue. Positive variance Museums & Heritage Services grants from other governments due to receipt of Young Canada Works grant and recognition of deferred CDA grant. Funding received to support an exhibition created a positive variance in Art + Technology contribution revenue.

#### 2022 Service Enhancements

- Museums & Heritage Services: \$93K Indigenous Relations Advisor - Hiring Complete
- Theatre & Arts Services: \$22K Auxiliary Salaries (One Time) - Actuals are trending higher than anticipated
- Art + Technology: \$73K Program Coordinator - Hiring Complete
- Conference Centre & Administration and Anvil Centre Theatre & Arts Services: \$555K Net Revenue Sectoral Recovery Adjustments (COVID-19) - Actuals are trending lower than anticipated with measured conference centre bookings

**2022 Annual Forecast Budget vs Actual** – For year end, a net surplus of \$505K is forecasted due to part-year staff vacancies and leaves, combined with savings from lower Cost of Sales and Contracted Services expenditures. Lower conference centre bookings, theatre ticket sales and room bookings are expected to continue for the remainder of the year.

**Planning Ahead** – Continue monitoring post pandemic revenue recover and investigate security concerns raised at Anvil Conference Centre.

### Q3 Operating Memo – BridgeNet

Bridgenet as at September 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual	2022
	YTD Sep 30	YTD Sep30	Var \$	Budget	Forecast	vs Forecast Var	Enhancement
<b>100 Revenue</b>							
Total 150 Utility Rates	(136,178)	(103,732)	(32,446)	(191,800)	(191,800)	0	
Total 200 Sale of Services		(15,000)	15,000		(15,000)	15,000	
Total 300 Other Revenue		(25,456)	25,456	(15,168)	(40,622)	25,454	
Total 100 Revenue	(136,178)	(144,188)	8,010	(206,968)	(247,422)	40,454	
<b>200 Expenses</b>							
Total 400 Salaries/Benefits/Training	143,415	122,684	20,731	186,745	164,559	22,186	
Total 450 Contracted Services	57,725		57,725	77,570	13,314	64,256	50,000
Total 500 Supplies and Materials	39,423	21,872	17,551	52,600	50,676	1,924	(50,000)
Total 725 Amortization	348,540	353,250	(4,710)	471,000	475,710	(4,710)	
Total 200 Expenses	589,103	497,806	91,297	787,915	704,259	83,656	
Total BridgeNet Admin/Operations	452,925	353,618	99,307	580,947	456,837	124,110	

**As At September 30, 2022 Budget vs Actual to Date** – Overall, BridgeNet is unfavorable to Budget \$99k due to timing differences between Actual billings and revenue and Budgeted timing. It is expected that the utility will achieve planned revenue by end of year. At Q3 2022 BridgeNet has a Budget of 1 FTE and is fully staffed.

#### **2022 Service Enhancement**

- Sales/Marketing Service – \$0K – Third party sales/marketing representative to work with our current ISP's and attract new business opportunities at the same time. Cost of service to be offset by savings from Fiber Utility operations. Potential contractors have been reviewed and a selection has been made. A contract for services is being developed and it is expected that engagement will start November 2022.

**2022 Annual Forecast Budget vs Actual** – BridgeNet is expected to achieve budgeted revenue and operating income by end of year.

**Planning Ahead** – Planning ahead, the BridgeNet will work on implementing its operational improvement plan and achieving planned revenue improvements.



### Q3 Operating Memo - Climate Action, Planning & Development Department (CAPD)

CAPD Department as at September 30, 2022	Q3 Budget YTD Sep 30	Q3 Actual YTD Sep 30	YTD Bud Var \$	2022 Annual Budget	2022 Annual Forecast	2022 Annual vs Forecast Var	2022 Enhancement
Total 200 Sale of Services	(12,745)	(48,939)	36,194	(16,993)	(53,187)	36,194	
Total 250 Grants from Other Governments	(245,803)	(17,946)	(227,857)	(327,739)	(275,988)	(51,751)	(277,739)
Total 300 Other Revenue	(4,669,556)	(6,872,305)	2,202,749	(5,826,247)	(7,923,409)	2,097,162	(240,143)
Total 350 Contribution Revenue	(79,802)	0	(79,802)	(106,400)	(15,174)	(91,226)	(105,700)
Total 100 Revenue	(5,007,906)	(6,939,190)	1,931,284	(6,277,379)	(8,267,758)	1,990,379	(623,582)
Total 400 Salaries/Benefits/Training	4,688,659	4,312,975	375,684	6,109,085	6,001,172	107,913	186,420
Total 450 Contracted Services	673,358	649,965	23,393	897,815	889,485	8,330	384,939
Total 500 Supplies and Materials	103,200	69,143	34,057	137,604	101,774	35,830	
Total 650 Grants	160,574	106,659	53,915	214,100	209,100	5,000	
Total 200 Expenses	5,625,791	5,138,742	487,049	7,358,604	7,201,531	157,073	571,359
Total Development Services	617,885	(1,800,448)	2,418,333	1,081,225	(1,066,227)	2,147,452	(52,223)

**As At September 30, 2022 Budget vs Actual to Date** - CAPD Department is tracking a net surplus of \$2.4M at Q3 due to significant variances being experienced in a couple of areas. Overall higher than budgeted Other Revenue of \$2.2M is primarily from Building permits due to a few multi-tower project permit issuances this year. Staff does not expect the revenue to climb much higher in the rest of 2022 but will consider the 2022 review as a target for 2023 because there is an anticipated recession next year and interest rates are supposed to rise by year end which will slow growth. Grants from Other governments is unfavourable primarily due of timing as Strengthening Community Grant is expected to be received by year end when all spending are paid out and application is submitted. Contribution Revenue is unfavourable due to a vast majority of recently approved planning applications did not require applying a charge to applicants for Economic Analysis, which is partially offset by favourable Sales of Services from increased cost recovery on legal fees the city incurs on behalf of developers.

The overall \$487.0k favourable variance in expense is primarily due to net savings from salaries and benefits, as the department experienced very high turnover of staff at the beginning of the year combining with short term vacancies while recruiting and lower than expected auxiliary staff hired. While majority of the vacancies have been filled as of September 30, 2022, there are 4 vacancies remaining out of a total staff complement of approximately 51.4 full time staff. Savings were experienced from Consulting and Studies expenditures as land use planning staff were reallocated to other council priorities, which are partially offset by higher bank charges and legal fees. Other favourable variance are experienced in Subcontracts cost due to spend timing, and spending timing in Grants, which are expected to be paid out by the end of the year.

#### **2022 Service Enhancement**

- Business Licences Revenue - (\$180k) - Experiencing positive growth, expect to be on track
- Plumbing Permits Revenue - (\$50k) – Already exceeded budget, this has been achieved
- Planning Permits - (\$10k) – Less planning permits than expected, this is unlikely to achieve
- Downtown Livability - \$110k -The bylaw officers have been filled
- Auxiliary Clerk Typist 3 - \$65k - Position filled
- Dues and Training for the Building Team - \$11k – This will be on track
- Cellular Service Costs for Building Team - \$2k - Expected to be on track

- Flow through of Senior Government Grants and funds in support of the City's due diligence work in reviewing development applications - \$0 - Expected to happen later in the year

**2022 Annual Forecast Budget vs Actual** - For year end a net surplus of \$2.1M is forecasted with a similar trend of revenue projected in Sale of Services, Other Revenue and Contributed Revenue. Majority of the senior government's grants are expected to be received by year end.

Staff levels are expected to remain steady for the remaining year with high possibility of filling 2 out of the 4 said vacancies. A few positions have been reclassified and key staff have returned from leave which alleviates a bit of the stress from Q2 in regards to staffing shortages. In contracted services, the same said trend will continue with subcontracts cost being higher than budget due to grants receipts recorded in last year. The overall favourable variance will offset the significantly increased WCB premium and other benefit cost in 2022.

**Planning Ahead** - CAPD continues to work to recruit for a significant number of vacant positions as we transition to 'new normal' facing staff retirements, shortages, and absenteeism. We are collaborating closely with IT and other related departments to enhance our tracking, capitalize on synergies and create new protocols to meet customer service and regulatory demands of the increasingly complex development process. With growing trends in revenues for new developments, the department continues to invest in digitization technologies that allow more nimble project intake, tracking, review, issuance and inspections as well as more robust reporting on leading and lagging indicators. CAPD continues to support Downtown Livability initiatives with an integrated approach to better serve the community along with implementation of Climate Action initiatives including Step Code advancement. Having completed and adopted CEEP 2050 and the e-Mobility Strategy, the Climate Action team will be working on development of a supportive decision making framework to prioritize action implementation, which is required to achieve the City's climate action targets. Policy updates to ensure alignment and advancement of the updated Building Code and new Carbon Pollution Standard are required and development of a strategic deployment of EV Fleet will be initiated. Finally a review of climate risk and vulnerabilities will be reviewed and an assessment of impacts to the City will be initiated.

### Q3 Operating Memo – Electrical Utility

	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual Bud	2022
BU and Accounts	YTD Sep 30	YTD Sep30	Var \$	Budget	Forecast	vs Forecast Var \$	Enhancement
<b>100 Revenue</b>							
Total 150 Utility Rates	(38,461,223)	(41,649,664)	3,188,441	(54,070,372)	(57,258,813)	3,188,441	
Total 200 Sale of Services	(3,398)	(3,391)	(7)	(49,825)	(49,818)	(7)	
Total 300 Other Revenue		(365,924)	365,924	(224,725)	(224,725)	0	
Total 350 Contribution Revenue	(1,430,790)	(1,061,108)	(369,682)	(1,933,500)	(1,767,000)	(166,500)	
Total 100 Revenue	(39,895,411)	(43,080,087)	3,184,676	(56,278,422)	(59,300,356)	3,021,934	
<b>200 Expenses</b>							
Total 400 Salaries/Benefits/Traini	2,535,271	2,116,608	418,663	3,298,171	2,892,000	406,171	
Total 450 Contracted Services	836,930	918,031	(81,101)	1,178,201	1,259,300	(81,099)	(181,160)
Total 500 Supplies and Materials	339,412	320,739	18,673	478,046	459,372	18,674	0
Total 600 Cost of Sales		(1,451)	1,451		(1,451)	1,451	
Total 725 Amortization	2,522,660	2,556,747	(34,087)	3,409,000	3,443,087	(34,087)	
Total 750 Utility Purchases and Le	22,537,340	24,401,806	(1,864,466)	31,742,733	33,607,199	(1,864,466)	
Total 200 Expenses	28,771,613	30,312,480	(1,540,867)	40,106,151	41,659,507	(1,553,356)	(181,160)
Total Electrical Fund	(11,123,798)	(12,767,607)	1,643,809	(16,172,271)	(17,640,849)	1,468,578	(181,160)

**As At September 30, 2022 Budget vs Actual to Date** – Overall, the Electrical Utility is favorable to Budget by \$1.6M due mainly to lower than average temperatures in the first-half of the year driving additional electrical sales and purchases. Colder weather and additional electrical use account for \$1.3M of favorable variances and salary vacancies account for \$0.4M of favorable variance.

The utility currently lists 22 budgeted FTEs of which 4-roles are currently vacant including 2-engineers of which one is an Asset Coordinator, a manager, and a recently vacated Electrical Technician position. Salaries and benefit are favorable to Budget.

#### **2022 Service Enhancement**

- Contracted Services – (\$181K) – Savings from outsourced metering function and consulting & study costs with the recruitment of an additional Power Line Technician and an Asset Coordinator. Hiring is still ongoing due to vacancies in existing technician positions. Enhancement savings from terminating a supplier contract will not be fully realized due to incremental demands of AMI project on metering resources as well as data cleanup and process issues that needed to resolved in advance of ending contract. The contract has been terminated as at September 2022.

**2022 Annual Forecast Budget vs Actual** – The Electrical utility is forecasting to meet Budget for electrical sales and purchases in the final quarter of the year and to actively place the current job vacancies. Net impact is a projected end of year favorable variance of \$1.3M.

**Planning Ahead** – Planning ahead, the Electrical Utility will need to budget and review the operating impact of adding an operating Queensborough Substation and its operating and maintenance along with planning the financial impacts of introducing Automated Metering.

### Q3 Operating Memo – Electrical Services

Electrical Services Department as at September 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022	2022	2022 Annual	2022
	YTD Sep 30	YTD Sep30	Var \$	Budget	Forecast	vs Forecast	Enhancement
Total 100 Revenue	(3,030)	(76,196)	73,166	(44,440)	(117,605)	73,165	
200 Expenses							
Total 400 Salaries/Benefits/Training	577,537	556,780	20,757	751,287	730,530	20,757	
Total 450 Contracted Services	67,932	74,613	(6,681)	91,800	98,483	(6,683)	
Total 500 Supplies and Materials	104,044	195,576	(91,532)	140,602	232,132	(91,530)	
Total 200 Expenses	749,513	826,969	(77,456)	983,689	1,061,145	(77,456)	
<b>Total Electrical Services</b>	<b>746,483</b>	<b>750,773</b>	<b>(4,290)</b>	<b>939,249</b>	<b>943,540</b>	<b>(4,291)</b>	<b>0</b>

**As At September 30, 2022 Budget vs Actual to Date** – Electrical Services is unfavorable to Budget due to unfavorable variances in Supplies and Materials that are slightly offset by higher than expected revenue in Sales of Services. On review, this line item has average \$235k of spending in the past 5-years so the department will be seeking a budget enhancement to align Budget to historical spending. Unfavorable Contract Services variance will continue to the end of the year. Electrical services lists 5-FTE budgeted. The department is currently fully-staffed.

**2022 Annual Forecast Budget vs Actual** – Ongoing Supplies and Materials variances due to Budget not aligning with historical trend.

**Planning Ahead** – Electrical Services will be seeking budget enhancements to align Annual Budget with annual spending over the past-5 years. The department will also be exploring process changes to bring Supplies and Materials expenses under control. Changes include processes to assign more specific accountability to Supplies and Materials expenses.



### Q3 Operating Memo - Engineering (General Fund)

Engineering Department (General Fund) as at September 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual	2022
	YTD Sept 30	YTD Sept 30	Var \$	Budget	Forecast	vs Forecast	Enhancement
Total 200 Sale of Services	(3,335,298)	(3,666,163)	330,865	(4,507,157)	(4,997,642)	490,485	(45,000)
Total 250 Grants from Other Governments	(643,396)	(466,320)	(177,076)	(857,860)	(867,700)	9,840	(110,200)
Total 300 Other Revenue	(2,253,302)	(2,092,097)	(161,205)	(3,041,223)	(2,840,235)	(200,988)	(15,000)
Total 350 Contribution Revenue	(75,561)	(39,761)	(35,800)	(100,758)	(39,960)	(60,798)	(75,000)
Total 100 Revenue	(6,307,557)	(6,264,341)	(43,216)	(8,506,998)	(8,745,537)	238,539	(245,200)
Total 400 Salaries/Benefits/Training	11,565,052	10,574,852	990,200	15,050,776	13,999,343	1,051,433	453,022
Total 450 Contracted Services	1,780,101	1,682,349	97,752	2,396,101	2,441,968	(45,867)	(34,500)
Total 500 Supplies and Materials	2,431,891	2,642,796	(210,905)	3,293,392	3,718,879	(425,487)	150,000
Total 600 Cost of Sales	-	3,930	(3,930)	-	15,000	(15,000)	-
Total 700 Insurance and Claims	235,505	274,709	(39,204)	318,250	274,709	43,541	-
Total 725 Amortization	6,451,320	6,538,500	(87,180)	8,718,000	8,718,000	-	-
Total 200 Expenses	22,463,869	21,717,136	746,733	29,776,519	29,167,899	608,620	568,522
Engineering Department (General Fund)	16,156,312	15,452,795	703,517	21,269,521	20,422,362	847,159	323,322

**As At September 30, 2022 Budget vs Actual to Date** – Engineering Department is reporting a net favorable variance of \$703.5K largely due to ongoing staff vacancies and better than expected Parking Revenues and timing of Street Occupancy Permit Revenues that resulted from late payments for works complete in 2021. At the end of Q3 there remain 14 vacancies and 5 long term leaves which are partially being managed through increase in contracted services, overtime, and auxiliary staff. In spite of additional spending in these areas, the Operations Division remains unable to keep up with demand for service, particularly in the areas of street cleanliness and customer service call response. Staff are also experiencing inflationary increases for basic materials and commodities such as salt, fuel, lumber and insurance for the City's fleet. Cost escalation for basic materials and commodities, including fuel, combined with increased volume of scheduled and unscheduled facilities maintenance work for HVAC, elevators, pest control and alarm systems, is resulting in higher than budgeted spend in several Civic Buildings and Facilities Division accounts. The surplus in revenues in Q3 is largely offset by the timing of TransLink MRN grant funds, less than planned development application processing fees, Q to Q Ferry lower than planned ticket sales and no revenue from 3<sup>rd</sup> parties through grants or advertising sponsorship.

#### 2022 Service Enhancements

- Administration: (\$110K) Pattullo Bridge Project Grant Increase - Being received to plan.
- Administration: \$102K Street Use Permits Revenue Reduction - Actuals are trending higher than anticipated.
- Administration: \$50K Transportation Dev App Fee Revenue Reduction - Actuals are trending lower than anticipated.
- Administration: (\$42K) Other Fees and Permits Revenue Increase - Actuals are trending lower than anticipated
- Administration: (\$100K) Q to Q Ferry fare & Sponsorship Revenue Increase - Actuals are trending lower than anticipated, due primarily to an absence of 3<sup>rd</sup> party contributions and modest ridership recovery.
- Administration: \$15K Consultant and Studies Increase - Tracking with budget.
- Administration: (\$35K) Legal Expense Decrease - Actuals are trending higher than anticipated.
- Administration: \$35K Auxiliary Salaries Increase - Actuals are tracking with budget
- Operation: \$90K Graffiti Specialist - Hiring complete.

- Operations: (\$90K) Subcontracts Decrease - Actuals are tracking with budget.
- Operation: \$47K PT Education & Enforcement Officer - To be posted.
- Operation: \$90K Street Use Enforcement Senior Officer - Interview stage.
- Operation: \$70K Beat Person: Greenways and Commercial Areas - To be posted.
- Operations: (\$100K) Parking Fines Revenue Increase - Actuals are tracking with budget
- Operations: (\$45K) Sign Shop Flat Fee Revenue Increase - Actuals are trending higher than anticipated.
- Operations: \$45K Sign Shop Auxiliary Salaries Increase - Actuals are trending lower than anticipated
- Facilities: \$150K Massey Theatre Maintenance Increase - Work has been absorbed by existing CNW staff, and staff are monitoring actuals.
- Facilities: \$76K Anvil Centre Security (One-Time) - Contract in place.
- Facilities: \$75K Building Maintenance Worker - Hiring complete.

**2022 Annual Forecast Budget vs Actual** – For year-end, staff are forecasting a net surplus of \$847K; improved net revenue surplus is due to the timing of the receipt of TransLink funds and a continued net surplus in expenditures largely due to ongoing staff vacancies, offset inflationary cost increases in materials and commodities, and the need to contract out services to meet service level expectations.

**Planning Ahead** – The Operating Budget challenges being faced by the Engineering Department are significant in terms of scope, scale and complexity. While an overall “savings” in operating budget may appear positive, the impact that this is having on our operations, including level of service and staff well-being, is meaningful. Summarized below are the key areas of concern, followed by the approach that is proposed to work toward some relief:

1. Operations – Due to various factors, including a significant increase in the volume and complexity of street cleaning in commercial areas, weather-related operational pressures, and increased cleaning and maintenance needs for greenways, parks and open spaces, compounded by high staff turnover and an inability to act quickly on filling vacancies, it is increasingly difficult for Operations to deliver high quality, reliable levels of service.
2. Civic Buildings & Facilities – The City has seen an increase in the number of buildings that require maintenance, greater complexity and cost of maintenance, and various staffing challenges including vacancies, labour relations issues, and long term medical leaves. This is compounded by aging infrastructure, climate-related operational pressures, and legacy Divisional structure and budget challenges.
3. Transportation – the City is committed to delivering high quality people-centred public realm and sustainable transportation options. There are meaningful operational implications associated with maintaining greenway routes and public gathering spaces like plazas and parklets to a high standard. As we continue to add this type of infrastructure across the City, the ongoing staff shortages in Operations makes it increasingly challenging to maintain our priority transportation infrastructure to a high standard. Another significant transportation challenge is the Q to Q Ferry. Ridership remains relatively low, and we have been unable attract third party funding to offset the cost to deliver the service.
4. Downtown Livability – as identified above, the ongoing challenges being experienced Downtown, and in other commercial areas, continues to present challenges to our staff, and is adding pressure to our operating budget. The challenges are a result of increased need for street cleaning and removal of discarded materials, including human waste and drug related waste.

5. Human Resources – finally, in spite of ongoing effort and commitment to supporting the HR needs of the Engineering Department, it is evident that HR is overwhelmed as well.

Engineering managers are working with HR to prioritize the outstanding recruitments, and exploring options for streamlining the recruitment process, including shorter interviews, fewer people on interview panels, and group interviews when that is operationally appropriate. Wherever possible, services are being contracted out to third parties to bridge the staffing gap, staff are being shifted from lower priority functions, and auxiliary staff are being hired to temporarily backfill vacant positions. A review of Engineering's development application process is underway to better predict revenue from the various development related fees. Finally, the feasibility of continuing to operate the Q to Q Ferry beyond the current commitment, which expires in 2024, will commence, for Council's consideration in 2023.

### Q3 Operating Memo – Financial Services

Financial Services Department as at September 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual	2022
	YTD Sep 30	YTD Sep 30	Var \$	Budget	Forecast	vs Forecast	Enhancement
Total 400 Salaries/Benefits/Training	2,855,895	2,762,418	93,477	3,721,620	3,696,356	25,264	
Total 450 Contracted Services	106,844	102,304	4,540	144,418	132,680	11,738	10,000
Total 500 Supplies and Materials	332,494	365,765	(33,271)	449,433	506,717	(57,284)	
Total 700 Insurance and Claims	2,898,826	2,912,871	(14,045)	3,917,333	3,890,192	27,141	
Total Finance	6,194,059	6,143,358	50,701	8,232,804	8,225,945	6,859	10,000

**As At September 30, 2022 Budget vs Actual to Date** – Financial Services Department is reporting a favourable variance as at Q3 of \$50.7K, as savings are experienced in salary and staff training budgets from 1 staff on leave and 3 staffs on gradual return-to-work schedules out of a total staff compliment of approximately 35 Full Time Staff. The vacancies are contributing to the surplus, however, areas of WCB and LTD type Benefits/Premium costs are on the rise and putting significant pressure on the long-term financial health of the Financial Services Department. Financial Services continues to utilize the temporary and auxiliary staff to maintain service levels and support the existing staff. The financial surplus has been primarily offset by the unfavourable variances between unadjusted postage/mail print budgets since 2016, while the true mail cost reflect inflation increases and additional mail volume from additional residents and city growth. Insurance and Claims variances are expected to level off by end of year, as monthly savings will be realized from the insurance policy renewal effective July 2022.

#### **2022 Service Enhancement**

- Purchasing Department – \$10K Electronic bidding tool that supports both the vendors bidding and our staff groups. Contract has been awarded and the software is currently in setup and testing phase.

**2022 Annual Forecast Budget vs Actual** – For year end there is a slight risk of overspend related to the above mentioned risk areas, however, Insurance & Risk Management has managed to extract savings from the insurance policy renewal effective July 2022 which will help mitigate insurance claims cost increases due to prior year's insurance deductible increase, and Financial Services will mitigate overspend through monitoring costs and exploring paperless initiatives to reduce postage/print cost. Salary savings are expected to reduce as staffs on leaves are gradually returning to work, which primarily offsets the significant increase in WCB premium and other benefit costs have been experienced throughout 2022.

**Planning Ahead** – Short-term strategies to gradually bring staff on leaves back to work with accommodated duties is underway, with a longer-term strategies for good attendance management and ensure the wellness of staff, and ultimately minimize the risk of annual insurance premium increases and the non-financial risk that results from being short-handed for prolonged periods. IT and other transformational strategies are being accelerated as we come out of the pandemic and face significant staff retirements, shortages, and absenteeism. Financial Services sees opportunities that support going paperless and movement to more online services, both a benefit for climate and improved customer service.



### Q3 Operating Memo – Fire Department

Fire Department as at Sep 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual Bud	2022
	YTD Sep 30	YTD Sep30	Var \$	Budget	Forecast	vs Forecast Var \$	Enhancement
100 Revenue							
200 Sale of Services	(9,694)	-	(9,694)	(13,100)	-	(13,100)	
250 Grants from Other Governments	-	-	-	-	(22,000)	22,000	
300 Other Revenue	(29,180)	(36,172)	6,992	(39,431)	(40,949)	1,518	
350 Contribution Revenue	-	(17,441)	17,441	-	(17,441)	17,441	
<b>Total 100 Revenue</b>	<b>(38,874)</b>	<b>(53,613)</b>	<b>14,739</b>	<b>(52,531)</b>	<b>(80,390)</b>	<b>27,859</b>	
200 Expenses							
400 Salaries/Benefits/Training	12,563,005	12,091,450	471,555	16,362,313	16,160,181	202,132	
450 Contracted Services	531,364	525,995	5,369	718,230	693,272	24,958	
500 Supplies and Materials	185,275	160,797	24,478	250,429	268,247	(17,818)	
725 Amortization	398,120	403,497	(5,377)	538,000	538,000	-	
<b>Total 200 Expenses</b>	<b>13,677,764</b>	<b>13,181,739</b>	<b>496,025</b>	<b>17,868,972</b>	<b>17,659,700</b>	<b>209,272</b>	
<b>Total Fire Services</b>	<b>13,638,890</b>	<b>13,128,126</b>	<b>510,764</b>	<b>17,816,441</b>	<b>17,579,310</b>	<b>237,131</b>	<b>-</b>

**As at September 30, 2022 Budget vs Actual to Date** – Currently the Fire Department has a surplus of \$511K due to several vacancies early in the year. These savings have been partially offset by increases in WCB and LTD benefit premium, overages in Fire Operations overtime (\$255K) and Emergency Operations Center (EOC) training (\$55K). The surplus is expected to diminish further as Fire Operations training scheduled for Q4 is realized. Fire Operations hired 12 new personnel in May to restore staffing level to 103 Full-Time Staff. Currently, Fire Administration has 1 vacant Administrative Assistant Position and is currently supported with 2 acting administrative officer positions backfilling these vacancies.

**2022 Annual Forecast Budget vs Actual** – Q3 savings will be reduced due to Q4 scheduled training and unanticipated overspending on supplies and materials for the EOC. Overspending will be mitigated by strategic equipment purchases, delaying less urgent expenditures, moving to voice over IP phones and strategically utilizing the increased staffing complement to reduce overtime expenditures.

**Planning Ahead** – E-COMM service expenditures will increase by \$200K across the next 5 years starting with an increase of \$40K in 2024. Likewise, increased Climate Change Emergencies and pre-incident preparations have placed increased demands on the Emergency Management Office (EMO) which will hire a permanent part-time Emergency Social Services Volunteer Coordinator to free up the Emergency Planner to focus on core EMO functions and Climate Change issues. Corporate training by contract staff which placed financial pressure on the EMO has been completed, reducing financial pressures for Q4. Planning is underway to restructure inspection and special event permit fees to provide modest increased revenue opportunities. Likewise, Fire is working with HR and IT to produce a strategic Attendance Management Program to reduce future overtime. Fire is developing a recruitment strategy and creating a supportive work environment to address the staffing challenges of a regional competitive labor market and forecasted imminent retirements. To assist with recruitment strategies, community outreach and to align with the DEIAR Framework, in Q4, Fire will be instituting a part time Chief Equity Officer utilizing salary from vacant administrative positions. To improve emergency response capacity, quality of service and organizational effectiveness fire will be upgrading its personnel to Licensed Emergency Medical Responders (EMR) from First Responders and since program maintenance costs are reduced, the program implementation expenses will be recovered over the next several budget cycles.

### Q3 Operating Memo – General Government

General Government as at Sep 30, 2022	Q2 Budget YTD Sep 30	Q2 Actual YTD Sep 30	YTD Bud Var \$	2022 Annual Budget Budget	2022 Annual Forecast Forecast	2022 Annual vs Forecast vs Forecast	2022 Enhancement
100 Taxation Revenue	(97,129,467)	(97,599,907)	470,440	(97,877,861)	(98,208,469)	330,608	
200 Sale of Services	(117,544)	(151,578)	34,034	(158,845)	(192,879)	34,034	
250 Grants from Other Governments	(4,245,600)	(2,103,827)	(2,141,773)	(5,678,800)	(4,806,102)	(872,698)	
300 Other Revenue	(3,650,236)	(32,682,989)	29,032,753	(4,932,750)	(34,397,345)	29,464,595	
350 Contribution Revenue	(14,207,451)	(5,420,338)	(8,787,113)	(19,489,392)	(16,056,445)	(3,432,947)	
<b>Total 100 Revenue</b>	<b>(119,350,298)</b>	<b>(137,958,639)</b>	<b>18,608,341</b>	<b>(128,137,648)</b>	<b>(153,661,240)</b>	<b>25,523,592</b>	
400 Salaries/Benefits/Training	(1,906,899)	159,536	(2,066,435)	(2,478,853)	156,566	(2,635,419)	
450 Contracted Services	305,895	162,945	142,950	413,370	265,420	147,950	
500 Supplies and Materials	81,368	26,488	54,880	109,958	53,947	56,011	
650 Grants	771,338	610,758	160,580	1,028,450	1,017,020	11,430	50,000
725 Amortization	473,600	479,997	(6,397)	640,000	640,000		
<b>Total 200 Expenses</b>	<b>(274,698)</b>	<b>1,439,724</b>	<b>(1,714,422)</b>	<b>(287,075)</b>	<b>2,132,953</b>	<b>(2,420,028)</b>	<b>50,000</b>
<b>Total General Government</b>	<b>(119,624,996)</b>	<b>(136,518,915)</b>	<b>16,893,919</b>	<b>(128,424,723)</b>	<b>(151,528,287)</b>	<b>23,103,564</b>	<b>50,000</b>

**As At September 30, 2022 Budget vs Actual to Date** – The General Government Department is tracking better than budget as at Q3 with a surplus of \$16.9M primarily as a result of the \$26.4M sale of low carbon credits which is reflected in Other Revenue. The remaining favourable variances in Other Revenue is attributed to investment income due to higher than expected cash balances. The favourable variance in Property Taxes is due to higher than expected grants in lieu of taxes. Contribution and Grant revenues are tracking lower than budget due to the timing of the revenue received and a slower pace of capital spending than expected largely due to staff challenges. The net favourable variance in revenue of \$18.6M is offset by an unfavourable variance in expenses largely due to the amount that is budgeted for expected vacancies across all City departments of \$1.9M.

#### **2022 Service Enhancement:**

- City Grants - \$50K– this is a one-time enhancement to increase City grants due to the impacts of COVID-19 and was funded by the Provincial Restart Grant. Grant spending is on track to utilize all of these funds in the year.

**2022 Annual Forecast Budget vs Actual** – There is an estimated year end surplus of \$23.1M forecast for 2022 primarily as a result of the sale of low carbon credits for \$26.4M. Without this transaction there is a forecasted shortfall of \$3.3M for year-end due largely to the expected salary vacancy amount of \$2.6M and grants and contributions that will not be received until 2023 due to lower than expected capital spending. These are partially offset by favourable variances in taxation revenue and investment income as well as some positive savings in operating expenses.

**Planning Ahead** – The current practice of budgeting for 3% of salaries as planned vacancies will be reviewed as staff looks to be more proactive in filling vacancies and providing transitional support for planned retirements. The funds received from the sale of the carbon credits has been placed in a Climate Action Reserve Fund pending identification of projects that would be eligible for funding from this reserve in accordance with the Climate Reserve Fund Bylaw.

### Q3 Operating Memo - Human Resource (HR) and Information Technology (IT)

HR & IT Department as at September 30th, 2022	Q3 Budget YTD Sep 30	Q3 Actual YTD Sep 30	YTD Bud Var \$	2022 Annual Budget	2022 Annual Forecast	2022 Annual vs Forecast	2022 Enhancement
<b>Total 100 Revenue</b>	(3,700)	(655)	(3,045)	(5,000)	(655)	(4,345)	0
<b>Total 400 Salaries/Benefits/Training</b>	4,297,423	3,743,466	553,957	5,614,933	5,219,871	395,062	504,563
<b>Total 450 Contracted Services</b>	233,194	272,807	(39,613)	315,196	363,684	(48,488)	22,000
<b>Total 500 Supplies and Materials</b>	1,071,479	1,008,776	62,703	1,449,302	1,540,263	(90,961)	5,000
<b>Total 725 Amortization</b>	886,520	898,506	(11,986)	1,198,000	1,198,000	0	
<b>Total 200 Expenses</b>	6,488,616	5,923,555	565,061	8,577,431	8,321,818	255,613	531,563
<b>Total Human Resources &amp; Information Technology</b>	6,484,916	5,922,900	562,016	8,572,431	8,321,163	251,268	531,563

**As At September 30, 2022 Budget vs Actual to Date** – HR & IT Department is tracking under budget at Q3 with a net surplus of \$562.0k primarily from savings in salaries and benefits due to vacancies. Salary savings were experienced due to three vacant positions in the HR Division since January out of a total staff compliment of 21.0 full time positions, and two senior level vacant positions in the IT Division since February, and a budgeted Business System Analyst recruitment in July that was unsuccessful, out of a total staff compliment of 21.7 full time positions. Recruitment is underway for these vacancies and it is anticipated that the majority of these positions will not be filled by the end of the year. Savings have been experienced in Education and Training, Employee Service and Corporate Staff Development costs due to the vacant Learning and Development Specialist position not being filled until September, which caused delays in staff training schedules. Other savings were experienced from the timing of IT expenses in Computer system and Network Maintenance cost, which are partially offset by higher than budgeted Legal costs and consultant costs in HR.

#### **2022 Service Enhancement**

- HR Division – Temporary Full-Time (TFT) Workplace Wellness & Ability Management Specialist - \$106k – Actively working on hiring
- HR Division – TFT Learning & Development Coordinator Specialist - \$106k – Hired in September
- HR Division – Mental Health support tool - \$30k - Online tool is implemented
- HR Division – Senior Payroll Specialist - \$68k – Hired in October
- HR Division – HR Consultant - \$20k - For completion of the DEIAR (Diversity, Equity, Inclusion, and Anti-Racism) framework and staff training recommendations. This has been completed
- HR Division – Corporate Staff Development - \$60k - Staff training with respect to DEIAR, Sanctuary City, violence prevention, mental health, etc. - Training is scheduled for November/December as the Learning & Development Specialist was just hired in September
- IT Division – Business Systems Analyst - \$54k - This position was budgeted for the latter half of 2022 and hiring process is still ongoing
- IT Division – Help Desk Analyst - \$88k - This position was filled in March as a Service Desk Technician

**2022 Annual Forecast Budget vs Actual** – For year end, HR & IT is expected to be under budget with a net surplus of \$251.3k. Anticipated savings in Supplies and Material is unlikely to be achieved due to increased costs in Computer System Maintenance, Telephone System maintenance and Network Maintenance. Staff levels are expected to remain relatively steady for the remainder of the year with a couple of short terms vacancies. With the challenge of filling the current vacancies, it is expected that the salary savings from staff vacancies will offset significantly increased WorkSafeBC premiums and other benefit costs in 2022.

**Planning Ahead** – HR & IT were the two areas the most impacted by the pandemic. The attrition rate is projected to be double the 2019 rate by the end of the year, with HR & IT being two of the three areas with the highest attrition rate. IT staff are in high demand and being poached across the board. IT is constantly short-staffed with people coming and going; salaries and working conditions are not sufficiently competitive for this group. As well, both HR & IT staffing is inadequate due to the City's workforce having grown and HR & IT staff numbers only having increased minimally.

Due to "The Great Resignation" and increased complexities in labor and employment relations cases, HR is constantly recruiting and dealing with employee issues. Furthermore, this fall, HR is collective bargaining with three out of the four unions. Until HR & IT is at full capacity and receives additional support through new positions and updated systems, service to the departments will be reduced. Currently, there are no resources to support much needed strategic planning, organizational development, staff wellness and engagement, attendance and ability management, metrics and information reporting, and policy and program development.

While the short-term strategy is to fill all the vacancies, HR is looking to extend the two specialist positions from TFT ending December 31, 2023 to June 30, 2025, and create three new additional three-year temporary full-time positions in the new year to assist with filling City-wide vacancies and work on retention strategies and programs. In addition, HR is looking to continue its work on DEIAR by creating one temporary position and continuing to promote MindBeacon services to support employee mental health.

With the unprecedented and unusually high inflation, that has impacted all areas of IT's maintenance and support costs, staff will continue to investigate options that can help reduce maintenance costs by looking at multi-year renewals versus one year terms where appropriate.

Furthermore, IT is looking to fill the long term vacancies in the two senior positions as soon as possible. For 2023, IT will be requesting the addition of one IT project management position to ensure project efficiency, organization, and service delivery and one new IT Security Administrator position to focus on reducing IT security risks and provide added resiliency in the network team.



### Q3 Operating Memo – Library

Library Department as at Sep 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual Bud	2022
	YTD Sep 30	YTD Sep30	Var \$	Budget	Forecast	vs Forecast Var \$	Enhancement
100 Revenue							
200 Sale of Services	(23,088)	(25,200)	2,112	(31,200)	(31,200)	-	37,930
250 Grants from Other Governments	(149,290)	(144,046)	(5,244)	(150,340)	(144,046)	(6,294)	-
300 Other Revenue	-	(259)	259	-	(259)	259	-
350 Contribution Revenue	(5,550)	(76,818)	71,268	(7,500)	(79,934)	72,434	-
<b>Total 100 Revenue</b>	<b>(177,928)</b>	<b>(246,323)</b>	<b>68,395</b>	<b>(189,040)</b>	<b>(255,439)</b>	<b>66,399</b>	<b>37,930</b>
200 Expenses							
400 Salaries/Benefits/Training	2,564,531	2,208,606	355,925	3,336,645	3,035,296	301,349	-
450 Contracted Services	80,823	69,152	11,671	109,221	106,815	2,406	-
500 Supplies and Materials	561,529	494,739	66,790	758,820	776,770	(17,950)	-
725 Amortization	518,740	525,753	(7,013)	701,000	701,000	-	-
<b>Total 200 Expenses</b>	<b>3,725,623</b>	<b>3,298,250</b>	<b>427,373</b>	<b>4,905,686</b>	<b>4,619,881</b>	<b>285,805</b>	<b>-</b>
<b>Total Library</b>	<b>3,547,695</b>	<b>3,051,927</b>	<b>495,768</b>	<b>4,716,646</b>	<b>4,364,442</b>	<b>352,204</b>	<b>37,930</b>

**As at September 30, 2022 Budget vs Actual to Date** – The Library Department is reporting a favorable variance in Q3 with a net surplus of \$495.8K, primarily from \$355.9K net savings from salaries and benefits, \$66.8K in supplies and materials due to timing of the fall publishing (not yet received) and an \$80K one-time Provincial grant for COVID-19 recovery that the Library expects to spend \$33.0K in 2022 on small equipment and the balance of the grant to be expensed in 2023. The notable savings in salaries are due to staff vacancies throughout the year which have been mostly filled, with five vacant part-time positions remaining out of a total staff compliment of approximately 29.6 Full Time Staff, which the library is reviewing and hope to convert some pat-time into full-time positions.

#### **2022 Service Enhancement**

- The \$37.9K revenue reduction represented Fine-Free for overdue fines that were introduced in the Library's Strategic Plan 2021-2025 to reduce barrier to low income families. The overdue fines will be ceased by the end of August 2022. The balance of the budget \$13K for Fines are expected to be removed from the 2023 budget.

**2022 Annual Forecast Budget vs Actual** – Savings from salaries are benefits are expected to continue with ongoing vacancies and as staffing levels continue to be volatile, especially for the coming respiratory season. There is a high probability of increase in auxiliary use to back fill staff on sick leave.

**Planning Ahead** – The library continues to experience staffing challenges affecting our ability to resource services. The pandemic and the negative impact it is having on the economy, mental health, substance abuse, the opioid crisis, and the impacts of the housing crisis on unsheltered populations, are all affecting the provision of library services and use of staff resources. Library staff at a personal level are also not immune from some of these detrimental effects.

The library has always been a place that serves vulnerable populations. As a facility that is open, free, and where everyone is welcome to come in and stay awhile, it is not new for staff to assist people find shelter, food banks, search for jobs, and apply for government subsidies. Helping people who are also exhibiting mental health conditions is also not new. What is new, is the significant increase in the volume and complexity of these more challenging interactions and the intensity and volatility of mental health episodes.

The pandemic also exacerbated the isolation and vulnerability of those with low or no digital literacy. The library has and is continuing to evolve library support to bridge the digital divide through staff assistance, and a greater range of technology tools and solutions. Finding housing, employment, and government assistance requires digital access and some basic fluency. Not only do we continue to see a surprising volume in the amount of people not able to access this essential information, but staff are seeing an increase in people with low general literacy skills.

Many aspects of the new strategic plan are challenging us to ensure we are truly inclusive and that we are doing everything we can to remove barriers to service. To do this work, library staff are spending more time consulting with different groups and organizations in the community, listening to community needs, and refining library policy and services. Decolonization and reconciliation is part of this work, and all of this consultative work is slow and methodical, and the learning curve is high.

In order to meet these challenges the library is reviewing current staffing levels, staff budgets, and vacant positions. This review has informed much of the library's enhancement requests for 2023. The library has historically relied heavily on the use of auxiliary staff. By reallocating some of the auxiliary staff budget to convert existing part-time positions to full-time, we will create greater stability in the workforce and be more equipped to respond to current and emerging needs. We are also transforming the work of some of the key front-line staff positions, reassigning some positions to focus more on outreach, and hoping to create a position dedicated to community librarianship.

### Q3 Operating Memo - Parks and Recreation

Parks and Recreation as at September 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual	2022
	YTD Sept 30	YTD Sept 30	Var \$	Budget	Forecast	vs Forecast	Enhancement
Total 200 Sale of Services	(2,527,532)	(2,909,238)	381,706	(3,415,545)	(3,760,053)	344,508	69,125
Total 250 Grants from Other Governments	(25,530)	(15,500)	(10,030)	(34,500)	(15,500)	(19,000)	(13,500)
Total 300 Other Revenue	(249,824)	(342,880)	93,056	(337,600)	(431,959)	94,359	-
Total 350 Contribution Revenue	(5,081)	-	(5,081)	(6,800)	-	(6,800)	-
Total 100 Revenue	(2,807,967)	(3,267,618)	459,651	(3,794,445)	(4,207,512)	413,067	55,625
Total 400 Salaries/Benefits/Training	10,362,699	10,685,447	(322,748)	13,482,445	13,907,052	(424,607)	282,583
Total 450 Contracted Services	399,192	352,765	46,427	538,335	500,167	38,168	-
Total 500 Supplies and Materials	1,054,747	926,244	128,503	1,424,553	1,314,153	110,400	22,500
Total 600 Cost of Sales	202,908	93,594	109,314	274,200	164,885	109,315	-
Total 725 Amortization	2,735,780	2,772,756	(36,976)	3,697,000	3,697,000	-	-
Total 200 Expenses	14,755,326	14,830,806	(75,480)	19,416,533	19,583,257	(166,724)	305,083
Parks and Recreation	11,947,359	11,563,188	384,171	15,622,088	15,375,745	246,343	360,708

**As at September 30, 2022 Budget vs Actual to Date** – \$2.80M Revenue budget split is \$0.40M or 14% Parks and \$2.40M or 86% Recreation, with Q3 actuals indicating a \$0.46M surplus. Positive variance in Recreation sale of services is consistent with lifting of Provincial Health Orders (PHO) in February 2022 followed by an increase in filming activity, program registrations such as swimming, gymnastics, skating, and day camps, rentals, along with steady drop-in and membership revenues which are offset by lower than expected concession sales. Parks sale of services from rentals such as grass and turf field are tracking with budget.

The unplanned closure of Canada Games Pool (CGP) in late 2021 required implementation of service delivery alternatives which included extending the operating season of community outdoor pools, relocating fitness equipment and extending fitness centers operating hours. No negative budget variances identified in Recreation drop in, program registrations, rentals and membership revenue due to above noted service delivery alternatives.

\$14.80M Expense budget split is \$5.70M or 38% Parks and \$9.10M or 62% Recreation with the Recreation salaries budget including a Q3 savings target of \$0.55M ensuing the closure of CGP. \$0.90M savings from 12 staff vacancies (Parks - 4, Recreation - 8) and 5 Recreation staff on leave from of a total staff compliment of 105 is offset by \$0.69M overspend in Recreation auxiliary salaries and benefits causing Recreation to miss Q3 salaries savings target by \$0.34M. The impacts on core services delivery have been largely mitigated through the use of auxiliary employees to backfill key positions while recruitment efforts to fill the vacancies are underway. While this approach is sustainable over the short term, it does leave the department vulnerable as the pool of available auxiliary staff is drawn down and labour market forces continue to make staff recruitment challenging.

Positive expense variance in Recreation supplies and materials is a combination of Fortis BC gas account (CGP) refund, transfer of CGP supplies to other facilities and limited special events spending. Positive variance in Recreation cost of sales mirrors reduced concessions sales.

#### 2022 Service Enhancements

- Recreation: \$53K Sectoral Recovery Revenue Reduction (COVID-19) - Actuals are tracking with budget.

- Recreation: \$94K Auxiliary Budget Increase (One-Time) - Actuals are trending higher than budget.
- Recreation: \$47K PT Assistant Program Coordinator - Hiring Complete
- Recreation: \$23K Sponsorship Revenue Reduction - No sponsorship revenue received.
- Recreation: (\$14K) Grant Revenue Increase - No grant revenue anticipated.
- Recreation: \$14K Other City Functions Expense Increase - No expenditures anticipated.
- Parks: \$41K TEMP Irrigation Technician - Currently, backfilled with auxiliary staff.
- Parks: \$103K Open Space and Parks Planning, Design and Project Management (Planner 1) - Hiring Complete

**2022 Annual Forecast Budget vs Actual** – \$3.80M Revenue budget split is \$0.55M or 14% Parks and \$3.25M or 86% Recreation, with the annual forecast signaling \$0.46M surplus. Considering seasonality, Recreation is anticipating a sustained uptick in program registrations, stable drop-in and membership revenues and a measured recovery in concession sales. Parks rentals are anticipated to track budget.

\$19.40M Expense budget split is \$7.40M or 38% Parks and \$12.00M or 62% Recreation with the Recreation salaries budget including a savings target of \$0.70M ensuing the closure of CGP. Even though Recreation auxiliary salaries and benefits spend is anticipated to decline in Q4, the residual impact of Q3 overspend combined with part-year vacancies and leaves salary savings from Parks and Recreation is ample evidence to forecast a Recreation salary savings target miss of \$0.43M. Positive variance in Recreation supplies and materials along with cost of sales is anticipated to continue through Q4.

**Planning Ahead** –Staff will continue to closely monitor and manage departmental service offerings through the final quarter of the year. Recruitment efforts will remain ongoing, yet strategic in order to yield operational savings where practical to do so. Monitoring of post pandemic recovery patterns combined with alternate service delivery approaches due to the closure of CGP and relocation of many services, will continue as the public's use of departmental services begins to normalize in 2023.



### Q3 Operating Memo – Police

Police Department as at September 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual	2022
	YTD Sep 30	YTD Sep30	Var \$	Budget	Forecast	vs Forecast	Enhancement
100 Revenue							
200 Sale of Services	(4,218,592)	(4,756,419)	537,827	(5,700,800)	(6,177,891)	477,091	(817,000)
250 Grants from Other Governments	(1,693,299)	(1,544,717)	(148,582)	(1,836,100)	(1,751,450)	(84,650)	-
300 Other Revenue	(16,650)	(21,807)	5,157	(22,500)	(30,556)	8,056	(4,000)
<b>Total 100 Revenue</b>	<b>(5,928,541)</b>	<b>(6,322,943)</b>	<b>394,402</b>	<b>(7,559,400)</b>	<b>(7,959,897)</b>	<b>400,497</b>	<b>(821,000)</b>
200 Expenses							
400 Salaries/Benefits/Training	21,572,037	22,182,268	(610,231)	28,392,204	29,225,786	(833,582)	322,000
450 Contracted Services	3,012,517	2,799,190	213,327	4,070,700	4,054,476	16,224	313,000
500 Supplies and Materials	899,543	875,175	24,368	1,215,599	1,223,218	(7,619)	62,000
650 Grants	22,200	12,300	9,900	30,000	12,300	17,700	-
725 Amortization	518,000	524,997	(6,997)	700,000	700,000		-
<b>Total 200 Expenses</b>	<b>26,024,297</b>	<b>26,393,930</b>	<b>(369,633)</b>	<b>34,408,503</b>	<b>35,215,780</b>	<b>(807,277)</b>	<b>697,000</b>
<b>Total Police Services</b>	<b>20,095,756</b>	<b>20,070,987</b>	<b>24,769</b>	<b>26,849,103</b>	<b>27,255,883</b>	<b>(406,780)</b>	<b>(124,000)</b>

**As at September 30, 2022 Budget vs Actual to Date** – The Police Department is under budget by \$24.8K at the end of Q3; this is primarily due to timing as we are forecasted to be \$406.8K over budget by year-end. The sworn member's collective agreement retroactive payment for 2020-2022 was paid during Q3; this payment has narrowed the gap in salaries and benefits. A budget shortfall in the wage settlement for 2020 and 2022 has also resulted in an overage in 2022 of approximately \$285K.

Budget variances in contracted services, supplies and material, grants and other expenses are mostly due to timing.

Recoveries from secondments and other third party billings are trending higher due to salary increases, additional secondments and increased usage. The decrease in grant revenue is due to a reduction of the annual Provincial traffic fine grant of \$250K, which is outside the control of the department.

#### **2022 Service Enhancement**

- \$817K Third party billing increase with additional secondments of \$448K in Salaries & Benefits. Secondment costs are trending higher than target. All additional costs are recovered so the impact is net zero.
- \$140K reduction in Salaries and Benefits for the removal of School liaison is as planned.
- \$243K contract increases due to E-Comm rate increase are as expected.
- The one-time \$50K consulting fee related to the department review are expected to come under budget due to timing of projects rolling into 2023.
- \$52K increase in supplies and material for the monthly billings for the Digital Evidence Management system as required by the province are as expected.

**2022 Annual Forecast Budget vs Actual** – A net deficit of \$406.8K is forecasted for the Police Department. The main factors leading to the deficit forecast are inflationary pressures, unexpected downloading of training costs from JIBC, increased recruitment costs, higher than expected wage settlement for sworn members and the reduction in grant revenue.

### Q3 Operating Memo – Sewer Utility

Sewer Utility Department as at September 30, 2022	Q3 Budget YTD Sep 30	Q3 Actual YTD Sep30	YTD Bud Var \$	2022 Annual Budget	2022 Annual Forecast	2022 Annual Bud vs Forecast Var \$	2022 Enhancement
100 Revenue							
Total 100 Taxation Revenue	(24,057)	(14,404)	(9,653)		9,653	(9,653)	
Total 150 Utility Rates	(25,365,790)	(25,531,008)	165,218	(25,996,000)	(26,161,216)	165,216	
Total 200 Sale of Services	(203,250)	(374,716)	171,466	(271,000)	(483,049)	212,049	
Total 300 Other Revenue	(15,000)		(15,000)	(20,000)	(20,000)	0	
Total 350 Contribution Revenue	(1,651,837)	(480,000)	(1,171,837)	(2,202,450)	(480,000)	(1,722,450)	
Total 100 Revenue	(27,259,934)	(26,400,128)	(859,806)	(28,489,450)	(27,134,612)	(1,354,838)	
200 Expenses							
Total 400 Salaries/Benefits/Training	825,652	667,745	157,907	1,071,797	931,532	140,265	
Total 450 Contracted Services	515,324	755,816	(240,492)	740,573	1,101,960	(361,387)	(30,000)
Total 500 Supplies and Materials	100,847	45,343	55,504	144,609	116,418	28,192	
Total 725 Amortization	1,590,260	1,611,747	(21,487)	2,149,000	2,170,487	(21,487)	
Total 750 Utility Purchases and Levies	11,224,636	11,225,358	(722)	11,224,636	11,225,358	(722)	
Total 200 Expenses	14,256,719	14,306,009	(49,290)	15,330,615	15,545,755	(215,140)	(30,000)
<b>Total Sewer Fund</b>	<b>(13,003,215)</b>	<b>(12,094,119)</b>	<b>(909,096)</b>	<b>(13,158,835)</b>	<b>(11,588,858)</b>	<b>(1,569,978)</b>	<b>(30,000)</b>

**As At September 30, 2022 Budget vs Actual to Date** – Overall, the Sewer Utility is unfavorable to Budget by \$0.9M in the first half due to budgeted Contribution Revenues that will not occur. If we were to exclude the contribution revenue then the overall sewer utility would be in a favorable state.

On the revenue side, higher than budgeted Utility Rate collection created a favorable \$0.3M revenue variance that were more than offset by the Contribution Revenue, leading to an unfavorable variance of \$0.7M overall.

On expenditures, vacancy and an employee on unpaid leave create a favorable personnel variance of \$0.2M. Sale of Services are projected to be ahead of Budget by end of year driving Contracted Services cost to deliver the Sales of Services ahead of Budget by \$0.2M. A timing difference between expenses incurred on delivery of Sales of Services and the receipt of revenue when services are completed leave an unfavorable \$0.2M variance year-to-date. The impacts of personnel vacancies (e.g. SCADA technician) and higher use of Contracted services in direct response to staffing shortages and increased service level expectations, largely offset each other.

The Sewer Utility has 11.5 FTEs budgeted, including 0.5 FTE for a SCADA software technician shared with the Water Utility. The SCADA technician position remains vacant. The Sewer Utility also has a vacant Sub-foreman and an individual on medical leave. While core sewer services are being maintained with the current FTE compliment, the increasing demands for services, impacts of climate change, deteriorating asset condition and the need for increased operations and maintenance services will continue to place strain on staff well-being.

#### **2022 Service Enhancement**

- Subcontracts – (\$30K) – Reduced need for current contractor arrangement with the addition of a SCADA technician staff. Posting for the SCADA technician will occur November.

**2022 Annual Forecast Budget vs Actual** – On revenue, the combination of an anticipated \$1.2M Grant and \$1.0M in Contribution Revenues that will largely be unrealized is anticipated to create an unfavorable \$1.7M variance that are somewhat offset by improvements in Utility Rate collection and Sale of Services

ahead of Budget. Contracted Services expense, unfavorable to budget by \$0.4M, is partially due to an offset by a favorable \$0.2M improvement over Budget in Sale of Services. The remaining unfavorable variance is due to inflation impacts on the costing of services. Cost escalation, and increasing unscheduled maintenance work will continue to result in higher than budgeted spend.

Overall, the Sewer Utility is projected to be \$1.5M unfavorable to Budget as the impact of \$2.2M of Grants and Contributions that will not occur are offset by personnel vacancies and higher than anticipated Utility Rate collection.

**Planning Ahead** – Guidance from Metro Vancouver on levies are within reasonable range of last year's projections for Sewer Levies. The City will remain diligent in anticipating and reviewing any potential rate and cost methodology changes from Metro Vancouver and their appropriateness for the City of New Westminster. A potential change in the methodology used by Metro Vancouver, in particular, can have a significant adverse impact on future rate and is being watched closely.

Engineering managers are working with HR to prioritize the outstanding recruitments. Wherever possible, services are being contracted out to third parties, staff are being shifted from lower priority functions, and auxiliary staff are being hired to temporarily backfill vacant positions.

We anticipate cost escalations to continue to be a concern due to inflationary increases for basic materials and supplies.

### Q3 Operating Memo – Solid Waste Utility

Solid Waste Utility Department as at September 30, 2022	Q3 Budget	Q3 Actual	YTD Bud	2022 Annual	2022 Annual	2022 Annual	2022
	YTD Sep 30	YTD Sep30	Var \$	Budget	Forecast	vs Forecast	Enhancement
100 Revenue							
Total 150 Utility Rates	(4,160,711)	(4,190,849)	30,138	(4,323,000)	(4,153,139)	(169,861)	
Total 300 Other Revenue	(584,250)	(566,221)	(18,029)	(779,000)	(779,000)	0	
Total 100 Revenue	(4,744,961)	(4,757,070)	12,109	(5,102,000)	(4,932,139)	(169,861)	
200 Expenses							
400 Salaries/Benefits/Training							
Total 400 Salaries/Benefits/Training	795,479	695,983	99,496	1,063,460	954,517	108,943	
Total 450 Contracted Services	78,929	50,140	28,789	114,284	85,491	28,793	80,000
Total 500 Supplies and Materials	98,631	87,153	11,478	134,247	138,834	(4,587)	
Total 725 Amortization	265,660	269,253	(3,593)	359,000	362,593	(3,593)	
Total 750 Utility Purchases and Levies	1,693,760	1,425,079	268,681	2,324,000	2,324,000	0	
Total 200 Expenses	2,932,459	2,527,608	404,851	3,994,991	3,865,435	129,556	80,000
Total Solid Waste Fund	(1,812,502)	(2,229,462)	416,960	(1,107,009)	(1,066,704)	(40,305)	80,000

**As At September 30, 2022 Budget vs Actual to Date** – Lower tipping fees and staff vacancies create a favorable \$0.4M variance for the Solid Waste Utility in the first 3-quarters. The Tipping Fee savings to-date are viewed as temporary timing variances with tipping fees projected to catch-up and move toward being on Budget annually.

The Solid Waste Utility has a Budget of 12 FTEs of which there are 3 current vacancies, including 2 general labourers and a truck operator. Staff turnover and vacancies remains a concern and the group is working with HR to prioritize the outstanding recruitments.

#### **2022 Service Enhancement**

- Contracted Services – \$80K – Third-party glass collection services program for multi-family properties has not yet commenced.

**2022 Annual Forecast Budget vs Actual** – A credit for glass collection fees at the end of the year due to delays in implementing multi-family glass collection services offset by payroll savings due to staff vacancies will leave the Solid Waste Utility largely on its budget for the year.

Tipping fee expenses driving Purchases are expected to catch-up to annual Budget by the end of the year. Collectively, the Solid Waste Utility will be on target to its Budget by end of year.

**Planning Ahead** – Guidance on higher than general CPI year-over-year Tipping Fees increases from Metro Vancouver and escalating personnel cost, along with pressure on the delivery of new services and fleet electrification, complexity of service provided create significant cost challenges to a Solid Waste Utility already with lower than targeted Reserve balances. Going forward, the Utility will need review strategies to reduce costs of delivery and/or increase revenue and rates to address rising costs.

The strategies and actions around Downtown livability will continue to present challenges to our staff with respect to the removal and disposal of discarded materials, including human waste and drug related waste.



### Q3 Operating Memo – Water Utility

Water Utility Department as at September 30, 2022	Q3 Budget YTD Sep 30	Q3 Actual YTD Sep30	YTD Bud Var \$	2022 Budget	2022 Forecast	2022 vs Forecast	2022 Enhancement
Total 150 Utility Rates	(13,406,080)	(13,440,226)	34,146	(15,538,000)	(15,572,150)	34,150	
Total 200 Sale of Services	(74,177)	(72,026)	(2,151)	(99,000)	(141,749)	42,749	
Total 350 Contribution Revenue				(229,800)	(229,800)		
Total 100 Revenue	(13,480,257)	(13,512,252)	31,995	(15,866,800)	(15,943,699)	76,899	
200 Expenses							
Total 400 Salaries/Benefits/Training	591,532	410,939	180,593	769,759	589,765	179,994	
Total 450 Contracted Services	56,676	124,407	(67,731)	81,045	203,525	(122,480)	(65,000)
Total 500 Supplies and Materials	96,016	113,217	(17,201)	139,137	156,337	(17,200)	
Total 725 Amortization	778,480	788,994	(10,514)	1,052,000	1,052,937	(937)	
Total 750 Utility Purchases and Levies	5,633,518	6,459,451	(825,933)	7,316,257	7,316,257	0	
Total 200 Expenses	7,156,222	7,897,008	(740,786)	9,358,198	9,318,821	39,377	(65,000)
Total Water Fund	(6,324,035)	(5,615,244)	(708,791)	(6,508,602)	(6,624,878)	116,276	(65,000)

**As At September 30, 2022 Budget vs Actual to Date** – Higher than planned commercial water consumption in the first-half of the year is offset by lower commercial consumption over the summer and, as such, the Water Utility is tracking to Plan. Water purchases are higher than Budget to-date due to expense timing issues. Contracted services are unfavorable to budget due to inflation impacts on the costing of services as well as additional consulting costs to support SCADA in the absence of a SCADA technician and is expected to continue through the last quarter of the year. Overall, the Water Utility is unfavorable \$0.7M to Budget in the first half of the year due to expense timing.

The Water Utility has a Budget of 7.5 FTEs, of which 1.5 FTEs are vacant including 0.5 FTE for a SCADA software technician shared with the Sewer Utility. The utility also has a vacancy for a labourer. While core water services are being maintained with the current FTE compliment, the increasing demands for services, impacts of climate change, deteriorating asset condition and the need for increased operations and maintenance services will continue to place strain on staff well-being.

#### **2022 Service Enhancement**

- Subcontracts – (\$65K) – Reduced need for current contractor arrangement with the addition of a SCADA technician staff. Posting for the SCADA technician will occur November.

**2022 Annual Forecast Budget vs Actual** – Expenses are expected to catch-up to annual Budget by the end of the year including Water Purchases. Savings from staff vacancies is projected to leave the Water Utility slightly ahead of Plan for the year.

**Planning Ahead** – Metro Vancouver guidance on Water Levies is largely unchanged, overall, from last year's projections for Water Levies. However, the timing has changed with lower increases in the near term with much more substantial increases mid to long term. The City will remain diligent in anticipating and reviewing any potential rate and cost methodology changes from Metro Vancouver and their appropriateness for the City of New Westminster.

Engineering managers are working with HR to prioritize the outstanding recruitments. Wherever possible, services are being contracted out to third parties, staff are being shifted from lower priority functions, and auxiliary staff are being hired to temporarily backfill vacant positions.

We anticipate cost escalations to continue to be a concern due to inflationary increases for basic materials and supplies.

## Attachment #3

### *Major Purchasing Report for Q3*

Department	SUPPLIER	ITEM DESCRIPTION	AMOUNT	PROCUREMENT MODEL
Electrical	KTI LIMITED	AMI	\$ 7,873,590	Tendered
Electrical	BAY HILL CONTRACTING LTD	ELECTRICAL CONSTRUCTION SIXTH AVE	\$ 434,900	Tendered
Electrical	F&M INSTALLATIONS LTD	ADDITIONAL WORK	\$ 122,816	Change Order
Engineering	HEATHERBRAE BUILDERS CO. LTD.	TREES	\$ 3,820,957	Change Order
Engineering	COMPLETE UTILITY CONTRACTORS	SEWER SEPARATION AND WATERMAIN 2022	\$ 7,752,440	Tendered
Engineering	CROWN CONTRACTING LTD	Ninth Avenue and 21st Street Sidewalks	\$ 686,069	Tendered
Engineering	CH2M HILL CANADA LTD A JACOBS COMPANY	Q to Q Ferry Infrastructure Improvement	\$ 305,838	Tendered
Engineering	MAINROAD LOWER MAINLAND CONTRACTING LTD	Deck Surface Repl Braid Bridge	\$ 124,280	Sole Sourced
Engineering	UNIFIED SYSTEMS INC	SECURITY SYSTEM tamasewtx <sup>w</sup>	\$ 310,721	Tendered
Engineering	HOLACO CONSTRUCTION LTD	POLICE FRONT LOBBY RENOVATIONS	\$ 254,000	Tendered
Engineering	ASSOCIATED ENGINEERING BC LTD	UTILITIES RISK MODEL AMP	\$ 139,876	Tendered
Engineering	GEOPACIFIC CONSULTANTS LTD	GEOTECHNICAL FOR tamasewtx <sup>w</sup>	\$ 133,002	Sole Sourced
Engineering	A&A TESTING LTD	2022 Sewer CCTV Inspection Program	\$ 342,588	Tendered
Engineering	TURNBULL CONSTRUCTION PROJECT MANAGERS	PM MASSEY THEATRE	\$ 210,429	Tendered
Engineering	MAINLAND CONSTRUCTION MATERIALS ULC	NWSS Cycling Connector	\$ 641,579	Change Order
Engineering	FRICIA CONSTRUCTION INC.	ADDITIONAL STRINGERS	\$ 103,320	Change Order
Engineering	FRICIA CONSTRUCTION INC.	29 PILES	\$ 177,520	Change Order
Engineering	INFINITE ROAD MARKING LTD	2022 ROADMARKING	\$ 230,935	Tendered
Engineering	SANDPIPER CONTRACTING LLP	207 Mabel St New Water Svc	\$ 66,296	Sole Sourced
Engineering	CANADIAN NATIONAL CN RAIL	ADDITIONAL SIGNAL WORK	\$ 125,000	Change Order
Engineering	TRAINFO CORPORATION	TRAIN SOFTWARE	\$ 199,020	Sole Sourced
Engineering	TURNBULL CONSTRUCTION PROJECT MANAGERS	ADDITIONAL PHASE 2 FEES	\$ 274,882	Change Order
Parks & Recreation	ACTION HOLDINGS LTD O/A CUSTOM BLACKTOP CO	TENNIS COURT REPAIRS	\$ 113,250	Tendered
Office of the CAO	BDO CANADA LLP	HUB REPLACEMENT	\$ 116,455	Tendered
Office of the CAO	TOM LEE MUSIC CO LTD	YAMAHA C5X PE GRAND PIANO	\$ 51,399.00	Sole Sourced



# P R O C L A M A T I O N

CITY OF NEW WESTMINSTER

## ORANGE DAYS: UNITE TO END VIOLENCE AGAINST WOMEN AND GIRLS November 25 – December 10, 2022

**WHEREAS** November 25 (International Day for the Elimination of Violence Against Women) to December 10 (Human Rights Day) is being marked as **16 Days of Activism against Gender-Based Violence**. A time to galvanize action to end violence against women and girls; and

**WHEREAS** the United Nations' **UNiTE Campaign: Activism to End Violence Against Women and Girls** raises awareness and calls for action during the 16 Days, using the colour ORANGE as a uniting theme; and

**WHEREAS** the City of New Westminster acknowledges the Grandmothers Advocacy Network (GRAN), a Canadian organization that advocates for the human rights of grandmothers and vulnerable children in Sub-Saharan Africa who experience violence in their daily lives; and

**WHEREAS** violence against women and girls is pervasive around the world, including Canada; and

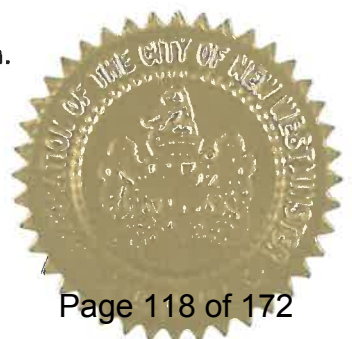
**WHEREAS** by creating worldwide awareness and calling for adequate, sustained resources, we will find solutions to end gender-based violence.

**NOW THEREFORE** I, Patrick Johnstone, Mayor of the City of New Westminster do hereby proclaim November 25 to December 10, 2022 as

### ORANGE DAYS: UNITE TO END VIOLENCE AGAINST WOMEN AND GIRLS

In the City of New Westminster, Province of British Columbia.

Patrick Johnstone  
MAYOR







## **CITY COUNCIL MEETING**

### **MINUTES**

**Monday, September 26, 2022, 9:00 a.m.**

**Meeting Held Electronically**

#### **PRESENT:**

Mayor Jonathan Côté  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Jaimie McEvoy  
Councillor Nadine Nakagawa  
Councillor Chuck Puchmayr  
Councillor Mary Trentadue

#### **STAFF PRESENT:**

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Carilyn Cook	Acting City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Rod Carle	General Manager, Electrical Utility
Ms. Christina Coolidge	Indigenous Relations Advisor
Mr. Brad Davie	Assistant Deputy Chief, New Westminster Fire and Rescue Services
Ms. Claudia Freire	Housing / Social Planner
Ms. Corrinne Garrett	Senior Manager, Recreation Services and Programs
Mr. Dean Gibson	Director of Parks and Recreation
Ms. Lisa Leblanc	Director of Engineering Services
Ms. Priscilla Lopes	Acting Engineering Technologist – Asset Management
Ms. Lorraine Lyle	Senior Manager, Financial Services
Mr. Craig MacFarlane	Manager of Legal Services
Ms. Tobi May	Manager, Civic Buildings and Properties
Mr. Robert McCullough	Manager, Museums and Heritage Services
Ms. Diane Merenick	Manager, Integrated Services
Ms. Ebony Rosa	Program Coordinator, Peer Assisted Care Team (PACT)
Mr. Patrick Shannon	Manager, Purchasing
Mr. John Stark	Acting Manager of Planning
Ms. Denise Tambellini	Intergovernmental and Community Relations Manager

Ms. Jackie Teed	Senior Manager, Climate Action, Planning and Development
Ms. Serena Trachta	Manager, Building Inspection Services
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Mr. Erin Williams	Acting Chief, New Westminster Fire and Rescue Services
Ms. Eva Yip	Acting Director of Human Resources and Information Technology

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**1. CALL TO ORDER**

The meeting was called to order at 9:00a.m.

**2. MOTION TO MOVE THE MEETING INTO THE CLOSED MEETING**

That Council will now go into a meeting which is closed to the public in accordance with Section 90 of the Community Charter, on the basis that the subject matter of all agenda items relate to matters listed under Sections:

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

90(1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

**3. END OF THE MEETING**

The meeting ended at 9:01 a.m.

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Jonathan Cote  
MAYOR

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Carilyn Cook  
ACTING CITY CLERK



## **CITY COUNCIL MEETING**

### **MINUTES**

**Monday, September 26, 2022, 6:00 p.m.**  
**Queensborough Community Centre –**  
**Poplar Island Room**  
**920 Ewen Avenue**

#### **PRESENT:**

Mayor Jonathan Côté  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Jamie McEvoy  
Councillor Nadine Nakagawa  
Councillor Chuck Puchmayr  
Councillor Mary Trentadue

#### **STAFF PRESENT:**

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Carilyn Cook	Acting City Clerk
Mr. Kwaku Agyare-Manu	Senior Manager of Engineering
Ms. Leya Behra	Manager, Climate Action
Mr. Gabriel Beliveau	Superintendent, Streets and Towing
Mr. Rod Carle	General Manager, Electrical Utility
Ms. Cory Hansen	Emergency Planning Assistant
Ms. Lisa Leblanc	Director of Engineering Services
Ms. Lorraine Lyle	Senior Manager, Financial Services
Mr. Hardeep Maghera	Senior Engineering Technologist
Ms. Tobi May	Manager, Civic Buildings, Engineering
Mr. Craig MacFarlane	Manager of Legal Services
Ms. Parissa Bhullar	Manager, Revenue Collections
Mr. Patrick Shannon	Purchasing Manager
Mr. Gary So	Senior Financial Services Analyst
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Mr. Erin Williams	Acting Chief, New Westminster Fire and Rescue Services

**1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Coté opened the meeting at 6:00 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

Mayor Coté recognized that September 30, 2022 is Truth and Reconciliation Day.

**2. CHANGES TO THE AGENDA**

MOVED and SECONDED

**THAT** Council add "2022 Summer Heat Response Update" to the agenda as New Business.

**Carried.**

All members present voted in favour of the motion.

**3. CONSENT AGENDA**

If Council decides, all the recommendations in the reports on the Consent Agenda can be approved in one motion, without discussion. If Council wishes to discuss a report, that report is removed from the Consent Agenda. A report may be removed in order to discuss it, because someone wants to vote against the report's recommendation, or because someone has a conflict of interest with the report. Any reports not removed from the Consent Agenda are passed without discussion.

MOVED AND SECONDED

**THAT** Council adopt the recommendations for items 3.1, 3.2, 3.3, 3.5, 3.8, 3.9, 3.14, 3.15, 3.17 and 3.18 on consent.

**Carried.**

All members present voted in favour of the motion.

**3.1 Appointment of Acting City Clerk**

The purpose of this report is to provide for the efficient operation of the Legislative Services Department and the City during the secondment of the City Clerk to the Chief Election Officer position.

**THAT** Council designate Carilyn Cook, Committee Clerk, to be the Acting City Clerk until October 20, 2022.

**Adopted on Consent.**



### **3.2 Budget 2023: User Fees and Rates Review Amendment Bylaws**

To request Council give three readings to the Amendment Bylaws for Fees, Rates and Charges for Engineering, Climate Action, Planning and Development, Cultural Services, Anvil Theatre and Electric Utility as approved in principle by Council on August 29, 2022.

**THAT** the following Amendment Bylaws attached to this report be given three readings:

1. Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022;
2. Climate Action, Planning & Development Fees and Rates Amendment Bylaw No. 8358, 2022;
3. Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022;
4. Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022; and
5. Electric Utility Charges Amendment Bylaw No. 8368, 2022.

**Adopted on Consent.**

### **3.3 City's Response to the Accessible British Columbia Act**

To inform Council about the Accessible British Columbia Act (the Act) and to seek their approval of the attached terms of reference for a new Accessibility Advisory Committee.

**THAT** Council approve the terms of reference for the new Accessibility Advisory Committee and direct staff to recruit members during the 2022 recruitment process; and

**THAT** Council request staff to report back during the budget process on the resources needed to comply with the *Accessible British Columbia Act*.

**Adopted on Consent.**

### **3.4 Council Code of Conduct**

To provide Council with a revised Council Code of Conduct (the "Code") for approval based on best practices and new legislative requirements that will be in force by next year.

MOVED AND SECONDED

**THAT** Council approve the revised Council Code of Conduct (Attachment 1).

In response to questions from Council, Craig MacFarlane, Manager of Legal Services, provided the following information:

- The motion would approve a revision to the Council Code of Conduct;
- A respondent would be able to file a complaint within six months of an alleged breach;
- A decision on a breach complaint could be subject to judicial review; and
- An unfavourable outcome could be subject to a further complaint.

In discussion, Council members noted:

- The Code of Conduct is being revised to include conflict resolution terms; and
- Concern that the policy does not cover all possible scenarios.

MOVED and SECONDED

**THAT** the motion be amended to require the inclusion of a policy that will clarify a respondent's ability to seek a judicial review.

**Carried.**

All members present voted in favour of the motion.

The question on the main motion was then called, as amended.

MOVED and SECONDED

**THAT** Council approve the revised Council Code of Conduct (Attachment #1) with the inclusion of a policy that will clarify a respondent's ability to seek a judicial review.

**Carried.**

All members present voted in favour of the motion.

### **3.5 Infrastructure Canada Active Transportation Fund – Grant Agreement**

To request Council's approval for the Chief Administrative Officer and Director of Engineering to enter into a grant funding agreement with the Infrastructure Canada Active Transportation Fund in support of the Citywide Active Transportation Network Plan, currently being developed by the Engineering Services Department.

**THAT** the Chief Administrative Officer and the Director of Engineering be authorized to enter into a grant funding agreement with the Infrastructure Canada Active Transportation Fund in the amount of \$50,000 in support of the development of the Citywide Active Transportation Network Plan.

**Adopted on Consent.**

### **3.6 Introduction of the Local Government Climate Action Program and 2021 Corporate Greenhouse Gas Emissions Update**

To introduce the province's new Local Government Climate Action Program (LGCAP) and provide a summary of the reporting required by the program, including the City's corporate greenhouse gas emissions.

In discussion, Council members commended staff for the reported 23.5% reduction in greenhouse gas emissions.

In response to questions from Council, staff provided the following information:

- The electricity emissions factors change annually, enabling the creation of policies to lower building emissions;
- COVID-19 closures and limited facility re-openings contributed to lower emissions;
- LGCAP funding is fixed for three years and will be re-evaluated upon expiry of the program; and
- Expectation that when new facilities open, there will not be a significant increase in electricity emissions.

MOVED AND SECONDED

**THAT** Council receives this report for information.

**Carried.**

All members present voted in favour of the motion.

### **3.7 Latecomer Agreement for Extended Servicing Costs Related to the Servicing of the Queensborough Special Study Area**

To seek Council authorization to enter into a Latecomer agreement with the QBT Properties Limited Partnership and to authorize Mayor and Clerk to sign, permitting the QBT Properties Limited Partnership to recover their costs related to excess/extended services from other benefitting lands.

In response to questions from Council, Hardeep Maghera, Senior Engineering Technologist, provided the following information:

- Calculations for extended services were determined in 2016; and
- A building permit would trigger the per lot fee payable by the builder, as calculated in 2016.

MOVED AND SECONDED

**THAT** Council approve the Latecomer Agreement for execution by the Mayor and City Clerk as outlined in this report.

**Carried.**

All members present voted in favour of the motion.

### **3.8 Manufacture's Patio Application (Pacific Breeze Winery) for 6 and 7 320 Stewardson Way**

This report provides information regarding an application from Pacific Breeze Winery to create a patio in front of the existing business. Details regarding the application are outlined in this report.

**THAT** the following resolution be approved:

WHEREAS New Westminster City Council considered a staff report regarding an application from Pacific Breeze Winery to operate a 20 seat patio located at 6/7 320 Stewardson Way with liquor service hours from 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday;

WHEREAS the overall occupancy of the establishment remains at 20 people;

WHEREAS the location is in a light industrial zone (M-1) in the Downtown area;

WHEREAS the establishment is not expected to negatively affect traffic patterns or parking given proximity to transit, and noise is not expected to be an issue;

WHEREAS the establishment has operated a TESA patio during COVID-19 pandemic without any negative impact to the neighbourhood since May 2021;

WHEREAS the business has not generated noise complaints or negative community impacts and the proposed patio is not expected to result in noise

or negative impacts to the community based on the establishment's size, hours of operation and location;

WHEREAS the New Westminster Police Department does not oppose the application;

WHEREAS a sign has been placed in front of the business for 30 days, two newspaper notices were published as well as circulated in the City's e-newsletter (Citypage Online), to 1200+ subscribers and providing details regarding the application and inviting the public to submit comments to the City; and

WHEREAS the City has received no correspondence regarding the application;

THEREFORE BE IT RESOLVED:

**THAT** New Westminster City Council recommends the approval of the application by Pacific Breeze to operate a 20 person patio, located at 6 & 7 320 Stewardson Way with liquor service hours from 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday.

**Adopted on Consent.**

**3.9 Official Community Plan Amendment Section 475 and 476: 501 Fourth Avenue and 408 Fifth Street (Holy Eucharist Cathedral), and 1135 Salter Street – Consultation Report**

To identify those parties that may be affected by the proposed OCP Amendments for 501 Fourth Avenue and 408 Fifth Street, and 1135 Salter Street, as required by Sections 475 and 476 of the Local Government Act, and request Council direction to proceed with the required consultation.

**THAT** Council, with regard to the proposed Official Community Plan (OCP) Amendment for 501 Fourth Avenue and 408 Fifth Street:

1. Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;
2. Direct staff to advise and consult with the following First Nations:
  - i. Skawahlook First Nation;
  - ii. Seabird Island Band;
  - iii. Shxw'ōwhámél First Nation;
  - iv. Soowahlie First Nation;



- v. Squamish Nation; and
- vi. Sto:lo Tribal Council; and

**THAT** Council, with regard to the proposed Official Community Plan (OCP) Amendment for 1135 Salter Street:

1. Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;
2. Direct staff to advise and consult with the following First Nations:
  - i. Skawahlook First Nation;
  - ii. Seabird Island Band;
  - iii. Shxw'ōwhámél First Nation;
  - iv. Soowahlie First Nation;
  - v. Squamish Nation; and
  - vi. Sto:lo Tribal Council.

**Adopted on Consent.**

**Procedural Note:** At 6:27 p.m., Councillor Chuck Puchmayr declared a conflict of interest on this matter as he is a Director of Lookout Society. Councillor Puchmayr left the meeting and did not return until the conclusion of the vote on this matter.

### **3.10 Permissive Property Tax Exempt Properties for 2023 – Review of Application Result**

To seek Council's approval of the 2022 permissive tax exemption (PTE) applications to be considered in the 2023 Permissive Property Tax Exemption Bylaw. The permissive exemption is for the 2023 year.

MOVED and SECONDED

**THAT** Council approve the proposed recommendation related to the Lookout Society.

**Carried.**

All members present voted in favour of the motion.

**Procedural Note:** Councillor Puchmayr returned to the meeting at 6:28 p.m.

MOVED AND SECONDED

**THAT** Council approve the proposed Taxation Exemption list and forward the Permissive Tax Exemption Bylaw No. 8366, 2022 (Attachment A) for three readings.

**Carried.**

All members present voted in favour of the motion

### **3.11 Q2 2022 Capital Budget Adjustments**

To seek Council's approval of the proposed 2022 Quarter 2 Capital Budget Adjustments & Revised 2022 Capital Budget: (1) Adjust for net budget increases of \$1.7M; (2) Approve the proposed revised 2022 Multi-Year Capital Budget of \$191.1M and no change to the 2022-2026 5 Year Financial Plan Bylaw as \$1.7M will be accommodated by deferring/delaying projects within the current approved Bylaw.

In response to a question from Council, Harji Varn, Chief Financial Officer and Director of Finance, advised that a \$4.8 million adjustment carryover for water and sewer is missing from the 2022 Quarter 2 report.

MOVED AND SECONDED

**THAT** Council approves the Q2 2022 Capital Budget Adjustments as outlined in Table 1-1 in this report.

**Carried.**

All members present voted in favour of the motion.

### **3.12 Queensborough Ecological Restoration Project**

To update Council on the ecological restoration initiative underway at two locations in Queensborough.

In discussion, Council members acknowledged the ecological restoration and noted that construction cannot begin until the end of the bird nesting season.

MOVED AND SECONDED

**THAT** this report be received for information.

**Carried.**

All members present voted in favour of the motion.

**Procedural Note:** At 6:31 p.m., Councillors Patrick Johnstone and Nadine Nakagawa declared conflicts of interest on the following item as they reside in the vicinity of the proposed development. The Councillors left the meeting and did not return until the conclusion of the vote on this matter.

**3.13 Rezoning Application for Detached Accessory Building: 228 Seventh Street – Preliminary Report**

To seek Council's approval to proceed with processing the proposed rezoning at 228 Seventh Street, to regularize the site's existing principal use and enable a new client intake and administrative building for Westminster House Society.

MOVED AND SECONDED

**THAT** Council direct staff to proceed with processing the proposed rezoning at 228 Seventh Street, as outlined in the "Consultation and Review Process" section of this report.

**Carried.**

All members present voted in favour of the motion.

**Procedural Note:** Councillors Johnstone and Nakagawa returned to the meeting at 6:32 p.m.

**3.14 Rezoning Application for Duplex: 376 Keary Street – Preliminary Report**

To seek Council's approval to proceed with processing the rezoning application for a duplex at 376 Keary Street as outlined within this report.

**THAT** Council direct staff to process the rezoning application for a duplex at 376 Keary Street, as outlined in the "Consultation and Review Process" section of this report.

**Adopted on Consent.**

**3.15 Rezoning, Development Variance Permit, and Development Permit: 114 and 118 Spruce Street – Preliminary Report**

To seek Council support for proceeding with processing a proposal for 10 single-detached houses on compact lots in Queensborough.

**THAT** Council instruct staff to process the proposed Zoning Bylaw Amendment, Development Variance Permit, and Development Permit applications for 114-118 Spruce Street as outlined in the Application Review Process and Next Steps section of this report.

**Adopted on Consent.**

**3.16 Update on the Community Action Network Leadership Training Program and the Ethics of Engagement Project**

This report provides an update on the City of New Westminster's partnership in the Community Action Network Leadership Training Program (CAN New West) and results of the Ethics of Engagement Project.

In discussion, Council members noted the Can New West program is essential for diversifying public engagement.

In response to a question from Council, staff advised:

- The program gives a voice to diverse community membership;
- Equity issues can be painful in society; and
- Diverse community engagement creates a stronger community.

MOVED AND SECONDED

**THAT** Council receive this report for information.

**Carried.**

All members present voted in favour of the motion.

**3.17 Proclamation: Terry Fox Week, September 12-18, 2022**

**Adopted on Consent.**

**3.18 Minutes for Adoption**

- a. August 29, 2022 City Council Meeting (9:00 a.m.)
- b. August 29, 2022 City Council Meeting (6:00 p.m.)
- c. August 31, 2022 Special City Council Meeting
- d. September 14, 2022 Special City Council Meeting

**Adopted on Consent.**

**Procedural Note:** Council agreed to hear Item 5.0 through Item 7.0 prior to Item 4.0. The minutes are recorded in numerical order.

**Procedural Note:** The meeting recessed at 6:55 p.m. and resumed at 7:02 p.m.

**4. OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM**

Clement Ezegbe, recounted his struggle with homelessness and the unresponsiveness of governments.

In response to a question from Council, Mr. Ezege expressed his desire to participate in the offer of peer mentor training.

Rick Folka, New West Progressives, expressed concern regarding the capital budget and requested information regarding some expenditures, more transparency on the operating budget, and an update on the whistle cessation efforts in New Westminster.

In response to questions from Mr. Folka, Mayor Côté provided the following information:

- Council workshops will continue with the elected Council; and
- All borrowing is through the Municipal Finance Authority of BC.

In response to a question from Mr. Folka, Lisa Leblanc, Director of Engineering Services, advised that consultation with rail companies regarding the whistle cessation concept design is in progress.

Councillor Puchmayr noted that local government budgets are strict and five-year plans are required. Councillor Puchmayr encouraged public input during the budget process.

## **5. BYLAWS**

**Procedural Note:** At 6:36 p.m., Councillor Chuck Puchmayr declared a conflict of interest on this matter as he is a Director of Lookout Society. Councillor Puchmayr left the meeting and did not return until the conclusion of the vote on this matter.

### **5.1 Bylaws for readings**

#### **a. Permissive Tax Exemption Bylaw No. 8366, 2022**

Certain properties within New Westminster such as places of worship, hospitals, and those with charitable/ philanthropic uses are eligible for an exemption from property taxes. This bylaw lists the properties exempted in 2023. This bylaw is on the agenda for **THREE READINGS**.

MOVED and SECONDED

**THAT** Permissive Tax Exemption Bylaw No. 8366, 2022 be given First Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED



**THAT** Permissive Tax Exemption Bylaw No. 8366, 2022 be given Second Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Permissive Tax Exemption Bylaw No. 8366, 2022 be given Third Reading.

**Carried.**

All members present voted in favour of the motion.

**Procedural Note:** Councillor Puchmayr returned to the meeting at 6:37 p.m.

**b. Anvil Theatre Fees and Charges Amendment Bylaw No 8367, 2022**

A bylaw to set the 2023 Anvil Theatre Fees and Charges. This bylaw is on the agenda for **THREE READINGS**.

MOVED and SECONDED

**THAT** Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022 be given First Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022 be given Second Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022 be given Third Reading.

**Carried.**

All members present voted in favour of the motion.

c. **Climate Action Planning and Development Fees and Rates Amendment Bylaw No 8358, 2022**

A bylaw to set the 2023 Climate Action, Planning and Development Fees and Rates. This bylaw is on the agenda for **THREE READINGS**.

MOVED and SECONDED

**THAT** Climate Action Planning and Development Fees and Rates Amendment Bylaw No. 8358, 2022 be given First Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Climate Action Planning and Development Fees and Rates Amendment Bylaw No. 8358, 2022 be given Second Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Climate Action Planning and Development Fees and Rates Amendment Bylaw No. 8358, 2022 be given Third Reading.

**Carried.**

All members present voted in favour of the motion.

d. **Cultural Services Fees and Charges Amendment Bylaw No 8359, 2022**

A bylaw to set the 2023 Cultural Services Fees and Charges. This bylaw is on the agenda for **THREE READINGS**.

MOVED and SECONDED

**THAT** Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022 be given First Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022 be given Second Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022 be given Third Reading.

**Carried.**

All members present voted in favour of the motion.

**e. Electric Utility Charges Amendment Bylaw No 8368, 2022**

A bylaw to set the 2023 Electric Utility Charges. This bylaw is on the agenda for **THREE READINGS**.

MOVED and SECONDED

**THAT** Electric Utility Charges Amendment Bylaw No. 8368, 2022 be given First Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Electric Utility Charges Amendment Bylaw No. 8368, 2022 be given Second Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Electric Utility Charges Amendment Bylaw No. 8368, 2022 be given Third Reading.

**Carried.**

All members present voted in favour of the motion.

**f. Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022**

A bylaw to set the 2023 Engineering Fees and Rates. This bylaw is on the agenda for **THREE READINGS**.

Councillor Puchmayr noted his opposition to parking permit fee increases.

In discussion, Council members noted:

- The parking program and rates are part of a long term strategy;
- Suggested future changes to the parking program; and
- The potential revenue stream from vehicular traffic may lessen the burden on resident taxpayers.

MOVED and SECONDED

**THAT** Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022 be given First Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022 be given Second Reading.

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

**THAT** Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022 be given Third Reading.

**Carried.**

All members present voted in favour of the motion.

## **5.2 Bylaws for adoption**

### **a. Delegation Amendment Bylaw No. 8365, 2022**

To respond to changed department structures and allow for effective delegation of the Director position. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Delegation Amendment Bylaw No. 8365, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**b. Zoning Amendment Bylaw (616 and 640 Sixth Street - Text Amendment) No. 8348, 2022**

To enable construction of a mixed-use, 100% secured market rental project at 616 and 640 Sixth Street. This bylaw is on the agenda for **ADOPTION**.

In discussion, Council members noted the increase in market rental housing.

MOVED and SECONDED

**THAT** Zoning Amendment Bylaw (616 and 640 Sixth Street – Text Amendment) No. 8348, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**c. Heritage Revitalization Agreement (108-118 Royal Avenue and 74-82 First Street) Bylaw No. 8339, 2022**

This bylaw will enable the development of a six to eight storey multiple unit residential building with 189 stratified residential units and a density of 3.29 FSR in exchange for the retention, on-site relocation, restoration, and protection of the Woods House (1890) at 82 First Street. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Heritage Revitalization Agreement (108-118 Royal Avenue and 74-82 First Street) Bylaw No. 8339, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**d. Heritage Designation Bylaw (82 First Street) No. 8340, 2022**

This bylaw will legally protect the Woods House (built 1890) at 82 First Street and designate it as protected heritage property. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED



**THAT** Heritage Designation Bylaw (82 First Street) No. 8340, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**e. Windsor Road Closure, Dedication Removal and Disposition Bylaw No. 8350, 2022**

This bylaw will authorize the sale and closure of a 404.7 square metre portion of Windsor Street. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Windsor Road Closure, Dedication Removal and Disposition Bylaw No. 8350, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**f. Official Community Plan Amendment (514 Carnarvon Street - Holy Trinity Cathedral) Bylaw No. 8088, 2022**

This bylaw will amend the land use designation in the Official Community Plan of 514 Carnarvon Street from “Residential – Mid Rise Apartment” to “Residential – Tower Apartment”. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Official Community Plan Amendment (514 Carnarvon Street – Holy Trinity Cathedral) Bylaw No. 8088, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**g. Heritage Revitalization Agreement (514 Carnarvon Street - Holy Trinity Cathedral) Bylaw No. 8089, 2022**

This bylaw will allow development of a 30 storey, 6.59 FSR tower with 271 market condo units, 14 secured market rental units (285 total), and institutional-use space for the Parish at the tower base in exchange for the retention, on-site relocation, restoration, and protection of the Holy Trinity Cathedral; publicly accessible plaza

space; public pedestrian connection improvements; and onsite public art. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Heritage Revitalization Agreement (514 Carnarvon Street – Holy Trinity Cathedral) Bylaw No. 8089, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**h. Heritage Designation Bylaw (514 Carnarvon Street - Holy Trinity Cathedral) No. 8090, 2022**

This bylaw will legally protect the Holy Trinity Cathedral (built 1899) at 514 Carnarvon Street and designate it as protected heritage property. This bylaw is on the agenda for **ADOPTION**.

In discussion, Council members noted:

- The benefits of earthquake upgrades to the Holy Trinity Cathedral;
- Recognition of the long process to implement rental housing;
- Concern regarding the lack of social housing;
- Concern regarding increasing rents and the affordability of living in New Westminster; and
- The need for creative solutions for affordable housing.

MOVED and SECONDED

**THAT** Heritage Designation Bylaw (514 Carnarvon Street – Holy Trinity Cathedral) No. 8090, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**6. MOTIONS FROM MEMBERS OF COUNCIL**

**6.1 Disposition of Unused 2018 Campaign Funds, Mayor Côté**

MOVED and SECONDED

WHEREAS the City is holding in trust unused candidate campaign funds from the 2018 election; and

WHEREAS these funds are associated with candidates not running in 2022 so these unused funds have become funds of the City of New Westminster for use at the discretion of the City.

THEREFORE BE IT RESOLVED THAT Council authorizes staff to make Conds equal to the unused campaign funds from the 2018 local government election available be donated to charitable and/or scholarship programs as directed by the member of Council associated with the funds.

**Carried.**

All members present voted in favour of the motion.

**7. NEW BUSINESS**

**7.1. 2022 Summer Heat Response Update**

MOVED and SECONDED

**THAT** Council receive this report for information.

**Carried.**

All members present voted in favour of the motion.

**8. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

Councillor Puchmayr announced the passing of Bhanu Saklikar and announced her Celebration of Life on September 28, 2022 at 2:00 p.m. at Kearney Funeral Home.

Councillor Das noted the need for housing for Ukrainian refugees and requested available housing prospects contact the Holy Eucharist Church.

A Memorial plaque for the Komagata Maru will be placed on October 4, 2022 at 3:00 p.m. at the Queensborough Ferry Dock.

Councillor Nakagawa wished Shanah Tovah to the people celebrating Jewish New Year.

**9. END OF THE MEETING**

The meeting ended at 7:25 p.m.

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Jonathan Coté  
MAYOR

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Carilyn Cook  
ACTING CITY CLERK



## **CITY COUNCIL MEETING**

### **MINUTES**

**Monday, October 3, 2022, 6:00 p.m.**

**Meeting held electronically and open to public attendance**

**Council Chamber, City Hall**

#### **PRESENT:**

Mayor Jonathan Côté  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Jaimie McEvoy  
Councillor Nadine Nakagawa  
Councillor Chuck Puchmayr  
Councillor Mary Trentadue

#### **STAFF PRESENT:**

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Carilyn Cook	Acting City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Mike Anderson	Acting Manager, Transportation
Mr. Jorge Cardenas	Chief Librarian
Ms. Christina Coolidge	Indigenous Relations Advisor
Mr. Dean Gibson	Director of Parks and Recreation
Ms. Lisa Leblanc	Director of Engineering Services
Ms. Lorraine Lyle	Senior Manager, Financial Services
Ms. Denise Tambellini	Manager, Intergovernmental and Community Relations
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Mr. Erin Williams	Acting Chief, New Westminster Fire and Rescue Services
Ms. Eva Yip	Senior Manager, Human Resources

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#### **1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Côté opened the meeting at 6:00 p.m. and recognized with respect that New Westminister is on the unceded and unsundered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their

histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

**2. CHANGES TO THE AGENDA**

None.

**3. ISSUANCE OF PERMITS**

**3.1 Temporary Use Permit No. TUP00028 for 97 Braid Street**

- a. **Copy of Notice**
- b. **Director of Climate Action, Planning and Development's report dated August 29, 2022**
- c. **Statement concerning the number of written submissions received, including On Table submissions (City Clerk)**
  - a. **Summary of Written Submissions – No correspondence was received.**
- d. **Council Decision**

MOVED and SECONDED

**THAT** Council approve issuance of TUP00028.

**Carried.**

All members present voted in favour of the motion.

**3.2 Temporary Use Permit No. TUP00029 for 311 Louellen Street**

- a. **Copy of Notice**
- b. **Director of Climate Action, Planning and Development's report dated August 29, 2022**
- c. **Statement concerning the number of written submissions received, including On Table submissions (City Clerk)**
  - a. **Summary of Written Submissions**

Carilyn Cook, Acting City Clerk, advised that 79 written submissions were received, 10 of which are provided on table.

MOVED and SECONDED



**THAT** Council receive all on table correspondence.

**Carried.**

All members present voted in favour of the motion.

**b. Written Submissions**

<b>Written Submissions</b>			
<b>Name</b>	<b>Correspondence Date</b>	<b>Date Received</b>	<b>#</b>
Memo from Staff	September 27, 2022	September 27, 2022	C-1
Carrie-Ann Sakaki	September 6, 2022	September 8, 2022	C-2
Kathleen and Brent Graham	September 8, 2022	September 9, 2022	C-3
Jill Klemick	September 9, 2022	September 12, 2022	C-4
Kim Rougeau	September 9, 2022	September 12, 2022	C-5
Brandi M Wingrove	September 9, 2022	September 12, 2022	C-6
Deanna Schilling	September 9, 2022	September 12, 2022	C-7
Neil Firkins	September 9, 2022	September 12, 2022	C-8
Rachelle D	September 9, 2022	September 12, 2022	C-9
Elspeth Cooper	September 9, 2022	September 12, 2022	C-10
Alex Bodnark	September 11, 2022	September 12, 2022	C-11
Joseph Rizzuto	September 11, 2022	September 12, 2022	C-12
Connor Gotowiec	September 11, 2022	September 12, 2022	C-13
Morgan Sakaki-Hodder	September 11, 2022	September 12, 2022	C-14
Paul Sibley	September 12, 2022	September 12, 2022	C-15
Christopher Schilling	September 12, 2022	September 12, 2022	C-16
Jason Maier	September 12, 2022	September 12, 2022	C-17
Lori Pappajohn	September 12, 2022	September 12, 2022	C-18
Lisa Vo	September 12, 2022	September 12, 2022	C-19
James and Daphne Marvel	September 12, 2022	September 12, 2022	C-20
Wes Ferris	September 12, 2022	September 13, 2022	C-21
Scott C Arnold	September 12, 2022	September 13, 2022	C-22
Laurie Bicknell	September 13, 2022	September 13, 2022	C-23
Nina Rizzuto	September 13, 2022	September 13, 2022	C-24
Alexandra Lerner	September 13, 2022	September 13, 2022	C-25
Sergey Kvyatkovskiy	September 13, 2022	September 13, 2022	C-26
Aman Sanghera	September 13, 2022	September 13, 2022	C-27
Chris Lin	September 13, 2022	September 14, 2022	C-28

<b>Written Submissions</b>			
<b>Name</b>	<b>Correspondence Date</b>	<b>Date Received</b>	<b>#</b>
Lisa Vo	September 13, 2022	September 14, 2022	C-29
Staff response to Lisa Vo	September 21, 2022	September 21, 2022	C-30
Aiza Gonzales	September 13, 2022	September 14, 2022	C-31
Fabian Hansen	September 14, 2022	September 14, 2022	C-32
Staff response to Fabian Hansen	September 21, 2022	September 21, 2022	C-33
Geoffrey Litherland	September 14, 2022	September 14, 2022	C-34
Raphael Yamada	September 14, 2022	September 14, 2022	C-35
Aaron Sinclair	September 14, 2022	September 14, 2022	C-36
Darcy Schlechtleitner	September 14, 2022	September 14, 2022	C-37
Chris Good	September 14, 2022	September 14, 2022	C-38
Hank Zhang	September 14, 2022	September 14, 2022	C-39
Chris Esnard	September 14, 2022	September 15, 2022	C-40
Grace Chen	September 14, 2022	September 15, 2022	C-41
Shu Sui Wang	September 14, 2022	September 15, 2022	C-42
Drew Bicknell	September 14, 2022	September 15, 2022	C-43
Nina Rizzuto	September 14, 2022	September 15, 2022	C-44
Fabian Hansen	September 15, 2022	September 15, 2022	C-45
Janice Hudon	September 15, 2022	September 16, 2022	C-46
Lindsay Thompson	September 15, 2022	September 16, 2022	C-47
Troy Hawthorne	September 15, 2022	September 16, 2022	C-48
Tamiza Rasul	September 15, 2022	September 16, 2022	C-49
Julile Ann Madrigal	September 16, 2022	September 16, 2022	C-50
Allen Kharlip	September 16, 2022	September 16, 2022	C-51
Colin Ramsay	September 16, 2022	September 16, 2022	C-52
Alex Kearney	September 17, 2022	September 20, 2022	C-53
Dan Rey Madrigal	September 17, 2022	September 20, 2022	C-54
Armando Betancourt	September 17, 2022	September 20, 2022	C-55
Celly Igonia	September 17, 2022	September 20, 2022	C-56
Robert Toews	September 17, 2022	September 20, 2022	C-57
Michele Sinclair	September 18, 2022	September 20, 2022	C-58
Donna Keane	September 19, 2022	September 20, 2022	C-59
Chris Bishop and Kate Drew	September 20, 2022	September 20, 2022	C-60
Alex Otero	September 21, 2022	September 22, 2022	C-61

Written Submissions			
Name	Correspondence Date	Date Received	#
Amos Ashurst and Aura Haydon	September 21, 2022	September 22, 2022	C-62
Maureen Vo	September 22, 2022	September 22, 2022	C-63
Valerie LM Kuilboer	September 23, 2022	September 23, 2022	C-64
Laura	September 25, 2022	September 26, 2022	C-65
John and Wendy Arnold	September 28, 2022	September 28, 2022	C-66
Trevor Duong	September 28, 2022	September 28, 2022	C-67
Jenn and Mario Mena	September 28, 2022	September 28, 2022	C-68
Lisa Vo	September 28, 2022	September 29, 2022	C-69
Keenan Midgley	September 28, 2022	ON TABLE	C-70
Staff response to Lisa Vo (C-69)	September 29, 2022	ON TABLE	C-71
Bill Regan	September 30, 2022	ON TABLE	C-72
James and Eileen White	October 1, 2022	ON TABLE	C-73
Nick Ringma	October 2, 2022	ON TABLE	C-74
Name Withheld	October 3, 2022	ON TABLE	C-75
Donna Keane	October 3, 2022	ON TABLE	C-76
Petition – 31 names	October 3, 2022	ON TABLE	C-77
Tzu-Yie Koo	October 3, 2022	ON TABLE	C-78
Tzu-Yie Koo	October 3, 2022	ON TABLE	C-79

**d. Council Decision**

**THAT** Council approve issuance of TUP00029 with the following conditions:

- Not provide accommodation to more than 10 men at any given time (excluding the house manager);
- Be permitted to operate 24 hours per day;
- Only operate as a temporary residential recovery program;
- Become registered with the Assisted Living Registry, under the Community Care and Assisted Living Act, within one year of operation;

- The applicant shall provide verification, to the satisfaction of the Director of Climate Action, Planning and Development, that the building is suitable for the intended use, prior to operation;
- Provide accommodation to men who have successfully completed a primary care treatment program for substance use (specifically drug and/or alcohol) and/or behavioural addictions (specifically video games and/or gambling); and,
- Only operate as a smoke-free (cannabis and tobacco) facility.

**Carried.**

All members present voted in favour of the motion.

#### **4. REPORTS AND PRESENTATIONS FOR COUNCIL DISCUSSION AND ACTION**

##### **4.1 Peer Assisted Care Team (PACT) Pilot Project Update**

- a. Presentation, Canadian Mental Health Association (On Table)**
- b. Peer Assisted Care Team (PACT) Pilot Project Update**

The purpose of this report is to update Council on the Peer Assisted Care Team (PACT) and the PACT Working Group's progress to date. Support is required for the Canadian Mental Health Association BC (CMHA BC) decision to contract the Lower Mainland Purpose Society as the service provider to deliver the PACT program to the community. Increased advocacy for mental health support and coordination of services in the community is also required.

Johnny Morris, Canadian Mental Health Association led the review of a presentation titled "Peer Assisted Care Team" dated October 3, 2022 and highlighted:

- Provincial Funding of \$1.26 million in April provided the funding for the first year of operation of the PACT program;
- Implementation updates;
  - Dispatch planning teams will be supported directly;
  - Training and outreach to build trust in the community;
  - Provincial governance group initiated; and
  - PACT teams an interest at UBCM; and
- Next steps to go beyond a pilot program and create a sustainable peer assisted care team.

In discussion, Council noted:

- Gratitude was expressed for the Canadian Mental Health Association's leadership in the PACT pilot project;
- The PACT program will fill a significant community need;
- Other communities have implemented similar programs; and
- The impact of PACT will be province wide.

In response to questions from Council, Mr. Morris advised:

- Contractual obligations have been completed;
- The launch of PACT is imminent; and
- First steps will be to engage in building trust and providing exposure to the PACT program.

#### MOVED AND SECONDED

**THAT** Council support the decision of Canadian Mental Health Association BC (CMHA BC) and the selection committee to proceed with a formalized agreement for the one-year Peer Assisted Care Team (PACT) pilot project with the Lower Mainland Purpose Society to deliver the program to the community; and

**THAT** Council support strengthened advocacy for mental health support in the community including advocacy for the 52 units of supportive housing at 68 Sixth Street.

**Carried.**

All members present voted in favour of the motion.

#### **4.2 Council Update on Research into Actions taken by the City of New Westminister involving Indigenous Peoples from 1860-1999**

##### **a. Staff Presentation (On Table)**

##### **b. Council update on research into actions taken by the City of New Westminister involving Indigenous peoples from 1860-1999**

The purpose of this report is threefold. First, to present to Council an update on research into actions taken by the City of New Westminister involving Indigenous peoples from 1860 – 1999. Second, to advise Council on engagement with First Nations surrounding the findings of this research. Third, to provide Council



with details of a Truth Before Reconciliation Strategy, outlining City reconciliatory activities from 2022 and progressing into 2023.

Christine Coolidge, Indigenous Relations Advisor, reported:

- Over 100 City staff have participated in Medicine Wheel workshops and more departments have requested workshops;
- Recommendations were provided to the New Westminster Police Department:
  - The need for an analysis of both historical and current records;
  - Suggestion that subject-matter experts review reports and citizen statements to examine a language bias;
  - The need to be sensitive to the trauma that can be created when asking about Indigenous heritage;
  - The need for Indigenous-centered resources for Elders; and
  - The need to create trauma-informed training with an Indigenous focus;
- Truth before reconciliation strategy:
  - Establish a reconciliation working group;
  - Increase the level of transparency regarding Indigenous community initiatives; and
  - Issue a press release regarding the hiring of an Indigenous Relations Advisor; and
- Elder in Residence program:
  - Provide Elder and community support through soup and bannock days.

In discussion, Council noted:

- The City's focus on decolonization with reconciliation;
- Acknowledgement of the history of colonization of New Westminster and the Council Chamber;
- Suggestion that the public read the report;
- The importance of historical accuracy, reflection, and compassion; and
- The start of the City's reconciliation journey is complex and important.

MOVED AND SECONDED

**THAT** Council receive for information an update on research into actions taken by the City of New Westminster involving Indigenous peoples from 1860-1999.

**THAT** Council receive for information upcoming activities of the City's Reconciliation work plan as detailed in the next steps in this report.

**Carried.**

All members present in favour of the motion.

**Procedural Note:** Council agreed to hear Item 6.0 prior to Item 5.0. The minutes are recorded in numerical order.

## **5. CONSENT AGENDA**

If Council decides, all the recommendations in the reports on the Consent Agenda can be approved in one motion, without discussion. If Council wishes to discuss a report, that report is removed from the Consent Agenda. A report may be removed in order to discuss it, because someone wants to vote against the report's recommendation, or because someone has a conflict of interest with the report. Any reports not removed from the Consent Agenda are passed without discussion.

MOVED AND SECONDED

**THAT** Council adopt the recommendations for items 5.4, 5.5, and 5.7 to 5.10 and 5.12 on consent.

**Carried.**

All members present voted in favour of the motion.

### **5.1 All Ages and Abilities Active Transportation Network Plan**

To seek Council's endorsement of the All Ages and Abilities (AAA) Active Transportation Network Plan (ATNP) provided in Attachment 1 of this report and direction to develop a financial strategy to support its implementation in a manner consistent with the City's financial principles and asset management strategy.

In response to questions from Council, Mike Anderson, Acting Manager, Transportation, reported:

- Consultation and community engagement was held through existing committees; and

- Adoption of the AAA ATNP will require additional consultation and community engagement.

In response to questions from Council, Lisa Leblanc, Director of Engineering Services, advised:

- A high level of community input was received;
- Engagement will continue on individual projects;
- Construction impacts on businesses will be considered; and
- The key considerations for businesses regarding parking, loading zones and accessibility will be evaluated.

In discussion, Council members noted:

- The need for community engagement with seniors;
- The pandemic has increased the need for infrastructure accessibility plans;
- The AAA ATNP will provide safety for cyclists and pedestrians;
- Grant funding is available for infrastructure network plans;
- Suggestion for more education in protocols for utilizing multi-use pathways;
- Suggestion that more routes be considered;
- The AAA ATNP is crucial to achieving the City's climate goals; and
- Suggestion that carbon credit funding could be utilized.

MOVED AND SECONDED

**THAT** Council adopt the All Ages and Abilities Active Transportation Network Plan provided in Attachment 1 of this report, including the guiding principles, active transportation network, and general improvement strategies described therein.

**THAT** Council direct staff to develop a financing strategy that supports implementation of the All Ages and Abilities Active Transportation Network Plan in alignment with the City's financial principles and asset management strategy.

**Carried.**

All members present voted in favour of the motion.

## **5.2 Community Energy and Emissions Plan 2050 – Adoption**

To seek Council adoption of the Community Energy and Emissions Plan, (CEEP 2050).

In discussion, Council members noted that CEEP 2050 presents a reasonable and possible path to near zero energy emissions.

MOVED AND SECONDED

1. **THAT** Council adopt the Community Energy and Emissions Plan 2050;
2. **THAT** staff be directed to identify and advance actions in CEEP 2050 that can be implemented within the existing staffing capacity and budget resources; and
3. **THAT** staff be directed to bring forward CEEP 2050 funding requests for consideration in the 2023 budget process.

**Carried.**

All members present voted in favour of the motion.

## **5.3 Development Permit Application: Brewery District Transit Plaza – For Information**

This report is intended to provide Council with preliminary information on the proposed Development Permit application for the Brewery District Transit Plaza.

In response to a question from Council, staff advised the current design incorporates a bicycle shelter, bicycle racks, and e-scooter racks.

MOVED AND SECONDED

**THAT** Council receive this report for information.

**Carried.**

All members present voted in favour of the motion.

## **5.4 Formal Recognition of National Aboriginal Veterans' Day**

The purpose of this report is to present to Council a recommendation from the Reconciliation, Social Inclusion and Engagement Task Force which was passed at the Task Force's July 15, 2022 meeting.

THAT Council approve the Reconciliation, Social Inclusion and Engagement Task Force's recommendation that the City take a more formal approach when recognizing National Aboriginal Veterans' Day, that acknowledgements of the occasion go through the Mayor's office, and that the Mayor or their delegate attend the ceremony held in Vancouver in honour of National Aboriginal Veterans' Day.

**Adopted on Consent.**

**5.5 Heritage Revitalization Agreement: 441 Fader Street – Preliminary Report to Council**

To seek Council's approval to proceed with processing the proposed Heritage Revitalization Agreement at 441 Fader Street.

**THAT** Council direct staff to proceed with processing the proposed Heritage Revitalization Agreement at 441 Fader Street, as outlined in the "Consultation and Review Process" Section of this report.

**Adopted on Consent.**

**5.6 Lighting Up City Hall in Celebration of Diwali**

The purpose of this report is to present to Council a recommendation from the Social Inclusion, Engagement and Reconciliation Advisory Committee which was passed at the Committee's September 14, 2022 meeting.

In discussion, Council members noted the importance of Diwali and the needed representation in the City.

**MOVED AND SECONDED**

**THAT** Council approve the Social Inclusion, Engagement and Reconciliation Advisory Committee's recommendation to light up the outside of City Hall with white strings of lights for a range of days around October 24, 2022 in celebration of Diwali.

**Carried.**

All members present voted in favour of the motion.



**5.7 Uptown Business Association and Downtown New Westminster BIA – 2023 Business Promotion Scheme Budget Approvals**

To provide Council with the Uptown Business Association and Downtown Business Improvement Area's 2023 Business Promotion Scheme budgets for approval.

**THAT** Council approve the Uptown Business Association's 2023 Business Promotion Scheme Budget;

**THAT** Council approve the Downtown New Westminster BIA's 2023 Business Promotion Scheme Budgets for the Primary Area and Secondary Area.

**THAT** Council approve the Uptown Business Association's 2023 Business Promotion Scheme Budget;

**Adopted on Consent.**

**5.8 Vancouver Fraser Port Authority Carter Street Foreshore Lease Agreement Renewal**

To propose the renewal of the lease agreement with the Vancouver Fraser Port Authority for a portion of the Carter Street and South Dyke Road Foreshore.

**THAT** the Mayor and Corporate Officer to authorized to execute the lease agreement from the Vancouver Fraser Port Authority for a portion of the Carter Street and South Dyke Road Foreshore area generally in the form included as Attachment "B" to this report.

**Adopted on Consent.**

**5.9 Proclamation - Energy Efficiency Day, October 5, 2022**

**Adopted on Consent.**

**5.10 Proclamation - World Food Day, October 16, 2022**

**Adopted on Consent.**

**Procedural Note:** Council agreed to hear Item 5.13 prior to Item 5.11. The minutes are recorded in numerical order.

### **5.11 Proclamation – World Polio Day, October 24, 2022**

Roy Prevost, Rotary Clubs in New Westminster, commented on the Rotary Club's contribution to the fight against polio. Mr. Prevost shared the history of polio and reported that the Rotary Club provides access to vaccinations. Rotary International has committed \$150 million to the fight to eradicate polio.

Mayor Côté read the proclamation and proclaimed October 24, 2022 World Polio Day in the City of New Westminster.

### **5.12 Proclamation - Homelessness Action Week, October 8-16, 2022**

**Adopted on Consent.**

### **5.13 Proclamation - Fire Prevention Week, October 9-15, 2022**

Erin Williams, Acting Chief, New Westminster Fire and Rescue Services, and Patrick Jung, recounted the importance of fire prevention.

Mayor Côté read the proclamation and proclaimed October 9-15, 2022 Fire Prevention Week in the City of New Westminster.

## **6. OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM**

Laura Kwong, Cycling Families of New Westminster, expressed support for the All Ages and Abilities Active Transportation Network Plan (AAA ATNP) and stressed the importance of overall infrastructure improvements to enhance the safety of cyclists and requested that Council continue to invest in the AAA ATNP.

Garey Carlson, Hub Cycling, expressed support for the AAA ATNP and stressed the need for safety for all forms of micro-mobility.

Andrew Feltham, Hub Cycling, supported the AAA ATNP and commented that active transportation is inflation resistant, low carbon, and practical.

Heidi Hizsa, Hub Cycling, expressed support for the AAA ATNP to provide a practical and non-verbal method of welcoming all people to New Westminster.

Laura Cornish expressed support for the AAA ATNP and commented on its benefits to family dynamics and community connections.

In discussion, Council members expressed appreciation for the young families in Council chambers to foster community participation and influence decision making.

Kevin Lee, LGBTQ2AI, expressed concerns regarding the ability of the Peer Assisted Care Team (PACT) to address the neurodivergent and LGBTQ+

communities. Mr. Lee requested information regarding the number of police officers trained in mental health and requested information regarding the accessibility to services for people experiencing homelessness. Mr. Lee reminded Council of the Reconciliation Contribution Fund program in Victoria which provides opportunities for local Indigenous bands to receive donations during tax season and requested the City consider a similar program.

In discussion, Council members noted:

- The PACT program is considering an oversight body to ensure neurodivergent and LGBT+ communities are represented;
- The Royal Columbian Hospital has a new mental health and wellness center;
- Outreach programs exist for dispensing safe supplies; and
- Suggestion that Mr. Lee connect with staff for further information.

## **7. BYLAWS**

### **7.1 Bylaws for adoption**

#### **a. Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022**

A bylaw to set the 2023 Anvil Theatre Fees and Charges. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

#### **b. Climate Action Planning and Development Fees and Rates Amendment Bylaw No. 8358, 2022**

A bylaw to set the 2023 Climate Action, Planning and Development Fees and Rates. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Climate Action Planning and Development Fees and Rates Amendment Bylaw No. 8358, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**c. Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022**

A bylaw to set the 2023 Cultural Services Fees and Charges. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**d. Electrical Utility Charges Amendment Bylaw No. 8368, 2022**

A bylaw to set the 2023 Electric Utility Charges. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Electrical Utility Charges Amendment Bylaw No. 8368, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**e. Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022**

A bylaw to set the 2023 Engineering Fees and Rates. This bylaw is on the agenda for **ADOPTION**.

In discussion, Council members requested that staff include fees in the reports.

MOVED and SECONDED

**THAT** Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022 be Adopted.

**Carried.**

All members present voted in favour of the motion.

**8. NEW BUSINESS**

None.

**9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

Councillor Das reported that Century House is celebrating Diwali on October 18, 19, and 22, 2022. A dinner will be hosted on Wednesday, October 19, 2022 and details are available on the Century House website.

Councillor members offered their appreciation to the community in allowing them to serve and thanked Councillor Trentadue and Mayor Côté for their years of service and commitment to the City.

**10. END OF THE MEETING**

The meeting ended at 8:54 p.m.

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Jonathan Cote

MAYOR

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Carilyn Cook

ACTING CITY CLERK



## **SPECIAL CITY COUNCIL MEETING**

### **MINUTES**

**Friday, October 21, 2022**

**Council Chamber**

**City Hall**

#### **PRESENT:**

Mayor Jonathan Cote  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Jaimie McEvoy  
Councillor Nadine Nakagawa\*  
Councillor Chuck Puchmayr  
Councillor Mary Trentadue

#### **STAFF PRESENT:**

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Nicole Ludwig	Acting City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Ms. Eva Yip	Acting Director of Human Resources
Mr. Dean Gibson	Director of Parks and Recreation
Ms. Lisa Leblanc	Director of Engineering Services
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Mr. Erin Williams	Acting Fire Chief, New Westminster Fire and Rescue Services

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\*Denotes electronic attendance.

#### **1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Cote opened the meeting at 3:00 p.m.

#### **2. BYLAW FOR ADOPTION**

##### **2.1 Permissive Property Tax Exemption Bylaw No. 8366, 2022**

Certain Properties within New Westminster such as places of worship, hospitals, and those with charitable/ philanthropic uses are eligible for an



exemption from property taxes. This bylaw lists the properties exempted in 2023. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

**THAT** Permissive Property Tax Exemption Bylaw No. 8366, 2022, be adopted.

**Carried.**

All members present voted in favour of the motion.

**3. END OF THE MEETING**

The meeting ended at 3:01 p.m.

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Patrick Johnstone  
MAYOR

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Jacque Killawee  
CITY CLERK



## **INAUGURAL COUNCIL MEETING**

### **MINUTES**

**Monday, November 7, 2022, 7:00 p.m.**

**Council Chamber**

**City Hall**

#### **PRESENT:**

Mayor Patrick Johnstone  
Councillor Ruby Campbell  
Councillor Daniel Fontaine  
Councillor Tasha Henderson  
Councillor Jaimie McEvoy  
Councillor Paul Minhas  
Councillor Nadine Nakagawa

#### **STAFF PRESENT:**

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Jorge Cardenas	Chief Librarian
Mr. Rod Carle	General Manager, Electrical Utility
Ms. Eva Yip	Acting Director of Human Resources
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Dave Jansen	Chief Constable
Ms. Lisa Leblanc	Director of Engineering Services
Mr. Craig MacFarlane	Manager of Legal Services
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Mr. Erin Williams	Acting Fire Chief, New Westminster Fire and Rescue Services
Ms. Nicole Ludwig	Assistant City Clerk

#### **GUEST:**

Judge Garth Smith	British Columbia Provincial Court Judge
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## **1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Jacque Killawee, City Clerk opened the meeting at 7:00 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. She acknowledged that colonialism has made invisible their histories and connections to the land, and that, as a City, we are learning and building relationships with the people whose lands we are on. She also acknowledged that the ongoing working has connected the City to Kwantlen, Kwikwetlem, Musqueam, Qayqayt, Squamish, and Tsleil-Waututh, and that more work is needed to learn how the interests of these and other nations can be realized through the choices of the City.

## **2. OATHS OF OFFICE - CITY COUNCIL**

### **2.1 Oath of Office - Mayor Johnstone**

Mayor-elect Johnstone swore the oath of office for Mayor in front of the Honourable Judge Garth Smith, Provincial Court of British Columbia.

### **2.2 Police Board Chair Oath - Mayor Johnstone**

Mayor Johnstone swore the Oath of Office for the Chair of the Police Board in front of the Honourable Judge Garth Smith, Provincial Court of British Columbia.

### **2.3 Oaths of Office - Members of Council**

Councillors-elect each swore the Oath of Office for Councillor in front of the Honourable Judge Garth Smith, Provincial Court of British Columbia.

## **3. INTRODUCTIONS - MAYOR JOHNSTONE**

### **3.1 Council**

Mayor Johnstone introduced the new City Council.

### **3.2 Senior Staff**

Mayor Johnstone introduced the members of the Senior Management Team.

### **3.3 Special Guests**

Mayor Johnstone thanked all guests for their support and attendance, and introduced special guests invited to the meeting.

**4. PARCEL TAX ROLL REVIEW PANEL - APPOINTMENTS AND OATHS**

**4.1 MOTION to appoint all members of Council as the local Parcel Tax Roll Review Panel**

MOVED AND SECONDED

**THAT** Council appoint all members of Council as the Local Parcel Tax Roll Review Panel."

**CARRIED.**

(All members present voted in favour of the motion)

**4.2 Oaths of Office - all Council**

Judge Smith led Council members in swearing the oath of office for the Parcel Tax Roll Review Panel.

**5. CHANGES TO THE AGENDA**

MOVED AND SECONDED

**THAT** Council adopt the agenda as circulated.

**CARRIED.**

(All members present voted in favour of the motion)

**6. REPORTS**

**6.1 2022 General Local Election - Report of Election Results**

To provide the results of the 2022 General Local Election held on October 15, 2022.

MOVED AND SECONDED

**THAT** Council receive the November 7, 2022, report entitled "2022 General Local Election – Report of Election Results" for information.

**CARRIED.**

(All members present voted in favour of the motion)

**6.2 Acting Mayor Appointments for November 2022 to December 2023**

To request a resolution of Council designating Councillors to undertake Acting Mayor duties on a rotating basis for the coming year.

MOVED AND SECONDED

**THAT** Acting Mayors for November 2022 to December 2023 be appointed as set out in the Schedule of Acting Mayors in Attachment 1 of the November 7, 2022, report entitled "Acting Mayor Appointments for November 22 to December 2023".

**CARRIED.**

(All members present voted in favour of the motion)

### **6.3 Council Member Appointments to Internal and External Committees, Task Forces, Boards and Councils**

To seek Council approval for appointments of Council members to City Advisory Committees and Task Forces, and appointments of Council members to external committees and boards.

MOVED AND SECONDED

**THAT** Council change the Terms of Reference for the following committees to allow for up to two Council members to be appointed, as set out in Attachment 1 of the November 7, 2022, report entitled "Council Member Appointments to Internal and External Committees, Task Forces, Boards and Councils:

- Arts Advisory Committee
- Affordable Housing and Childcare Committee

**THAT** Council appoint members to the internal and external committees, commissions, boards, councils, and other bodies for a term ending January 31, 2024, as set out below:

#### **Advisory Committees**

Arts Advisory Committee	Chair	Councillor McEvoy
	Council Representative	Councillor Minhas
Afford Housing and Childcare	Chair	Councillor McEvoy
	Council Representative	Councillor Henderson
Economic Development	Chair	Councillor Campbell
	Council Representative	Councillor Minhas
Environment and Climate	Chair	Councillor Henderson

Facilities, Infrastructure and Public Realm	Chair	Councillor Campbell
Restorative Justice Committee	Chair	Councillor Fontaine
Social Inclusion, Engagement and Reconciliation	Chair	Councillor Nakagawa
Sustainable Transportation	Chair	Mayor Johnstone

### **Land Use and Planning Committee**

Chair	Mayor Johnstone
Council Representative	Councillor McEvoy
Council Representative	Councillor Nakagawa
Alternate	Councillor Campbell

### **Electrical Utility Commission**

Electrical Utility Commission	Council Representative (Mayor)	Mayor Johnstone
	Council Representative	Councillor Minhas

### **Library Board**

Library Board	Council Representative	Councillor Nakagawa
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### **Task Forces**

Affordable Housing and Child Care	Chair	Councillor McEvoy
	Council Representative	Councillor Henderson
	Council Representative	Councillor Nakagawa
Culture and Economic Development	Chair	Councillor McEvoy
	Council Representative	Councillor Campbell
	Council Representative	Councillor Minhas
Environment and Climate	Chair	Mayor Johnstone
	Council Representative	Councillor Henderson
	Council Representative	Councillor Nakagawa
Facilities, Infrastructure, and Public Realm	Chair	Mayor Johnstone
	Council Representative	Councillor Campbell
		Councillor Fontaine
	Chair	Councillor Nakagawa



Reconciliation, Social Inclusion and Engagement	Council Representative	Councillor Fontaine
		Councillor Henderson
Sustainable Transportation	Chair	Mayor Johnstone
	Council Representative	Councillor Fontaine
		Councillor Nakagawa
Peer Assisted Crisis Team Working Group	Chair	Councillor Nakagawa
	Council Representative	Councillor McEvoy
		Councillor Minhas

**External Boards, Councils and Other Bodies**

TransLink Mayor's Council	Member	Mayor Johnstone
	Alternate	Councillor McEvoy
Downtown Business Improvement Association	Council Representative	Councillor McEvoy
Massey Theatre Society	Council Liaison	Councillor McEvoy
Tourism New West	Council Liaison	Councillor Campbell
SD40 Liaison Committee	Council Representative	Councillor Fontaine
	Council Representative	Councillor Henderson
	Council Representative	Councillor Nakagawa
Memorialization Advisory Committee	Council Representative	Councillor McEvoy
		Councillor Nakagawa

**THAT** Council direct staff to bring forward changes to the Community Heritage Commission Bylaw No. 6423, 1997, to allow for the appointment of up to two Council members to the Commission, along with miscellaneous changes to update the bylaw; and

**THAT** Council, subject to approval of the changes to the Community Heritage Commission Bylaw No. 6423, 1997, appoint the following members to the Community Heritage Commission for a one-year term:

Chair	Councillor McEvoy
Council Representative	Councillor Fontaine

**CARRIED.**

All members present voted in favour of the motion.

## **7. METRO VANCOUVER BOARD APPOINTMENTS**

### **7.1 MOTION to appoint Mayor Johnstone as Municipal Director to the Metro Vancouver Regional District Board**

MOVED AND SECONDED

**THAT** Council appoint Mayor Johnstone as Municipal Director to the Metro Vancouver Regional District Board".

AMENDMENT MOVED AND SECONDED

**THAT** the words "Mayor Johnstone" be deleted from the motion and replaced with "Councillor Fontaine".

**DEFEATED.**

Councillors Campbell, Henderson, McEvoy, Nakagawa, and Mayor Johnstone opposed.

In discussion on the amendment, Council members noted the following:

- This is an opportunity to appoint an Indigenous person to the Metro Vancouver Board and calls on members to step up in moving reconciliation measures forward; and,
- It is important to make sure the City is strongly represented at the Metro Vancouver Board, and as such, the Mayor should be appointed.

Following the defeat of the amendment, Council voted on the main motion as follows:

**THAT** Council appoint Mayor Johnstone as Municipal Director to the Metro Vancouver Regional District Board.

**CARRIED.**

Councillors Fontaine and Minhas opposed.

### **7.2 MOTION to appoint Councillor Nakagawa as Alternate Municipal Director to the Metro Vancouver Regional District Board**

MOVED AND SECONDED

**THAT** Council appoint Councillor Nakagawa as the Alternate Municipal Director to the Metro Vancouver Regional District Board.

AMENDMENT MOVED AND SECONDED

**THAT** the name "Nakagawa" be deleted and replaced with "Fontaine".

**DEFEATED.**

Councillors Campbell, Henderson, McEvoy, Nakagawa, and Mayor Johnstone opposed.

In discussion on the amendment, Council members noted the following:

- Appointing an Indigenous person to the Metro Vancouver Board is an opportunity to live up to talk around truth and reconciliation;
- It takes time to learn the issues the City and region are facing and the original nomination is someone who has the trust of residents, along with the background and knowledge necessary for appropriate representation at Metro Vancouver;
- Metro Vancouver believes in Indigenous Representation and the policy there is that Indigenous people should be represented by the person Indigenous people have chosen to represent them. In the spirit of this, the Tsawassen First Nation has a seat at the table and others are also considering this approach.

Following the defeat of the amendment, Council voted on the main motion as follows:

**THAT** Council appoint Councillor Nakagawa as the Alternate Municipal Director to the Metro Vancouver Regional District Board.

**CARRIED.**

Councillors Fontaine and Minhas opposed.

## **8. INAUGURAL ADDRESS - MAYOR JOHNSTONE**

In his inaugural address, Mayor Johnstone noted the following:

- Recognition of the outgoing Mayor and Councillors for their service to the City;
- A commitment to empower each member to do their best work;
- A call for engaging in robust discussions of matters of importance, seeking consensus where it can be found, and working together so that disagreements do not hinder the City's progress;

- Political engagement is often the privilege of the few, and one of the most disenfranchised groups is the original inhabitants of the land and building relationships with Indigenous inhabitants is one of the most important things that needs to be done;
- Request for all of Council to engage meaningfully in reconciliation, and building relationships with the people Indigenous to these lands;
- A reminder that this is the term that will decide whether the City can make its 2030 environmental targets;
- Council will be undergoing a strategic planning process over the next few months to set out collective goals for the term; and,
- An invitation to everyone in the city to engage with community organizations and the City.

9. **NEW BUSINESS**

None.

10. **END OF THE MEETING**

The meeting ended at 7:52 p.m.

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Patrick Johnstone  
MAYOR

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Jacque Killawee  
CITY CLERK

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8370, 2022

A Bylaw to amend New Westminster  
Revenue Anticipation Borrowing Bylaw No. 7412, 2010

The City Council of the Corporation of the City of New Westminster in open meeting assembled hereby enacts as follows:

1. This Bylaw may be cited as “Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022”
2. Revenue Anticipation Bylaw No 7412, 2010 is amended to be effective for the year 2023.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Jacque Killawee, City Clerk

## **REPORT**

### ***Legislative Services***

**To:** Mayor Johnstone and Members of Council  
**Date:** November 28, 2022

**From:** Jacque Killawee  
City Clerk  
**File:** 05.1035.10

**Item #:** 2022-719

**Subject:** **Recruitment 2023: Appointment to the New Westminster Library Board**

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#### **RECOMMENDATION**

THAT Council receive the report titled, "Recruitment 2023: Appointment to the New Westminster Library Board" for information.

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#### **PURPOSE**

To release the Closed resolution appointing a member to the New Westminster Library Board.

#### **BACKGROUND**

At the November 28, 2022 Closed meeting, New Westminster City Council approved the following motion in relation to an appointment to the City's Library Board:

MOVED and SECONDED

THAT Council appoint Elaine Su to the New Westminster Library Board for a term ending December 31, 2023; and,

FURTHER THAT the appointment be released to the public.

**CARRIED.**

All members present voted in favour of the motion.



**FINANCIAL IMPLICATIONS**

There are no financial implications.

**OPTIONS**

**Option 1:** THAT Council receive the report titled "Recruitment 2023: Appointment to the New Westminster Library Board" for information; or,

**Option 2:** Please provide Staff with other direction.

Staff recommends Option 1.

**CONCLUSION**

Appointments to Advisory Committees, Boards, and Commissions must be authorized by a Council resolution.

**APPROVALS**

This report was prepared by:  
Carilyn Cook, Committee Clerk

This report was reviewed by:  
Nicole Ludwig, Assistant City Clerk

This report was approved by:  
Lisa Spitale, Chief Administrative Officer

## **MEMORANDUM**

### *Legislative Services*

**To:** Mayor and Council **Date:** November 28, 2022  
**From:** Jacque Killawee, City Clerk **File:** 05.1035.10  
**Subject:** **Release of Motion from Closed Meeting**

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#### **Recommendation**

THAT Council receive this memo for information.

#### **Background**

At the Closed Council meeting on November 28, 2022, New Westminster City Council approved public release of the following motion:

THAT Council direct staff to send a letter from Mayor and Council to the School Board, replying to its letter dated November 7, 2022 conveying the following:

1. The value of Neighbourhood Learning Centre spaces, including purpose-built child cares;
2. The funding and timeline constraints which limit opportunities to identify an alternate location for the child care(s) in and on the periphery of the Downtown;
3. An offer to continue to support the School District in meeting short and long-term school capacity needs, through the Joint School Planning Working Group; and
4. The desire to work together in advocating to the Provincial government on these matters.

AND THAT staff provide Council with a detailed report of the school capacity and child care needs in the community at the December 12 Regular Council meeting.