



Corporation of the City of
NEW WESTMINSTER

A vibrant, compassionate, resilient city where everyone can thrive.

CITY COUNCIL WORKSHOP

MINUTES

Monday, July 8, 2024, 2:00 p.m.

**Meeting held electronically and in Council Chamber
City Hall**

PRESENT: Mayor Patrick Johnstone
Councillor Ruby Campbell
Councillor Daniel Fontaine
Councillor Paul Minhas
Councillor Nadine Nakagawa

Hanieh Berg, Corporate Officer

ABSENT: Councillor Tasha Henderson
Councillor Jaimie McEvoy

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

Mayor Johnstone called the meeting to order at 2:00 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.

2. **APPROVAL OF THE AGENDA**

MOVED and SECONDED

THAT Council adopt the July 8, 2024 Council Workshop agenda as circulated.

CARRIED UNANIMOUSLY

3. PRESENTATIONS

3.1 Massey Theatre Capital Project Additional Scope Items

Tobi May, Senior Manager, Civic Buildings and Properties, provided background information and advised that the Massey Theatre's heating, ventilation and air conditioning system (HVAC) is near the end of its lifespan. The Massey Theatre Society has cited concerns regarding the reliability of the HVAC and its effects on the Theatre's day-to-day and future operations.

In reply to queries from Council, staff provided the following information:

- should a full HVAC system replacement be approved, staff recommend application of climate action principles in alignment with corporate energy and emission reduction strategies;
- the work plan for renewal projects as identified in the Facilities Asset Management Plan is under development; however, from a risk management lens, the consequences of a HVAC failure are substantial for operations;
- in addition to the accelerated HVAC replacement, staff are seeking approval to evaluate civil and landscape work for future consideration of the Capital program;
- should the new scope of work be approved, staff would seek funding sources, including contribution from the Climate Action Reserve; and
- the estimated cost of the HVAC and civil and landscape work is a Class D estimate, which has an accuracy range of +/- 50%; detailed design of the proposed works will provide more accurate cost estimates.

Discussion took place and Council commented on (i) the City's initial investment in the Theatre and anticipated costs to rehabilitate the facility, (ii) the need for staff to identify Capital projects that would be deferred if the proposed additions to the project scope were approved, (iii) the potential to examine federal funding opportunities for building emission reductions for the proposed works, and (iv) the need to consider the Theatre's HVAC needs in the context of other City facilities, many of which do not have modern mechanical equipment.

MOVED and SECONDED

1. **THAT** Council direct staff to report back with a business case analysis to add HVAC to the capital budget and project timeline; and
2. **THAT** Council direct staff to evaluate civil and landscape scope of work for future consideration of the City's Capital Program.

CARRIED UNANIMOUSLY

3.2 Council Strategic Plan – First Annual Report

With the aid of a PowerPoint presentation, Lisa Leblanc, Deputy Chief Administrative Officer, accompanied by senior staff, provided an update on the City's progress toward achieving the objectives of the 2023-2026 Strategic Priorities Plan:

1. Community Belonging and Connecting;
2. Homes and Housing Options;
3. People-Centered Economy;
4. Safe Movement of People; and
5. Asset Management and Infrastructure.

MOVED and SECONDED

THAT Council receive this report for information, and confirm that the priorities, lenses and foundations as adopted by Council on May 8, 2023 continue to reflect Council priorities.

CARRIED

Opposed: Cllrs. Fontaine
Minhas

3.3 Comprehensive Public Toilet Strategy Council Motion: Confirming Direction

MOVED and SECONDED

THAT Council endorse staff's understanding as outlined in the Discussion section of this report.

The question on the motion was not called as in reply to a Council query, T. May advised that the installation of increased signage throughout the city to increase awareness of existing public washrooms had not commenced.

The question on the motion was then called and it was **CARRIED** with Cllrs. Fontaine and Minhas opposed.

3.4 Budget 2025 Public Engagement Methodology

With the aid of a PowerPoint presentation, Shehzad Somji, Director, Finance, advised that staff are recommending using Ipsos to complete the engagement process for the 2025 Budget.

It is proposed that an online survey would be mailed to both residential and business addresses; the residential addresses will be generated by a random sample of 10,000 residential addresses and a survey invitation will be mailed to all available business addresses throughout the city, approximately 1,735 addresses. In addition, the survey will be available on the City's website and will have options for translation. Paper survey will also be available at various City facilities.

Discussion ensued and Council commented on the cost of utilizing Ipsos for the public engagement survey and the importance of reaching all residents and businesses owners throughout the city as opposed to registered property owners.

MOVED and SECONDED

1. **THAT** Council provide feedback on the 2025 budget public engagement methodology; and
2. **THAT** Council direct staff to proceed with the 2025 budget public engagement incorporating Council's feedback.

CARRIED

Opposed: Cllr. Nakagawa

3.5 Procurement Policy Update

With the aid of a PowerPoint presentation, Patrick Shannon, Manager, Purchasing, advised that staff are seeking Council's endorsement to revise the amount for tendering a construction project and the threshold for sole source approvals.

P. Shannon noted that the proposed change for tendering a construction project would align the City's threshold with the New West Partnership Trade Agreement (NWPTA); the proposed change to increase the thresholds for approval of sole source contract is as follows: (i) up to \$75,000 for the Manager, Purchasing, (ii) up to \$300,000 for the Director, Finance (Financial Officer), and (iii) up to \$500,000 for the Chief Administrative Officer. All contracts over \$500,000 would be subject to Council-approval.

In reply to Council queries, S. Somji and P. Shannon advised that the proposed increase for sole source contracts is to allow staff to be nimble in the event the City needs emergency work. Also, staff advised that the proposed increase in thresholds compares to other Lower Mainland municipalities' with some thresholds higher and some lower.

MOVED and SECONDED

THAT Council direct staff to proceed with modifying the requirement to the public procurement process for construction projects over \$200,000 to align with the New West Partnership Trade Agreement.

CARRIED UNANIMOUSLY

MOVED and SECONDED

THAT Council direct staff to proceed with modifying the sole source approvals and increasing the amount to \$500,000 before receiving Council approval.

CARRIED

Opposed: Cllrs. Fontaine
Minhas

3.6 Development Application Process Review

Jackie Teed, Director, Planning and Development, provided background information and noted that there are three areas that have been identified to improve the City's development application review process: (i) continue to accelerate digitalization, (ii) improve documentation, and (iii) create a departmental systems team.

In reply to queries from Council, Lisa Spitale, Chief Administrative Officer, advised that it is the City's standard practice to review positions and reallocate to areas of need prior to seeking an increase in the number of staff. Also, J. Teed remarked that to create the departmental systems team, the Planning and Development Department has reallocated 1.5 existing full-time equivalents under its existing operating budget, and the proposed two additional clerk positions would be exclusively funded in 2025 through the UBCM Local Government Approvals Program.

MOVED and SECONDED

1. **THAT** Council endorse the proposed changes to the Development Review Process as outlined in Attachment 2 of this report.
2. **THAT** Council endorse, in principle, the inclusion of the two Clerk positions in Attachment 3 of this report, in the 2025 Operating budget for Council's consideration, which would initially be offset by the UBCM Local Government Approvals Grant.

CARRIED

Opposed: Cllrs. Fontaine
Minhas

4. **END OF THE MEETING**

MOVED and SECONDED

THAT Council adjourn the July 8, 2024 Council Workshop (4:09 p.m.).

CARRIED UNANIMOUSLY

Certified a true and correct copy of the Minutes of the Council Workshop of the Council of the City of New Westminster held on July 8, 2024.

Patrick Johnstone

MAYOR

Hanieh Berg

CORPORATE OFFICER