



## COUNCIL REPORT

To: Paul Gipps, CAO

Date: January 25, 2022

From: Lisa Siavashi, Financial Services Manager  
Warren Everton, Director of Finance/CFO

Subject: **2022 Financial Plan Early Approval Requests 2nd Phase**

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### RECOMMENDATION

**THAT** Council authorize staff to proceed with the capital expenditures as listed on attached Schedule C.

### STRATEGIC AREA(S) OF FOCUS

Investment in Infrastructure and Economic Growth and Prosperity.

### BACKGROUND

#### Capital Requests:

At the December 14, 2021 Council meeting, staff presented a staggered schedule of capital requests for early approvals that Council had deliberated on at the December 7<sup>th</sup> and 8<sup>th</sup> budget meetings. An early approval list of \$22,477,225 out of a total Capital Budget of \$25,447,694 was proposed to be presented and approved in phases between December 14<sup>th</sup> and Financial Plan adoption in April. The next phase of early approval requests totals \$11,243,500 and is proposed to be approved at the January 25<sup>th</sup> Council meeting.

For many of the capital requests, the procurement process needs to occur within the first quarter of the year for work to start in the second quarter or later. Past experience has also proven that pricing and availability of contractors for capital projects is much better in the first quarter of the year. Even though payments for many of these projects won't be until after the 2022-2026 Financial Plan is adopted, early approval is still needed for the procurement process to begin.

For vehicles and equipment, supply chain delays have become more of an issue, increasing the need for early approval on the equipment side. Delivery on some vehicles can take up to a year or longer, necessitating the requests for early approval. Again, much of the funding for these projects would not be required until after the 2022 budget is adopted.

## FINANCIAL IMPLICATIONS

The financial impact of all items requested for early approval has been included in the budget. Capital requests are funded from reserves, DCCs, grants and/or debt and do not affect the budgeted amount of property taxes.

## COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
Dec 8, 2021	<b>THAT</b> Council postpone consideration of early approvals until December 14, 2021. <b>CARRIED UNANIMOUSLY</b>	<b>C370/21</b>
Dec 14, 2021	<b>THAT</b> Council authorize staff to proceed with the capital expenditures, supplemental FTE's and supplemental requests as listed on attached Schedules A and B. <b>CARRIED UNANIMOUSLY</b>	<b>C379/21</b>

## CONCLUSION

Staff reviewed the capital projects that had been requested for early approval in the previously provided listing. Projects were assessed and divided as:

- Needing early approval as at December 14<sup>th</sup>, 2021;
- Previously committed projects that are part of a larger project (i.e. Rose Valley Water Treatment Plant);
- Projects that will wait for early approval until after the first round of comments from the public have been received; and
- Items that have been removed from the early approval requests.

This breakdown has been attached to this report along with Schedule C – Second Phase 2022 Early Capital Approval Requests January 25<sup>th</sup>, 2022.

## COMMUNICATIONS AND ENGAGEMENT

Purpose:

- 1) *To report consultation outcomes, an early look as part of Round One, into the Draft 2022 Budget and Draft 2022 Strategic Priorities.*
- 2) *To provide next steps for the Round Two of consultation planned starting Jan. 31 through Feb. 13, 2022.*

On December 10, 2021, an early look inside at the Draft Five-Year Financial Plan (2022 - 2026) including the Draft 2022 Budget and early approvals, was launched on Friday, Dec. 10 with the first round of input open until Jan. 19, 2022. On Nov. 24, feedback was also invited as part of Council's Draft 2022 Strategic Priorities.

Round Two, the formal annual consultation program, is planned to take place from Jan. 31 through Feb. 13. to hear from the community and address questions regarding the Draft 2022 Budget, Capital Plan and the Draft 2022 Strategic Priorities, which is outlined further in this report. At this time, no comments have been received to date for the Draft 2022 Strategic Priorities, however, there will be opportunities for the public to comment as part of the formal consultation period in round two.

### **ROUND ONE CONSULTATION DRAFT 2022 BUDGET CONSULTATION AT-A-GLANCE (DEC. 10 – JAN. 19)**

<b>Print</b>		
News releases and PSAs	<ul style="list-style-type: none"> <li>• Dec. 10</li> <li>• Jan. 12</li> </ul>	2
<b>Electronic</b>		
Social media	<ul style="list-style-type: none"> <li>• Posts on Facebook and Twitter</li> </ul>	4
Online engagement platform: <ul style="list-style-type: none"> <li>• <a href="https://www.ourwk.ca/2022Budget">OurWK.ca/2022Budget</a></li> <li>• <a href="https://www.ourwk.ca/council">OurWK.ca/council</a></li> </ul>	<ul style="list-style-type: none"> <li>• Budget information, including the Draft 2022-2026 Financial Plan</li> <li>• Council's Draft 2022 Strategic Priorities</li> </ul>	168 page visits
City's main website homepage highlight window	General information about the budget process, Dec. 10-Jan. 17 webpage visits	7,166
<b>Community Relations</b>		
Emails to community stakeholders	Neighbourhood and resident associations, e-News updates to subscribers	3



# 2022 BUDGET CONSULTATION

Round One: Summary at-a-glance  
Dec. 10, 2021 - Jan. 19, 2022

## Who we heard from



**7**

questions/comments  
made on **OurWK.ca**



**2**

emails received

## How we connected



**168**

visitors to online  
engagement platform  
**OurWK.ca**

Aware: **108** (viewed the project page)

Informed: **59** (clicked through content)

Engaged: **7** (questions/comments made)



**7,166**

unique pageviews to  
City's main webpage



**3**

e-News updates  
issued



**3,325**

recipients of  
e-News

## Social media interactions



**2,279**

social media  
impressions



**2,172** viewed our posts

**69** post clicks, likes, shares, reactions  
and comments



**757** viewed our posts

**6** link clicks from Tweet

## ROUND TWO DRAFT 2022 BUDGET CONSULTATION LOOK AHEAD

Beginning on Monday, Jan. 31, the community will be invited to participate in the final round of consultation that provides a deeper dive into the draft Five-Year Financial Plan and Council's Draft 2022 Strategic Priorities. The community will be invited to:

- Visit online at [OurWK.ca](http://OurWK.ca)
- Complete the questionnaire
- Ask questions
- Register to attend virtual open houses
- Learn more and share their thoughts

The virtual open houses will be an opportunity for the community to learn more and share what is important. The goal of public feedback will help support Council's decision-making that balances taxation, demand for service and strategic priorities prior to Council's consideration in the spring.

<b>Print</b>		
News releases and PSAs	Launch, mid-point reminder and final reminder	3
Ads in local papers	Westside Weekly and West K News	2
Engagement toolkit	Print materials available for anyone who would prefer to submit a paper option	Contact Reception for copies
Promotional materials	Postcards and posters	
Briefing notes	Supporting information for frontline staff	
<b>Electronic</b>		
OurWK.ca	Online engagement platform	
Social media	Posts on all channels (project launch, mid-point reminder, last call)	9
Social media ads	Facebook and Instagram	2
Digital ad	Castanet	7 days
Display boards	Found online at <a href="http://OurWK.ca/2022budget">OurWK.ca/2022budget</a>	Also available in print
Virtual open house sessions	Q&A sessions held via Teams Feb. 3 (12 p.m. – 1:30 p.m.) Feb. 10 (6 p.m. – 8 p.m.)	2
City website	Homepage updates, general information about engagement	Link to <a href="http://OurWK.ca/2022Budget">OurWK.ca/2022 Budget</a>
<b>Community Relations</b>		
Emails and phone calls to community stakeholders	Neighbourhood Community Associations, business community and e-News subscribers	3

## **NEXT STEPS**

The second round of consultation will launch on Jan. 31. Staff will then compile feedback from stakeholders and the public and provide Council with an updated 2022 Budget and Draft Five-Year Financial Plan for consideration in April 2022.

### **Alternate Motions:**

#1 - THAT Council grant approval of an amended number of priority Capital Projects.

#2 - THAT Council postpone consideration of early approvals until a later date.

## **APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

PowerPoint: Yes ☐ No ☒

### **Attachments:**

#1 – Breakdown of Early Capital Approval Requests

#2 – Schedule A – 2022 Early Capital Approval Requests

#3 – Schedule B – 2022 Early