



Committee of the Whole Report

For the Meeting of February 20, 2020

To: Committee of the Whole
From: Jocelyn Jenkyns, City Manager
Subject: Fourth Quarter (Q4) Accountability Report

Date: February 13, 2020

RECOMMENDATION

That Council:

1. Receive this report for information; and
2. Provide direction, if any, on the four motions referred to this quarterly update and noted in this report.

EXECUTIVE SUMMARY

The following report provides a summary of major achievements, accomplishments and highlights for the period of October 1, 2019 to December 30, 2019. It includes a summary of work undertaken in the Fourth Quarter (Q4) of 2019 included in the Strategic Plan and Financial Plan, as well as other information that Council has directed staff to include in quarterly updates.

Strategic Plan Progress Report – Attachment A

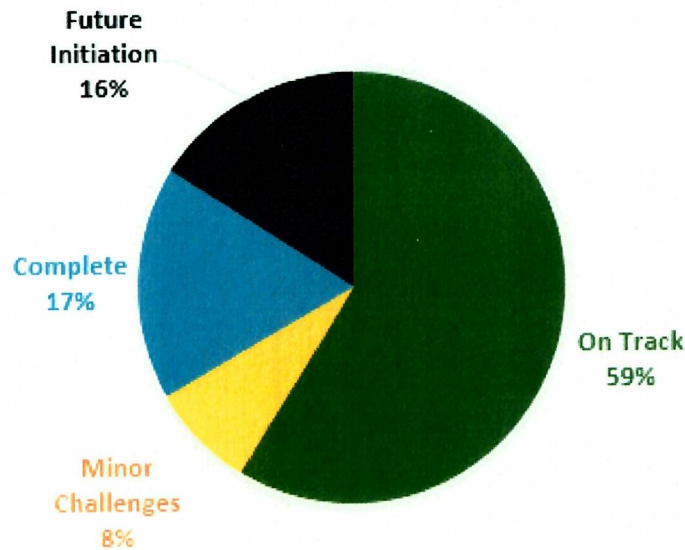
A progress report on the 2019-2022 Strategic Plan is contained in Attachment A. This Attachment provides a listing of Strategic Plan action items to be initiated in 2019 and organized by Strategic Plan Objectives. Definitions of the status of various projects are contained below.

- Green = On Track
- Yellow = Some Challenges (initiative delayed by a quarter)
- Red = Major Challenges (initiative delayed by more than one quarter)
- Blue = Complete
- Black = Initiation in Future Quarters

A number of action items that were experiencing challenges were reported in the third quarter report. Since that time, staff have revised and updated timelines and project scope documentation to address these challenges. For these initiatives, the project status has been re-set to being “on track” with expected completion dates included in this document.

At the end of 2019, of the 63 Strategic Plan initiatives 37 were on track as planned earlier this year (59%), with an additional 11 action items being completed or in operational sustainment mode (17%). Five initiatives were experiencing minor challenges related to a delay in the establishment of the Mental Health and Addictions Task Force and two actions related establishing to transit pass programs for youth and low seniors, as well as the Real Estate Strategy due to expanded scope.

STRATEGIC PLAN PROJECT STATUS



As part of the Strategic Planning process that took place in Q1 2019, a number of new staff resources were approved to implement new direction from Council. As of February 2, 2020, thirty-four position recruitment processes were completed and six were in active competition (includes advertisement, shortlisting, interviews and offer).

Operational Highlights, Accomplishments and Metrics – Attachment B

Major operational accomplishments and metrics are contained in Attachment B and organized by Department. These accomplishments include, but are not limited to, the introduction of “What’s Up at Council” videos on the City’s website, adoption of new landscape design guidelines, completion of the transition to “naturalize” garden beds, and continuation of the Reconciliation Dialogues.

Core Service Delivery Work Plan – Attachment C

The City of Victoria provides over 200 services to residents, businesses and visitors. Attachment C is an addition to the quarterly update report that was introduced in Q1 of 2019 to highlight some of the main service and program areas, as well as key activities, that will be undertaken throughout the year.

Council Member Expenses – Attachment D

Attachment E contains all expenses submitted by members of Council for reimbursement during Q4. Carbon pricing is now being added for airline travel in the Council expense report to capture the full cost of air travel. These funds will be transferred to the Climate Action Reserve.

Grant Update – Attachment E

Attachment E contains an update on the grant activity in Q4 2019. At the end of 2019, the City was approved for over \$17.2 million in grant funding. This includes the award of a federal grant funding of \$15.3 million from the Disaster Mitigation and Adaptation Fund for upgrades to water, sanitary sewer and storm drain infrastructure as reported in the 2019 second quarter accountability report.

Awarded Contracts – Attachment F

On March 14, 2019, Council passed a motion that directed staff to report back at quarterly updates on new contracts awarded for external procurement of goods and services where the total anticipated purchase amount exceeds \$50,000. These purchases may extend over several years and are contained Attachment F.

Council Motions (Q4) – Attachment G

In addition to the work that is underway to initiate new actions in the 2019-2022 Strategic Plan and deliver on-going daily service delivery contained in the Financial Plan, Attachment H provides a summary of the 150 Motions that were approved by Council in Q4. In 2019, a total of 518 motions were passed by Council in 2019.

These motions are provided to Council through the quarterly update for information have been categorized as into four groups as follows:

- (1) Council Led
- (2) Financial Plan Related
- (2) Operational
- (3) Strategic Plan Related

Advisory Committee Motions – Attachment H

Following up from a Council motion approved on September 5, 2019 during the Q2 Accountability Report discussions, Council directed *“That motions from advisory committees be presented at Committee of the Whole at the next quarterly update or sooner if the matter is time sensitive.”* Attachment H, attached to this report, provides the motions from the following three advisory committees for Council consideration.

- 1. Accessibility Working Group
- 2. Active Transportation Committee
- 3. Renters Advisory Committee

Council Motions referred to Quarterly Update

During regular deliberations of Council, four motions were forwarded to the fourth quarterly update. Staff response to these motions are provided below.

1. Banning the Sale of Puppies and Kittens

In 2018, Council passed the following motion:

Amend our Animal Control Bylaw to prohibit the sale of cats, kittens, dogs, puppies, and rabbits in pet stores or other type of retail premises. The only exemption is if these animals are offered for adoption from a recognized animal rescue society or shelter organization at which time the current bylaw policy would still apply.

During the second quarter report on September 5, 2019, Council passed another motion to report back *“At the next quarterly update for staff to provide an update on the previously approved motion regarding the banning of the sale of puppies, kittens.”* Staff noted in the Q3 update that they would continue to report back on this matter until it is completed. This is work that is scheduled for completion by the end of Q2 2020. Depending on staff availability during the by-election it could be completed sooner.

There is a required consultation under section 59 of the *Community Charter* for Bylaw provisions that would regulate business in this way.

2. Gorge Waterway Stewardship and Access

On November 28, 2019, Council approved the following motion related to Improving Ecological Stewardship and Recreational Access on the Gorge Waterway, as follows:

1. *Refer the report of the Collaborative to Improve Access to the Gorge Waterway to staff.*
2. *Direct staff to report back at the Quarterly Update in the first quarter of 2020 on the implications of amending the City's Strategic Plan by adding this 2021 action: "Engage Burnside-Gorge and Victoria West residents on a streamlined process to update the management plans for the following parks and greenspaces, with a view toward improving ecological stewardship and low-impact recreation: Arm Street Park, Burleith Park, Banfield Park, Arbutus Park, and the public foreshore at the foot of Harriet Street.*

Staff recommend that the following exploratory actions occur in advance of the presentation of the Draft 2021 Financial Plan to Council, if this initiative is approved as a new Strategic Plan action.

- Identification of an internal project team made up of staff from Engineering, Parks, Recreation, and Facilities
- Development of a preliminary scope of work to clarify the deliverables, risks and opportunities associated with the project
- Identify existing City initiatives aligned with this project
- Meeting with stakeholders including the authors of the report referenced in the motion
- Development of scope, schedule and budget for project execution in 2021

3. Horse Drawn Carriages

In the fall of 2019, Council passed the following motion:

1. *That the Carriage companies submit to bylaw and BCSPCA their protocol and training of staff in equine emergency response*
3. *Send a letter of thanks to BCSPCA for their letter. Carried. (This work was actioned)*

Move 2, 4 and 5 to next strategic plan update.

2. *Staff proceed with street signs along the carriage routes.*
 4. *Directing staff to prepare bylaw amendments to specify a maximum temperature of bgt 28.*
 5. *Operations not be permitted on Oswego or Superior Street.*
- That this matter be referred to the next strategic plan update.*

Should Council wish to consider adding this work to the Strategic Plan, staff can review the implications of both the staff resources in Legislative Services and Engineering and Public Works and any related financial implications for consideration as a 2021 or 2022 action and report back to the Committee of the Whole as part of the Q1 Accountability Report Update in May 2020 as part of Strategic Plan Progress Report. Pending Council direction, if new resources are required, staff will likely recommend this be forwarded to the 2021 Financial Planning discussions in the fall of 2020.

4. Council Dashboard – Committee of the Whole and Closed meeting attendance

At the Q3, 2019 update Council passed the following motion that was ratified by Council on November 28, 2019 as follows:

That Council request staff to report back on the options for adding attendance for Committee of the Whole and Closed Council meeting to the dashboard.

Staff will provide this report back to Council at a Committee of the Whole meeting in late Q1 or early Q2 of 2020.

CONCLUSIONS

City staff are continuing work contained in the 2019-2022 Strategic Plan. Within the Service Delivery Work Plan for 2019, all staff resources are fully committed and any new additional work plan items or emerging needs may be accommodated pending trade-off discussions with Council on deferring existing work plan items. The City of Victoria remains committed to transparency and accountability through the provision of quarterly reports to ensure value for tax dollars.

Respectfully submitted,



Jocelyn Jenkyns
City Manager

List of Attachments

- A. Strategic Plan Progress Report
- B. Operational Plan Highlights, Achievements and Metrics
- C. Core Service Delivery Work Plan
- D. Council Member Expenses (Q4 2019)
- E. Grants Update (Q4 2019)
- F. Contracts Awarded (Q4 2019)
- G. Council Motions (Q4 2019)
- H. Advisory Committee Motions (Q4 2019)