

**On Table**  
**June 24, 2024 - Regular Council Meeting**  
**Item 4 - Q and A Submission with Staff**  
**Response**

**From:** [Guillermo Ferrero](#)  
**To:** **Redacted**  
**Cc:** [Mayor and Council](#); [Clerk's Office](#)  
**Subject:** Question and Answer period - June 24, 2024  
**Date:** Monday, June 24, 2024 12:33:58 PM

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**Redacted**

Please find the responses to your questions below in **red**:

### **City Council Chambers Renovation Plan**

*1. When will the City Hall renovation plan be presented to City Council?*

Council report dated January 29, 2024, approved the project. We will update Council following the closure of the RFP, scheduled for July.

*When is the project scheduled to begin?*

- **Phase 1:** Council Chamber relocation, scheduled to occur substantially in August, with an approved budget of \$315,000 per the 2024 Financial Plan.
- **Phase 2:** Construction of offices in the vacated space with the remaining funds available, with an approved budget of \$165,000 per the 2024 Financial Plan.

*2. What is the budget for the renovation and relocation?*

The total budget is \$480,000.

The RFP for construction services for the Council Chamber relocation is now live on BC Bid, closing on July 5th at 10 AM. A link to the RFP can be found here: [WR24-016 Construction Services for Council Chambers Relocation - Lot: 1 / Amendment: 0: BC Bid](#).

*3. How long will the City Council Chambers be located in the City Hall Annex?*

The Chambers will remain in the City Hall Annex until the new Community Hub is built.

### **Staffing Shortages**

*4. According to the KPMG audited 2023 financial statements, the city had a 2 million dollar surplus in the staffing budget. How many of the 185 staff positions listed in the 2024 Financial Plan are currently vacant?*

This is challenging to compile as open positions are at different stages of recruitment and take varying lengths of time to fill. In addition, the 185 number is Full-Time Equivalent (FTE) not the

number of positions or people we employ. Because these numbers are tied to FTE , surplus may also have come from fewer hours worked by Casual employees who are worked according to operational need in various departments.

*5. What positions are open and how long have those vacancies been unfilled?*

The positions that have been hard to fill and resulted in ongoing vacancy are the BO I/II/III Plumbing Official II (these positions are hard to fill in the entire region due to shortages in the market) and the Senior Project Manager -Community Hub TFT. Other positions are generally vacant for shorter time periods during the recruitment process. All our current postings can be viewed here: [Current Job Openings](#)

*6. Where has the cash associated with that 2 million dollar surplus been allocated?*

The \$2 million in wages and benefits savings was part of the \$8.4 million general fund operating surplus. Details of the allocation of the general fund operating surplus are included in the Annual Report on pages 48 and 49. The cash itself remains in the City's bank account.

### **Status of Surveys**

*7. What is the status of the BIA survey of businesses completed in the spring?*

The BIA Survey is still ongoing and is anticipated to conclude at the end of June. Staff expect to provide the survey results to Council at the last meeting in July or the initial meeting in September, depending on when we receive the information back from the consultant hired to conduct the survey.

*8. What is the status of the early morning Dogs on the Promenade survey?*

A corporate report providing the results of the survey is scheduled for presentation at the next Council meeting on July 15, 2024.

Best,

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#### **GUILLERMO FERRERO**

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Question and Answer submission for June 24, 2024 City Council meeting.

Question 1 – City Council Chambers renovation plan

- When will the City Hall renovation plan be presented to City Council?
- When is the project scheduled to begin?
- What is the budget for the renovation and relocation?
- How long will the City Council Chambers be located in the City Hall Annex?

Question 2 – Staffing Shortages

According to the KPMG audited 2023 financial statements, the city had a 2 million dollar surplus in the staffing budget.

- How many of the 185 staff positions listed in the 2024 Financial Plan are currently vacant?
- What positions are open and how long have those vacancies been unfilled?
- Where has the cash associated with that 2 million dollar surplus been allocated?

Question 3 – Status of Surveys

- What is the status of the BIA survey of businesses completed in the spring?
- What is the status of the early morning Dogs on the Promenade survey?