

MEMORANDUM

March 29, 2022

TO: Mayor and Council

CC: Paul Mochrie, City Manager
Armin Amrolia, Deputy City Manager
Lynda Graves, Administration Services Manager, City Manager's Office
Maria Pontikis, Chief Communications Officer, CEC
Anita Zaenker, Chief of Staff, Mayor's Office
Neil Monckton, Chief of Staff, Mayor's Office
Alvin Singh, Communications Director, Mayor's Office

FROM: Karen Levitt, Deputy City Manager

SUBJECT: March 31 and April 7, 2022 Capital Planning Workshop (Special Council Meeting)

Dear Mayor and Council,

This memo is to apprise you of the upcoming Council Capital Planning Workshop (Special Council Meeting) that will take place in two parts, on March 31st and April 7th, 2022.

A. Purpose

- To provide an overview of the preliminary draft 2023-2026 Capital Plan and an opportunity for Council input on the draft 2023-2026 Capital Plan.
- Any Council feedback received at this Special Council Meeting will be incorporated into the subsequent draft 2023-2026 Capital Plan.

B. Capital Plan development timeline

- Staff will be seeking Council approval of the Draft Capital Plan, and Council direction to take this Plan to public engagement at the end of April, currently scheduled for the April 26, 2022 Council meeting.

- Final Council approval of the 2023-2026 Capital Plan is currently scheduled to take place at the July 6, 2022 Council meeting.

C. Procedures of the March 31/April 7, 2022 Special Council Meeting

- These will be public meetings, streamed online and open to the public to watch and attend.
- There will be no public speakers on March 31st or April 7th (speakers will have the opportunity to address Council on the draft 2023-2026 Capital Plan at the Council Meetings on April 26th and July 6th, 2022).
- The Mayor will Chair these meetings.
- The meeting will start on March 31st at 3 pm, recess, and reconvene on April 7th at 3 pm.
- Council will have opportunities to ask questions of staff on March 31st and April 7th, and may also submit questions to staff via email. Staff responses to any questions emailed from Council members will be shared publicly as appropriate at the April 7th, 2022 Special Council meeting.
- If Council wishes to give staff direction at this meeting, this could be done via a motion (ideally on April 7th, 2022).

C. Format/agenda

- The format for these sessions is intended to be as follows (time allotments may vary):
 - March 31, 2022
 1. Introduction, City Manager [20 mins]
 2. The Capital Plan and city-building, General Manager, Planning and Development Services [10 mins]
 3. 2023-2026 Capital Plan overview, General Manager, Finance, Risk and Supply Chain Management [20 mins]
 4. Questions to staff [60 mins]
 5. Capital Plan service category presentations, Departmental General Managers [70 mins]
 - April 7, 2022
 1. Capital Plan service category presentations, Departmental General Managers, continued [30 mins]
 2. Large one-off projects [60 mins]

3. Council discussion and questions to staff [90 mins]

Regards,

Karen Levitt
Deputy City Manager