

MINUTES of a meeting of the ESTIMATES COMMITTEE of the Municipal Council of The Corporation of the District of Oak Bay, held in the Council Chambers, Oak Bay Municipal Hall, 2167 Oak Bay Avenue, Oak Bay, B.C., on Wednesday, April 13, 2016.

PRESENT: Mayor N. Jensen, Chair  
Councillor H. Braithwaite  
Councillor T. Croft  
Councillor M. Kirby  
Councillor K. Murdoch  
Councillor E. Zhelka

STAFF: Chief Administrative Officer, H. Koning  
Acting Director of Corporate Services, M. Jones  
Acting Deputy Director of Corporate Services, D. Schaffer  
Director of Financial Services, D. Carter  
Deputy Director of Financial Services, F. Pimentel  
Director of Building and Planning, R. Thomassen  
Acting Director of Engineering Services, D. Brozuk

Mayor Jensen called the meeting to order at 5:36 p.m.

COMMUNICATIONS:

1. **2016 Municipal Budget**
  - Report – Director of Financial Services – April 13, 2016
  - Report – Director of Financial Services – April 5, 2016

MOVED and seconded: That the memorandum dated April 13, 2016, from the Director of Financial Services regarding the 2016 Municipal Budget be received for information.

CARRIED

It was noted that the memorandum outlined a proposed reduction in the overall municipal tax lift to 2.79 per cent from the 3.19 per cent considered at the last meeting, arising from changes made in departmental information. Staff confirmed that these reductions would lower the potential increase in the municipal portion of the tax lift to 2.22 per cent, and, after factoring in the solid waste charge, the potential lift would be 2.20 per cent.

2. **Oak Bay Volunteer Services Society (OBVSS)**
  - Verbal Update – Executive Director, OBVSS – April 13, 2016

At the invitation of the Chair, Joan Halvorsen, Oak Bay Volunteer Services Society, Executive Director, made a brief presentation to the Committee, noting that further funding sources had been identified for certain aspects of the society's programming, but that the society would still like to receive the \$10,000 requested from the District to maintain programming.

Ms. Halvorsen responded to questions from the Committee, confirming that the proposed funding arrangement to include the Better at Home program in the offerings of the society will be referred back to the Board, but clarified that it was her understanding that this would not reduce the society's programming costs. She also confirmed that the society has pursued TechSoup to potentially address future capital costs related to technology.

3. ***Departmental Budgets (Operating and Capital)***

**Engineering and Public Works Operating and Capital Budget:**

The Acting Director of Engineering Services responded to questions from the Committee in respect to the departmental operating and capital budgets.

Discussion ensued regarding the District's infrastructure deficit and the status of its reserve funds. Ms. Carter noted that reports will be coming forward later in the year regarding the status of reserve funds and an asset management plan. Council discussed the best method of reviewing and potentially increasing reserve funds in order to maintain the District's assets.

4. ***Revenue Sources***

Discussion ensued regarding the sources of revenue available to the District, including the grant in lieu of taxation paid to the District by the Province for the University of Victoria lands, the cost of business licenses and enforcement thereof, and the revenue generated by expired building permits.

5. ***Referrals to Estimates Committee***

Discussion ensued in which the Committee undertook a review of the following referrals:

<u>Description</u>	<u>Amount Requested/ Referred</u>
Deer Management	\$ 30,000
S.V.I Economic Development Assn.	\$ 26,233
Bowker Creek Coordinator	\$ 10,307
Community Assn. of Oak Bay	\$ 2,000
Oak Bay Heritage Foundation	\$ 3,000
V.I South Film and Media Commission	\$ 10,000
Greater Victoria Bike to Work	\$ 2,000
Friends of Uplands Park	\$ 2,000
Atomique / City of Victoria Canada Day	\$ 1,000
Oak Bay Sea Rescue Society	\$ 3,000
Oak Bay Music Society	\$ 1,000
Oak Bay Community Artists Society	\$ 300
Town Crier	\$ 2,000
NEED2 Suicide Prevention Education & Support	\$ 1,000
Maritime Museum of BC	\$ 2,000
Oak Bay Volunteer Services	\$ 10,000
St. John Ambulance	\$ 1,200
Cadboro Bay / Thompson Traffic Calming Phase 2	\$ 45,000

*Councillor Zhelka left the meeting at 7:35 PM as he sits on the board of the Tall Ships Society.*

The initial grant request from the Maritime Museum of BC was \$2,000. It was noted that a grant to the Museum in the amount of \$1,500 was inadvertently included in the estimates budget.

MOVED and seconded: That it be recommended to Council that the grant to the Maritime Museum of BC of \$1,500 be maintained in the 2016 Budget for consideration by Council.

CARRIED

*Councillor Zhelka returned to the meeting at 7:37 PM.*

MOVED and seconded: That it be recommended to Council that the following items be included in the 2016 Budget for consideration by Council, in the amounts as listed below:

<u>Description</u>	<u>Decision</u>
Deer Management	\$ 0
S.V.I Economic Development Assn.	\$ 26,233
Bowker Creek Coordinator	\$ 10,307
Community Assn. of Oak Bay	\$ 1,500
Oak Bay Heritage Foundation	\$ 3,000
V.I South Film and Media Commission	\$ 10,000
Greater Victoria Bike to Work	\$ 2,000
Friends of Uplands Park	\$ 1,500
Atomique / City of Victoria Canada Day	\$ 0
Oak Bay Sea Rescue Society	\$ 3,000
Oak Bay Music Society	\$ 500
Oak Bay Community Artists Society	\$ 300
Town Crier	\$ 250
NEED2 Suicide Prevention Education & Support	\$ 0
Oak Bay Volunteer Services	\$ 5,000
St. John Ambulance	\$ 1,200
Cadboro Bay / Thompson Traffic Calming Phase 2	\$ 45,000

CARRIED

6. ***Remaining Capital and Operating Budgets***

The remaining portions of the budget were reviewed, including the adjustments proposed in the April 13, 2016 memorandum from the Director of Financial Services.

7. ***Summary of Adjustments (to Estimates Budget)\*:***

\* These adjustments relate to the original Estimates Budget presented to the Committee on April 6, 2016 and are in keeping with the April 13, 2016 memorandum from the Director of Financial Services and the Committee recommendation with respect to budget referrals.

<u>Description</u>	<u>Increase to Taxes</u>	<u>Decrease to Taxes</u>
Public Art Expenses	\$ 10,000	
Campus View Revenue		\$ 5,000
NLC Revenue		\$ 15,000
Aquatics Revenue		\$ 12,000
Recreation Fitness Revenue		\$ 8,000
Building & Planning – Sundry Contracts		\$ 30,000
CREST – Fire Department		\$ 4,000
Fire Equipment – MFA Payments		\$ 1,000
Storm Drains – Oliver: Tinto-McNeil		\$ 17,000
Public Art – PW Installation	\$ 5,500	
Road Repairs		\$ 9,000
SVI Economic Development	\$ 26,233	
Bowker Creek Coordinator	\$ 10,307	
Community Association of Oak Bay	\$ 1,500	
Oak Bay Heritage Foundation	\$ 3,000	
VI South Film & Media Commission	\$ 10,000	
Greater Victoria Bike to Work	\$ 2,000	
Friends of Uplands Park	\$ 1,500	
Oak Bay Sea Rescue	\$ 3,000	
Oak Bay Music Society	\$ 500	
Oak Bay Community Artists Society	\$ 300	
Town Crier	\$ 250	
Oak Bay Volunteer Services	\$ 5,000	
St. John Ambulance	\$ 1,200	
Cadboro Bay / Thompson Traffic Calming Phase 2	\$ 45,000	
<b>Sub Total</b>	<b>\$ 125,290</b>	<b>\$ 101,000</b>
Net Impact on Levy	\$24,290	
Pre-Meeting General and Debt Levy	\$20,856,657	
Revised General and Debt Levy	\$20,885,947	
% Change from Prior Year Levy	3.31%	

After reviewing the changes, the proposed overall percentage increase in taxes is 3.31 per cent; tax on an average house in Oak Bay would be \$3,043.82. The increase in taxes would amount to \$80.83, with a further \$5.00 in charges for a total raise amounting to \$85.83.

ADJOURNMENT:

MOVED and seconded: That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:00 PM.

Certified Correct:

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Chair

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Acting Director of Corporate Services