

MINUTES of a meeting of 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 10, 2013.

PRESENT: Chairman, Mayor N. Jensen
Councillor P. Copley
Councillor C. Green
Councillor J. Herbert
Councillor M. Kirby
Councillor K. Murdoch
Councillor T. Ney

STAFF: Municipal Administrator, G. Nason
Municipal Clerk, L. Hilton
Municipal Treasurer, P. Walker
Fire Chief, G. Adam
Deputy Fire Chief, D. Cockle

Mayor Jensen called the meeting to order at 5:30 p.m.

Attention was drawn to the notes circulated by the Municipal Treasurer outlining various adjustments to the Estimates Budget since the Committee last met.

The Mayor requested that the Municipal Administrator provide an overview of some issues that he felt needed to be addressed within the budget that have not been previously budgeted for.

Website

Mr. Nason indicated that in his short time in Oak Bay he has observed that staff resources in relation to the upkeep of the relatively new Municipal website are not in line with the expectations of members of Council, citizen volunteer advisory committees, and members of the public.

In this regard, Mr. Nason suggested that funds be set aside to engage a consultant to review the current situation with respect to maintaining the website, along with proposing best practices in terms of the information that is contained on the website. He further suggested that funds need to be set aside for the ongoing upkeep of the website. For the former, he said, in consultation with the Municipal Treasurer it was determined that \$10,000 could be made available from reserves, and for the latter, \$20,000 could be generated through taxation as this would be an ongoing operating expense.

There was agreement to include the above funds in the budget for formal consideration by Council.

Official Community Plan Renewal Project

Acknowledging that the OCP renewal is a priority for Council, Mr. Nason indicated that the process will create a huge demand on resources, expressing the view that funds should be set aside for clerical assistance in this regard.

Following discussion it was agreed that \$24,000 would be brought in from reserves for this one time project in order to fund the required clerical assistance.

Planning Consultant

Mr. Nason indicated that while he was not yet in a position to make any firm recommendations in terms of the need for additional planning resources, he did recommend including funds in the budget to augment the planning work the Building and Planning Department does.

Attention was drawn to the \$15,000 already included in the budget for planning consultation, and there was consensus to add an additional \$15,000 to the budget for this purpose, to be raised through taxation.

Emergency Program Manager

Chief Adam and Deputy Chief Cockle were in attendance at the Committee's request to further discuss the Committee's April 4th recommendation to increase the position from half time to full time.

Following discussion, the Committee agreed that rather than full time, the position should be increased to ¾ time for 2013, noting the status of the position could be reviewed in the future.

Additionally, it was agreed that \$6,000 of the cost to develop a business continuity plan, which was originally to be funded by taxes, would be brought in from reserves.

Mayor's Expenses

Mayor Jensen indicated that he would like to see funds budgeted in relation to expenses incurred for meeting with volunteers and dignitaries, being part of his role as Mayor. There was agreement to add \$2,000 to the budget for this purpose.

Community Initiatives Committee

The Committee agreed to add an additional \$5,000 to the Community Initiatives budget.

REFERRALS TO ESTIMATES COMMITTEE:

The following decisions were made with respect to the referrals to the Committee:

| | <u>Description</u> | <u>Amount Requested</u> | <u>Decision</u> |
|---|--|-------------------------|-----------------|
| 1 | Community Association of Oak Bay | \$ 3,500 | \$ 1,000 |
| 2 | Saanich Legacy Foundation | \$ 7,500 | -- |
| 3 | NEED2 Suicide Prevention Education & Support | \$ 2,500 | \$ 1,000 |
| 4 | Greater Victoria Volunteer Society | \$ 2,943 | \$ 1,500 |
| 5 | The Maritime Museum of BC Society | \$ 3,000 | \$ 1,000 |
| 6 | Oak Bay Figure Skating Club | \$ 4,630 | \$ 2,315 |
| 7 | Oak Bay Volunteer Services Society | \$ 26,000 | \$ 25,000 |
| 8 | Community Social Planning Council | \$ 5,000 | \$ 1,500 |
| 9 | Oak Bay Parents Association – Band Trip | \$ 2,500 | -- |

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|----|--|----------|----------|
| 10 | Vancouver Island South Film and Media | \$ 3,000 | \$ 1,500 |
| 11 | Greater Victoria Bike to Work Week | \$ 3,000 | \$ 2,000 |
| 12 | Oak Bay Restorative Justice Society | \$ 5,000 | \$ 2,500 |
| 13 | St. John Ambulance | \$ 600 | \$ 612 |
| 14 | Oak Bay Heritage Foundation | \$ 5,500 | \$ 5,000 |
| 15 | Friends of Uplands Park | \$ 1,000 | \$ 1,000 |
| 16 | City of Victoria Request – Canada Day Celeb. Oak Bay Community Association - Green Maps for | \$ 1,500 | \$ 1,500 |
| 17 | New Resident Packages | \$ 500 | \$ 500 |
| 18 | ATAC Way Finding Signs- Haultain Street corridor | \$ 3,000 | \$ 3,000 |
| 19 | ATAC Secretarial Services | \$ 2,000 | \$ 1,000 |

CAPITAL BUDGET – OUTSTANDING ITEMS

Foul Bay/Lansdowne Traffic Signal

Following up on the previous Estimates Committee meeting, it was the view of the Committee that because ICBC would have to research accident statistics for the intersection before being able to determine an appropriate level of funding, this work should be done over 2013, with further consideration of the project in 2014.

SUMMARY OF GRANTS:

The Committee made adjustments to the summary of grants, and the Municipal Treasurer confirmed that a revised summary would be placed before Council for formal approval along with the Financial Plan Bylaw.

SUMMARY OF ADJUSTMENTS:

| <u>Description</u> | <u>Increase to Taxes</u> | <u>Decrease to Taxes</u> |
|---|------------------------------|------------------------------|
| Engineering Equipment Carry Forward | \$11,000 | |
| Capital Works Reserve Transfer | | \$11,000 |
| Police Administration Salaries | \$4,597 | |
| Police Administration Benefits | \$1,033 | |
| Consulting – Executive Search | \$10,000 | |
| Transfer from Reserves | | \$10,000 |
| Other Consulting | \$10,000 | |
| Transfer from Reserves | | \$10,000 |
| Planning Consulting | \$15,000 | |
| Website Management | \$20,000 | |
| OCP Renewal – Clerical Assistance – wages | \$20,321 | |
| OCP Renewal – Clerical Assistance – benefits | \$3,679 | |
| Transfer from Reserves | | \$24,000 |
| Emergency Contracts | | \$3,165 |
| Reduce Emergency Manager to ¾ Time - wages | | \$6,852 |
| Reduce Emergency Manager to ¾ Time – benefits | | \$1,548 |
| Reserve Funds for Business Continuity Plan | | \$6,000 |
| Mayor’s Expenses | \$2,000 | |

*District of Oak Bay Estimates Committee
April 10, 2012*

| | | |
|---|------------------|-----------------|
| Community Initiatives Committee | \$5,000 | |
| Purchase Green Maps – Community Assoc. of Oak Bay | \$500 | |
| NEED 2 Society | | \$1,500 |
| Volunteer Victoria Society | | \$1,445 |
| Maritime Museum Society | | \$1,500 |
| Oak Bay Figure Skating Club | \$2,315 | |
| Community Social Planning Council | | \$540 |
| Vancouver Island Film Commission | | \$1,500 |
| Restorative Justice Oak Bay | \$2,500 | |
| Oak Bay Heritage Foundation | | \$500 |
| ATAC Way-Finding Signs | \$3,000 | |
| ATAC Secretarial Services | \$1,000 | |
| North Henderson Residents' Association | | \$500 |
| YES BC | | \$500 |
| Sub-Total | \$111,945 | \$80,550 |

| | |
|-----------------------------------|--------------|
| Net Impact on Levy | \$31,395 |
| Pre-Meeting General and Debt Levy | \$18,328,932 |
| Revised General and Debt Levy | \$18,360,327 |
| % Change from Prior Year Levy | 5.36% |

This resulted in an increase of 3.4% for an average house.

ADJOURNMENT:

The meeting adjourned at 9:05 p.m.

Certified Correct

Municipal Clerk

Chairman