

MINUTES of a special meeting of the COMMITTEE OF THE WHOLE 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, Victoria, B.C, on Thursday February 6, 2020 at 6:00 P.M.

We acknowledge that the land on which we gather is the traditional territory of the Coast and Straits Salish Peoples. Specifically we recognize the Lekwungen-speaking peoples, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

PRESENT: Mayor K. Murdoch, Chair
Councillor A. Appleton
Councillor H. Braithwaite
Councillor C. Green
Councillor T. Ney
Councillor E. Paterson (arrived at 6:27 p.m.)
Councillor E.W. Zhelka (arrived at 6:05 p.m.)

STAFF: Chief Administrative Officer, L. Varela
Director of Corporate Services, D. Hopkins
Director of Strategic Initiatives, S. Bagh
Director of Financial Services, C. Paine
Director of Building and Planning, B. Anderson
Director of Engineering Services, D. Horan
Director of Parks and Recreation, R. Herman
Manager of Human Resources, B. Donnelly
Fire Chief, D. Hughes
Chief Constable, A. Brinton
Recorder, A. Nurvo

CALL TO ORDER:

Mayor Murdoch called the meeting to order at 6:00 p.m.

PRESENTATION:

Oak Bay Tourism Committee

Duncan Murphy, Vice-Chair, and Brian Dolsen, Treasurer, Oak Bay Tourism Committee, reviewed a PowerPoint presentation summarizing the Committee's 2020 Strategic Plan, budget, funding through the Municipal and Regional District Tax Program, 2019 achievements, and an overview of what projects are planned for 2020 including the proposed 2020 budget.

MOVED and seconded: That Council receive the presentation from the Oak Bay Tourism Committee.

CARRIED

COMMUNICATIONS:

1. 2020 Draft Financial Plan

The Director of Financial Services reviewed a PowerPoint presentation, provided an overview of the first draft of the Financial Plan, and reviewed the following budget principles:

1. Five-year Financial Plan
2. Project budget carry-over allows projects to continue if not completed, as spending is authorized
3. Funding strategy
4. Life-cycle costing will be added prior to finalizing the draft Financial Plan
5. Financial Plan transparency
6. Long-term vision

The Director of Financial Services advised that the budget process aims to quantify and reflect Council-approved service levels and Council-directed initiatives, and to implement Council-endorsed plans. He stated that service level is a decision of Council, that public input is welcomed at every stage of the process, and that the proposed timeline is provided in order to meet legislative requirements.

The Director reviewed the five year forecast for operating expenditures, capital expenditures, proposed funding from reserves, and the recommended increases in accordance with the Asset Management funding program.

Finance and IT:

The Director of Financial Services introduced Mike Gustavson and Jason Bristow from Sea to Sky Network Solution, the District's IT Contractors. The Director reviewed new budget requests including the rationale for the proposed upgrade of Office 2013 to Office 365. Staff and the Contractors answered questions from Council relating to the IT upgrades.

Mayor Murdoch invited members of the public to provide comments on the proposed Finance and IT budget and there were no comments.

Special Initiatives:

The Director of Financial Services provided an overview of the Special Initiatives over the next five years, proposed operating expenditures and the proposed source of funding from accumulated surplus.

Mayor Murdoch invited members of the public to provide comments on the proposed Special Initiatives budget.

Graham Ross, Oak Bay resident, stated that he was delighted that the financial side of the organization is being seriously addressed and moving to management accounting to allow Council to control costs. He expressed concerns on the recent financial survey and asked what controls were in place to assure the surveys are being completed by Oak Bay residents and only being completed once per individual.

Corporate Administration:

The Director of Financial Services provided an overview of the Department's major achievements for 2019, and reviewed the proposed increases in operating expenses. The Chief Administrative Officer reviewed the new operating budget requests for the Department, including the rationale for additional staffing to address capacity issues.

Police:

The Chief Constable reviewed the Police Department's main accomplishments for 2019 and answered questions from Council on the performance measures. The Director of Financial Services reviewed the operating budget requests.

Fire:

The Fire Chief reviewed the Fire Department's major accomplishments for 2019 and planned initiatives for 2020, and answered questions from Council regarding the performance measures. The Director of Financial Services reviewed the operating budget requests and factors contributing to the rationale for the proposed increase of 3.9%.

The Director advised that at the next Budget meeting scheduled for February 13, 2020, operating revenues and remaining operating budgets for Parks, Recreation and Culture, Engineering and Public Works, and Building and Planning will be reviewed.

ADJOURNMENT:

2. Motion to Adjourn

MOVED and seconded: That the meeting be adjourned at 8:40 p.m.

CARRIED

Certified Correct:

Mayor

Director of Corporate Services