

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 4, 2012.

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, M. Brennan  
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.

1. 2012-122 MUNICIPAL TREASURER, April 1, 2012  
Re 2012 Municipal Budget

The Municipal Treasurer provided an overview of the 2012 budget as outlined in her memorandum to Estimates Committee. Overall, she noted, the budget as it stands represents an increase of 3.11% in the municipal portion of the property tax bill for the average residential property, including the solid waste charge.

#### FIRE DEPARTMENT OPERATING AND CAPITAL BUDGET:

Chief Adam was in attendance to answer questions regarding the operating budget and the capital request to replace the roof of the garage shared with the Police Department.

#### EMERGENCY PROGRAM OPERATING AND CAPITAL BUDGET:

Deputy Chief Cockle provided an overview of the Emergency Program operating and capital budget, answering questions from members of the Committee in this regard.

In respect to the inclusion of \$12,000 in consulting services to obtain a business continuity plan for the District in the event of a disaster, members of the Committee recognized the importance of developing such a plan, however, suggested ways of offsetting the cost through Emergency Program operating budget reductions or perhaps postponing the contract until the next budget year. It was the consensus of the Committee to return to further discussion on the subject at the next Estimates Committee meeting.

#### OPERATING BUDGET:

Review of the operating budget continued, with consensus to add \$7,000 in street occupancy revenue, an additional \$2,000 from reserves for general consulting, as well as an additional \$25,000 for consulting services in respect to the Official Community Plan review, and to decrease the telephone expenses by \$1,000. The \$7,000 in street occupancy revenue, it was noted, would be transferred to a reserve to help fund the mill and fill road program in 2013.

SUMMARY OF ADJUSTMENTS:

<u>Description</u>	<u>Increase to Taxes</u>	<u>Decrease to Taxes</u>
Street Occupancy Permits		\$7,000
Transfer to General Reserve	\$7,000	
General Administration – Telephones		\$1,000
General Consulting	\$2,000	
Transfer from Operating Reserves		\$2,000
OCP Consulting	\$25,000	
Transfer from Operating Reserves		\$25,000
<b>Sub-Total</b>	<b>\$34,000</b>	<b>\$35,000</b>

Net Impact on Levy	(\$1,000)
Pre-Meeting General and Debt Levy	\$17,373,089
Revised General and Debt Levy	\$17,372,089
% Change from Prior Year Levy	4.16%

There was consensus to conclude the meeting and continue review of the budget at the next Estimates Committee meeting scheduled for April 11, 2012.

ADJOURNMENT:

The meeting adjourned at 9:05 p.m.

Certified Correct

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Municipal Clerk

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Chairman