

**DISTRICT OF SOOKE
FINANCE AND ADMINISTRATION COMMITTEE**

Monday, January 30, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Monica Scheianu
Daivd Matland (Alternate)
Lorne Christensen

Staff: Evan Parliament, Chief Administrative Officer
Sue-Lin Tarnowski, Director of Finance
Lisa Urlacher, Corporate Assistant

Action

1. Call to Order

The meeting began at 7:01 p.m.

Councillor Kasper welcomed the public members at large.

- Monica Scheiahu
- Daivd Matland (Alternate)
- Lorne Christensen

and introduced staff:

- Evan Parliament, Chief Administrative Officer
- Sue-Lin Tarnowski, Director of Finance

2. Appointment of Committee Chair

MOVED to appoint Councillor Kasper as Chair of the Finance and Administration Committee.

CARRIED

3. Approval of Agenda

MOVED to approve the agenda with the addition of New Business item:

- Capital Regional District, 2012 Preliminary Financial Plan

CARRIED

Mayor Milne explained that the CRD 2012 Preliminary Plan is for information as the CRD Board will be discussing this item on Wednesday February 1, 2012.

Councillor Kasper referenced the binder material and noted that the Member Statement under the *Code of Ethics Policy* does not require signature as it will be reviewed by Council at an upcoming meeting.

4. **Staff Presentation:**

Sue-Lin Tarnowski provided an overview of the financial bylaws included in the Finance and Administration Committee reference binders:

- Town Centre Capital Improvement Funding Reserve
- Capital Asset Replacement Reserve
- Fire Equipment Reserve
- Casino Revenue Works Reserve (Gas Tax)

Mayor Milne inquired as to a general reserve bylaw and asked how to determine the balance of reserves. Ms. Tarnowski explained that the reserve bylaws are specific and noted that she will provide the balance.

Finance¹

Ms. Tarnowski provided an overview of the 2012 Mandated Contracted Services:

- Vancouver Island Regional Library \$34,964
- RCMP \$130,015
- CREST (a 2% increase is anticipated)

Ms. Tarnowski provided an overview of the 2012 Fixed Costs:

- Contingencies \$80,000
- Utilities \$10,000
- Insurance \$9,234

Councillor Reay asked to receive a copy of the PowerPoint presentation.

Corporate Services²

Ms. Tarnowski identified issues for Committee consideration:

- Emergency Preparedness Program
- Building Maintenance
- Sidewalk Replacement Program
- Transfers to Reserves and Capital Projects
- Set up Property Tax stabilization reserve
- Additional Police officer
- Fire Master Plan

The committee inquired as to the following:

- District of Sooke Emergency Program – it was noted that currently the Fire Department provides the service and that the provincially mandated plan needs updating. Mayor Milne advised that the Fire Chief will be bringing a report forward regarding the Sooke Emergency Program.

Fire Chief³

Ms. Tarnowski provided information regarding the need for a Property Tax Stabilization Reserve and explained the assessment appeal process which may result in revenue reduction.

5. **Introduction of DRAFT # 1 (2012-2016 Five Year Financial Plan)**

Ms. Tarnowski explained that the draft submitted is based on current service levels as well as the 2012 Mandated Contracted Service Increase.

The Committee inquired as to the following:

- Breakdown of tax revenue (residential and commercial) - The process of distributing tax classes is decided after the total revenue is determined.
- Revenues as to Sale of Land are 0 in 2012 - In 2011 the District of Sooke disposed of parkland.
- Property Tax Increase and Growth – It was noted that \$134,000 represents 2.2 % of new growth (non market change) - Staff will provide the non market roll report from BC Assessment as well as a list of new folios. **Finance**⁴
- Sale of Services has a proposed increase of 20% for 2012 – It was explained that page one is a summary and is detailed within the 5 year plan.
- Investment Income Revenue is one third higher – It was explained that the increased amount represents possible interest. The Committee, by consensus, asked that staff reduce the amount to \$50,000. Staff noted that more information would be provided as to the 2012 MFA investment income. **Finance**⁵
- Receipt of 2011 Actuals – It was noted that the auditor will provide the information in April and that staff will have a good indication once all invoices are received in mid February. The Committee, by consensus, asked that staff provide the un-audited actuals. **Finance**⁶
- One time expenditures – It was noted that a variance column will indicate the one time expenditures in the un-audited information. **Finance**⁷
- Conditional and unconditional grants
- New full time employees– It was explained that it represents the left over from last year.

The Committee discussed the 3.35 % municipal increase and commented that mandated services are set and that expenditures will need to be lowered to decrease the percentage.

The Committee discussed Page 2 which details Council, Corporate Services and Finance and Information Technology:

- Council travel and conferences – It was noted that the cost of UBCM would be lower as it is being held locally.
- The Committee noted that \$12,000 is provided for Conferences/Membership/Education and asked to have the number of employees noted for each department. **Finance**⁸

Action

- The Committee asked that a breakdown of 2012 Conferences Membership/Education and travel for all employees be provided. It was explained that Council will be approving all staff conferences in the future. **Finance**⁹
- Corporate service advertising (\$30,000) – It was explained that that the amount in 2011 includes election and sewer communications. The Committee noted that advertising provided in multiple sections of General Government Services. It was noted that staff will provide details and clarification as to advertising costs. **Finance**¹⁰
- Special Projects – Staff provided examples; Millennium Park and Boat Launch Ceremony.
- The Committee asked for consistency of publications, subscriptions and memberships naming conventions. **Finance**¹¹

The Committee discussed Page 3 which details Common Services and Financial Services:

- Municipal Hall building is owned by the District of Sooke
- Consideration of maintenance scheme
- Special Services
- Recruitment Travel – It was noted that a copy of the employee handbook policy will be provided **Finance**¹²
- Insurance premium (MIA vs. Private) – It was noted that staff will provide further information as to cost, coverage, deductible and dividends. **Finance**¹³

MOVED to direct staff to investigate the insurance premiums though MIA. **Finance**¹⁴

CARRIED

- Government Relations – Staff to provide details **Finance**¹⁵
- Common Services Building Maintenance –Janitorial, duct cleaning and elevator service.
- Health and Safety – requirement of WorkSafe BC
- Software maintenance and LAN – It was noted that the naming convention would be changed to read licensing – software user fee **Finance**¹⁶
- Offsite Storage – Records Management (ACCESS)
- Waste Removal - Bin outside Municipal Hall

The Committee discussed Page 4 which details Protective Services:

- It was noted that Bylaw Enforcement is within Corporate Services
- Emergency Program Training and Travel for ESS and volunteers
- RCMP cost benefit as to paying for full compliment or actual plus overtime – Staff to provide OT separated out for the last 5 years **Finance**¹⁷

Action

It was noted that the department heads will be providing their Operation and Maintenance Budget Submissions in detail as per the proposed timeline.

The Committee discussed Page 5 which details Protective Services:

- Fire Department New Full Time Employment .84 – Staff to provide clarification and further information on the forecast
- \$1,000 per volunteer as to new recruit class - Fire Chief will provide further details
- Shaded \$452,490 is being investigated. Staff to provide an answer
- Number of paid Fire Department staff - Staff explained the shift work and noted that the union contract is currently in negotiation
- Annual Dinner \$9,500 – staff to provide breakdown of cost. It was noted that the volunteer numbers vary year to year
- Hospitality – provide food when volunteers attend a call out
- Conference breakdown item by item
- Staff and Volunteer training – Staff to provide details on requirements to achieve and maintain certification

Finance¹⁸

Fire Chief¹⁹

Finance²⁰

Finance²¹

Fire Chief²²

Fire Chief²³

The Committee discussed page 20 and noted that there is an incorrect formula linkage which details the reserves. Staff will correct.

Finance²⁴

6. Adjournment

The meeting recessed at 9:06 p.m. and will reconvene on Thursday, February 2, 2012 at 7:00.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

**DISTRICT OF SOOKE
FINANCE AND ADMINISTRATION COMMITTEE**

Monday, January 30, 2012
RECONVENED on
February 2, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Monica Scheianu
Lorne Christensen

Absent: David Matland (Alternate)

Staff: Evan Parliament, Chief Administrative Officer
Sue-Lin Tarnowski, Director of Finance
Lisa Urlacher, Corporate Assistant

Action

1. **Call to Order**

The meeting of January 30, 2012 reconvened at 7:05 p.m.

2. **Introduction of DRAFT # 2 (2012-2016 Five Year Financial Plan)**

Sue-Lin Tarnowski explained that Draft # 2 incorporates the changes requested on January 30, 2012.

The Committee discussed page 6 which details Fire Department Telecommunications, Community Education, Training, Vehicle Maintenance and Equipment Maintenance:

- CREST final cost \$43,180
- Changes to training and education were identified
- Telephone and Data Services - Langford dispatch increased to \$10,433. The Committee noted that using Saanich dispatch is an option.
- Additional CRD requisition of \$44,639 for Fire Dispatch and CREST contribution of \$42,625. The Committee inquired about paying CREST directly and additionally through CRD requisitions for services. Staff to investigate.
- Details of Fire Department training requirements. It was noted that the FTE staff should be separated from the volunteers. Staff noted that requested information as to Training, Education, Conferences and Memberships has been detailed and will be provided to the Committee.
- Wages under Vehicle Maintenance - It was explained that one of the volunteers is a certified mechanic and does some of the maintenance. The Committee asked for the hours spent and price to determine if the work should be contracted out.

Finance ²⁵

Finance ²⁶

Fire Chief ²⁷

Action

- Conferences and Education under Training \$29,000 – The Committee asked for information as to the requirement to maintain certification.

Fire Chief ²⁸

Committee members received the following supplemental information:

- 2012 Course/Conference/Membership breakdown
- BC Assessment Non Market Comparison Roll Report
- Exempt Employee Handbook 2011

A discussion ensued regarding the preparation of future budgets. Staff recommended a core service review. It was noted that Council will be undertaking a Service Review in 2012. The Committee expressed concerns as to the difficulty of understanding how the amounts are determined and that more details are required in order to make decisions.

The Committee discussed page 7 which details Fire Department - Other:

- East Sooke Fire Contract - It was explained that residents of Silver Spray pay for the service.
- Total Fire Department and Total Protective Services incorrect Staff will compare Draft #1 and Draft # 2

Finance ²⁹

The Committee discussed pages 8 and 9 which details Engineering Services:

- Vehicle Maintenance (number of vehicles) Staff noted that there are 4 shared vehicles. The Committee asked for an inventory of the motorized vehicles and who they are assigned to.
- Capital Replacement Plan – Staff explained that the building department vehicle lease runs out this year and the other three vehicles are owned outright.

Finance ³⁰

MOVED to direct staff to provide a report as to the disposal of the single cab fire department vehicle used for hauling the Christmas Hampers.

Fire Chief ³¹

CARRIED

- Engineering and Building Department salaries have increased from Draft # 1. It was explained that this is a Labour Management issue
- Consulting - what kind of consulting are we doing? It was noted that the Department Head will provide the information.

Engineering ³²

Public input:

Ellen Lewers inquired about the Nott's Brook Hydrometric Maintenance.

Mary Brooke inquired about the zero balance for Hazmat – Staff explained that the item has been consolidated, the Fire Chief will confirm where it is now allocated in the budget. Mayor Milne noted that the item may be the responsibility of the CRD.

Fire Chief ³³

Action

Fred Vonllberg questioned the variations of benefits for engineering. Staff will investigate and provide an answer.

Finance ³⁴

Clarification as to the following columns: forecast defined as year to date and budget defined as approved. The Committee questioned if surpluses are used in any other categories.

Ellen Lewers asked about fire truck decals and painting expensed under Equipment Maintenance.

Ellen Lewers questioned the cost per vehicle for licensing and insurance. Mayor Milne asked that staff provide a breakdown of vehicles and insurance.

Finance ³⁵

Ellen Lewers inquired as to why the District pays for education. Mayor Milne noted that there is currently a policy in place and that Council will be reviewing the policy. It was noted that staff require credits in order to maintain their professional standing. It was further clarified that there is a policy for exempt staff and a union contract which states that the employees pay upfront for the cost and then are reimbursed. Ms. Lewers questioned if staff are able to obtain a BA designation and have the District pay for it.

Herb Haldane expressed the need to cut the budget and questioned the approved travel of \$14,930 for Engineering and Specialty office supply \$4,080 as they were significantly higher than the approved amount. It was noted that staff would provide documented information.

Finance ³⁶

The Committee noted an error in the calculation total of Surplus/Deficit. Staff noted that the document focuses on 2012 and the total numbers will be firmed up once the final Draft is presented. The Committee discussed using the surplus to reduce the Municipal Mill Rate.

Finance ³⁷

Ellen Lewers inquired as to cost of Engineering Vehicle Maintenance for the new vehicles.

Fred Vonllberg noted that there is a difference between commercial and private costs for maintenance.

The Committee noted that the Department Heads will be able to provide further detailed information.

Management ³⁸

The Committee noted the following items on page 9 for the Engineering Department to provide details during their presentation:

Engineering ³⁹

- Nott's Brook Hydrometer Maintenance
- Ornamental Lighting
- Street Sign Replacement Program
- Bus Shelter Maintenance – Transit responsibility?

Action

The Committee inquired as to crossing guards and the cost being offset by the Traffic Fine Revenue. Staff will investigate.

Finance ⁴⁰

The Committee inquired as to the expired road maintenance contract being tendered. It was explained that it is currently a month to month contract and that Council referred the item to the Finance and Administration Committee. It was noted to bring forward to the next meeting.

Upcoming Meeting ⁴¹

Ellen Lewers inquired as to ornamental lighting in specific areas and whether they are provided by the developers. The Subdivision and Standards Bylaw was noted. Ms. Lewers inquired as to the Boat Launch lighting. It was noted that staff would provide an answer.

Engineering ⁴²

The Committee reviewed page 10 which details Environment Health Services:

- CRD requisition - Storm Water Quality Control. It was noted that Storm Water Management is part of the CRD requisition. Staff will investigate as this is similar to the additional CREST item.

Finance ⁴³

Fred Vonllberg inquired as to Animal Control and whether it was wage compensation for the bylaw officer. It was explained that we contract Animal Control to the CRD.

Herb Haldane asked about the revenue received for impounding and licensing.

Staff will provide the CRD Animal Control monthly reports and a breakdown.

Finance ⁴⁴

The Committee discussed page 11 which details Development Services:

- Advertising – It was explained that all advertising has been consolidated under Corporate Services as per the Committee request of January 30, 2012.
- Special Projects – It was noted that the Planning department would provide details.
- OCP Updates – It was noted that they are potential amendments
- Agricultural Plan – It was explained that the \$7,500 was removed and replaced in the OCP Update.
- Downtown Design Guideline – Design and Implementation
- Geographic Services - mapping (2 FTE)
- Geographic Services – consulting. It was explained that in 2011 we updated the orthomapping and that there is minimal consulting in 2012. Also noted was that in 2013 there will be an update to the tangible asset records.
- GIS revenue for the sale of maps – It was explained that we charge under the fee and services bylaw

Planning ⁴⁵

The Committee cautioned that the carry over of projects not being done in 2012 to ensure a 0% increase will affectively increase the 2013 percentage. It was noted that the cuts could be permanent.

Action

The Committee discussed page 12 which details Economic Development:

- Consolidating SRTA, Sooke Arts Council and SPA
- Conference Centre Booking – A discussion ensued as to the agreement regarding not-for-profit bookings at no charge and whether the 12 days per month are being utilized. It was noted that the language in the internal agreement could be amended to allow for the ability to rent the extra days to offset the Partnering Agreement cost.
- Conference Centre Bookings – The Committee noted that in the year 2016 only \$75,000 should be reflected for the final 4 months. The Committee asked that staff confirm.
- Conference Hosting
- Submission of the EDC work plan

Finance ⁴⁶

SEDC ⁴⁷

Fred Vonllberg inquired as to the carry over of the Prestige contract into the 6th year and commented that under legislation – 5 years is the maximum time. It was noted that the contract commenced in April and is calculated by month, not by calendar year.

Ellen Lewers commented that the agreement does not allow for all the 12 days to be booked during peak season in the summer and inquired as to whether carry over is allowed. It was explained that the onus is on the District of Sooke to ensure that the 12 days are booked.

Ellen Lewers asked about the \$10,000 for conference hosting. It was noted that it is used for advertising.

Mary Brooke inquired as to the Chamber of Commerce providing a monthly report under the fee for service agreement.

A discussion ensued regarding monitoring the fee for service agreement of \$28,150 and the provision of quarterly reports.

The Committee discussed page 13 which details Recreational and Cultural Services:

- CiB Projects – previous \$20,000 for the welcome to Sooke boundaries (western boundary and otter point) – Staff will provide detailed information
- CiB Participant/competing– Staff to provide further information – Staff explained that a portion of the amount is for Movies in the Park.

Engineering ⁴⁸

Corp Serv. ⁴⁹

Elida Peers provided additional information as to the Council resolution for the \$20,000 towards Welcome to Sooke – Phillips Road, Vietch Creek and Otter Point – Staff to Confirm

Engineering ⁵⁰

- Library services is fixed amount – Should be removed as we have no control. The Committee suggested a separate line item on the tax notice. Staff will confirm if the program will allow changes to the format.

Finance ⁵¹

Action

The Committee requested that the meeting recess after page 14 in order to review the Draft # 2 totals.

The Committee reviewed page 14 and a discussion ensued as to fiscal services. Staff explained that the total of all capital projects are not necessarily from taxes and provided examples of projects and what funds were used. The Committee inquired as to carrying over the amount not spent from the reserves and adjusting it accordingly to the priorities set for 2012.

Finance ⁵²

The Committee inquired as to the negative balance in the fire equipment reserve. It was noted that the Fire Chief will speak to that item. The Committee asked for clarifications as to the 2011 Fire Truck Purchase and that the shortfall of \$20,000. It was noted that a transfer from the reserves in 2012 will reflect paying for it this year.

Fire Chief ⁵³

6. Adjournment

The meeting recessed at 9:12 p.m. and will reconvene on Monday, February 6, 2012

Mayor Milne asked that staff be advised that when bringing forward their presentation to be mindful of the 0% increase and to provide information as to where those cuts can be made.

Ellen Lewers inquired as to public space and asked if we maintain the Kiosk at Evergreen Mall. It was noted that Engineering would provide the information.

Engineering ⁵⁴

Ellen Lewers inquires as to the CiB volunteer program and asked if the District of Sooke pays for the staff involvement. It was noted that staff provide support during their regular work schedule.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

**DISTRICT OF SOOKE
FINANCE AND ADMINISTRATION COMMITTEE**

Monday, January 30, 2012
RECONVENED on February 2, 2012 recessed and
RECONVENED on
February 6, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Monica Scheianu
Daivd Matland (Alternate)
Lorne Christensen
David Matland (Alternate)

Staff: Sue-Lin Tarnowski, Director of Finance
Lisa Urlacher, Corporate Assistant

Action

1. **Call to Order**

The meeting reconvened at 7:03 p.m.

2. The agenda was approved as circulated with the addition of the discussion of Road Maintenance Contract.

3. **Introduction of DRAFT # 2 (2012-2016 Five Year Financial Plan)**

The Committee inquired as to the calculation of total Fiscal Services on page 14. It was explained that fiscal services is calculated from the total transfers from reserves. Ms. Tarnowski provided a PowerPoint presentation on Fiscal Transfers and Fund Accounting explaining that fund accounting is segregated based on function and the general operating fund is the bank account. Capital and DCC amounts are in and out revenue.

A discussion ensued as to the difficulty in following the current format of the presented budget and raised the following concerns:

- Unable to follow the formula of fiscal and conditional transfers
- No descriptors
- Gas tax allocated in 2011 – money not spent
- No yearly opening balance
- Reserves should be replenished if not spent and reallocated as per Council direction
- Draft # 1 and Draft # 2 have discrepancies and are inconsistent
- Budget is based on previous year spending
- The approved budget for 2011 should not have any variances
- Transfers to own funds do not balance and have not detailed path
- General accepted accounting principles

Action

The Committee discussed solutions to move forward:

Finance⁵⁵

- Where monies allocated from reserves and not expended those accounts are credited and require further Council decision to re-allocate
- Provide opening balance for Capital
- Account details in order to make decisions
- Line by line surpluses
- Total amount of surplus – It was noted that the auditor would present the accumulated surplus

It was noted that staff would provide further information as to the reserve funds for money not spent in 2011, replenished the funds in 2012 in order to be re-dispersed for the new Council priorities and to provide the final numbers on the \$2.98 million dollars earmarked for major capital projects which are fully or partially expensed.

Finance⁵⁶

The Committee noted a difference of close to 3 million dollars and asked that staff to identify the difference.

Finance⁵⁷

The committee identified discrepancies in Draft #1 and Draft # 2 as to the reserve funds under approved and forecast and asked staff to provide an explanation.

Finance⁵⁸

A discussion ensued as to starting the budget at 0 as the proposed budget is based on previous years. It was noted that it be similar to an internal core service review. It was explained that the budget should reflect the auditor's financial statement. The Committee asked for a reconciliation of the 9.6 million and inquired as to the money invested with MFA and asked for information about the 1.3 million opening balance of the operating budget.

Finance⁵⁹

Staff explained that the Municipality has been providing this budgeting format since 2004.

The Committee noted that accounting principles have changed and that we should comply with provincial legislation.

Kevin Pearson expressed support for changing the budget format and stated that we need a starting point and an ending to baseline a balanced ledger and that in order to make decisions on future projects Council needs to know that we have money. Mr. Pearson expressed support for the generally accepted accounting practices.

The Committee inquired as to the 8 million dollars with MFA and noted the 9 million dollars shown in the budget and questioned the approximate 1 million dollars at the end of 2011. The Committee asked how much is now at the beginning of 2012. Staff will provide an answer.

Finance⁶⁰

A discussion ensued as to the collection of taxes in July and that the budget is based on a calendar year.

Action

The Committee asked for the surplus and deficit of each account. The Committee inquired as to interdepartmental transfers. Staff explained that each department manages their accounts and that there are no interdepartmental transfers.

Finance⁶¹

The Committee discussed the transmission of tax and other agency tax levies on page 15 and noted that the amounts are provided to the municipality.

The Committee inquired as to why the year to date is different from the approved amount. Staff explained that the forecast does not include the final adjustment at the end of December.

The Committee inquired as to the \$100,000 difference for BC Transit. Staff will investigate.

Finance⁶²

The Committee inquired as to the timeline of receiving other agency requisitions and levies. Staff explained that there is a March 31st deadline. It was noted that the District of Sooke is the handler of money collected for these agencies and receives a .01% fee.

The Committee discussed page 16 and 17 which details Revenues:

- Historical trends – Staff noted that Draft # 2 has been amended to include years 2007-2016
- Building Permit Revenue is overstated when compared to the actual provided in the supplemental information. The Committee asked that the revenue figures be reduced
- Permits and fees are down yet the DCC were up. Staff noted that they are not collected in unison and are dependant of the stage of the subdivision
- Staff noted that the investment income was reduced to \$50,000 from \$75,000 as per the Committee's request.
- Unconditional Transfers – Grants
- Sale of Parkland

Finance⁶³

It was explained that the department heads provided the forecasted figures in January. The Committee inquired as to DCC revenue and it was noted that the Engineering Department would address the concerns to speak to Building Permit revenue

Engineering⁶⁴

The Committee discussed page 18 and inquired as to the \$100,000 difference in the transfer from the Casino Revenue Fund. Staff explained that amount was an earmarked for the boat launch.

Action

The Committee discussed page 19 which details the Sewer Operating Fund:

- Actuals on page 8 of the supplemental variance shows the approved figure of \$683,180. Why is the 2011 budgeted amount on the Financial Plan \$860,630. Staff to provide an answer.
- Actuals on page 8 of the supplemental variance for other costs shows the approved amount of \$24,000 and the budgeted amount on the Financial Plan is \$50,000. Staff to provide an answer.
- Two separate contracts and two separate fees for 2011 that total \$814,000. Those fees plus the debt retirement fees and interest fees are \$175,000 greater than the income. Engineering will clarify.
- Deficit balance – Staff explained that the difference is between the actuals due to the contract.
- 0 balance – It was explained that the new contract – % of asset replacement reserve fund which is now the AARF

Finance⁶⁵

Finance⁶⁶

Engineering⁶⁷

Herb Haldane questioned the increase of the \$495 sewer generation charge. It was explained that Council is reviewing the EPCOR contract.

The Committee questioned if the increase was a result of not entering into a 21 year agreement and asked for clarification of the actuals and revenue stream for the District of Sooke sewer operating cost - \$175,000.

Engineering⁶⁸

Staff explained that the \$256,000 difference between the actuals is due to the new contract.

The Committee inquired as to the Sewer Operating Expenditures and Staff explained that the % of asset replacement reserve fund is a new line item – AARF.

The Committee reviewed page 21 and noted that Park Reserve, Casino Revenue, Sooke Program of the Arts and other approved budget amounts within the reserves are different between Draft 1 and Draft 2. Staff will investigate.

Finance⁶⁹

The Committee reviewed page 23 and questioned the carry over column. It was explained that a report would be coming forward as to identifying capital projects

Finance⁷⁰

4. **Schedule Next Meeting:**

MOVED and seconded to schedule a meeting on Thursday, February 9th, 2012 with Corporate Services and the Finance Department presentations.

The Committee agreed by consensus to add 2 additional meetings on Tuesday, February 14th, 2012 and Wednesday, February 22nd, 2012.

5. **Road Maintenance Contract**

The Committee discussed the current Road Maintenance and noted the following concerns:

- Monthly checklist
- Worksheet reports and site inspections to ensure work completed
- Internal on-site inspections
- Evaluation component
- Request for qualifications

MOVED and seconded to recommend that Council direct staff to prepare a two year tender for Road Maintenance with provisions of monthly reporting for works and services completed;
AND to advertise on Civic Info and in other BC publications.

To Council ⁷¹

The Committee acknowledged receipt of the supplemental information received during the February 2nd, 2012 meeting and asked for additional information as to the following:

- Number of new additional folios
- Employee Handbook – What are the grid levels for each exempt employee

Finance ⁷²

Public Input:

Herb Haldane inquired as to the Employee Handbook for exempt staff and asked for a copy of the detailed breakdown of education and conference requests for the District of Sooke staff.

Fred Vonllberg expressed concern as to the additional contract costs for the boat launch. It was noted that Council is investigating. Mr. Vonllberg questioned whether the cost overage will affect this budget year. Staff explained that the Province funded an additional \$105,000. Mayor Milne stated that the additional costs are not approved until after the examination of the project has completed.

Action

Ellen Lewers inquired as to the DCC charges for Mariner's Village and the number of permits. It was explained that it is a Phased Development and within the CD Zone one permit is issued per building.

Ellen Lewers commented on the Highway contract and suggested that the present conditions of road allowances be looked at. It was explained that the District of Sooke would be the one to initiate additional work and that there are some cost share items. It was noted that the line painting was through MoTI and that the Engineering Department would bring forward further information.

Engineering⁷³

Mary Brooke inquired as to the bad debt line item. Staff explained that it represents the money not collected from the Sooke School District and further explained that Journey and Poirer are still identifying technical issues.

Ellen Lewers inquired as to funding ornamental lighting and garbage pick up. It was noted that Engineering would provide further details.

Engineering⁷⁴

Herb Haldane inquired as to the legislated reporting of DCC under section 933 of the LGA and asked when staff would be bringing the report forward. It was noted that staff would provide a timeline for their reports.

Engineering⁷⁵

Herb Haldane inquired as to the DCC of the boat launch.

Engineering⁷⁶

6. Adjournment

The meeting adjourned at 9:09 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE

Thursday, February 9, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Monica Scheianu
Daivd Matland (Alternate)
Lorne Christensen

Staff:

Evan Parliament, Chief Administrative Officer
Sue-Lin Tarnowski, Director of Finance
Bonnie Sprinkling, Corporate Office
Lisa Urlacher, Corporate Assistant

Action

1. **Call to Order**

The meeting began at 7:02 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3 **Review of the Draft 2012-2016 Financial Plan:**

General Government Services

The Committee discussed the line item amount of \$36,414 for Council travel, conferences and education.

MOVED and seconded to reduce the line item of \$36,414 to \$26,000 for Council travel, conferences and education;
AND that an additional \$5,000 be allocated to the Council Contingency Fund;
AND that the remainder of \$5,414 reduce the tax requisition.
CARRIED

Finance⁷⁷

The committee discussed the line item amount of \$1,530 for Council subscriptions and staff explained that it represents the support for Treaty Negotiations. The Committee asked that it be noted for clarity. The Committee asked where the memberships for UBCM are allocated. Staff explained that the UBCM memberships are within Common Services – memberships and subscriptions.

Finance⁷⁸

Ellen Lewers commented that the line Items should be more descriptive and provide clarity.

Action

Bonnie Sprinkling provided an overview of the Corporate Services line items and submitted information detailing the purposed expenditures.

The Committee inquired as to why the balances for Corporate Services are all out \$599 from 2012 -2015 and that year 2016 is out \$598. Staff will correct.

Finance⁷⁹

The Committee discussed travel and inquired as to the standard \$1,000 allotted under each department. Staff explained that this represents local travel and mileage for meetings and that the travel for conferences are included within the respective conference or education section.

The Committee discussed Corporate Services conferences and education. Staff explained the types of conference and the value of attending the informational workshops.

The Committee inquired as to Memberships. Staff noted that by maintaining memberships the conference and workshop fees are reduced.

The Committee inquired as to Subscriptions. Staff noted that these are legislative and legal publications. The Committee asked that it be called legal or legislative to provide clarity.

Finance⁸⁰

The Committee discussed advertising. Staff explained the need for public communication and the legislated requirements for notices. Staff noted the weekly council column on the Sooke News Mirror and the upcoming meetings in the Sooke Voice News. Also noted was the website banner provided by the Sooke News Mirror.

The Committee noted that all advertising was consolidated to Corporate Services and that the Draft #2 allocated \$50,000.

MOVED and seconded to reduce advertising by \$10,000 and allocate \$40,000 to Corporate Services advertising;
AND to add a \$5,000 contingency fund under Corp Services;
AND that the remainder of \$5,000 reduce the tax requisition.
CARRIED

Finance⁸¹

The Committee discussed Special Projects. Ms. Sprinkling explained that the \$5,412 represents a consultant for the council strategic planning session. Finance clarified that the amount is earmarked for the following events: Veteran Road Naming, Boat Launch and Millennium Park. Ms. Sprinkling stated that those events should be allocated under public relations. It was suggested that the webcasting could use the \$5,000 allocated under Special Projects.

Finance⁸²

Les Haddad inquired as to the Sooke News banner ad and suggested that website traffic and statistics be investigated to determine the value. Staff to investigate.

Corp Serv⁸³

Action

Laurie Wallace inquired as to the cost of previous year conferences and education and commented on the higher amounts expensed. Staff noted that this year the purposed conferences are being held on the island which reduces the amount as there will be minimal travel expenses.

Ellen Lewers inquired as to the cost for vehicle fuel and licenses. Finance explained that they are expensed under services. Ms. Sprinkling further explained that the District of Sooke vehicles are insured under a fleet insurance plan.

Herb Haldane expressed concern as to the over expenditures within the budget. It was noted that all conferences and travel must be approved by Council in the future and Mayor Milne stated that there will be financial accountability and explained that the approved budget will require Council approval for all changes within the Financial Plan.

Finance⁸⁴

The Committee discussed records management. Staff explained the 2012 purposed expenditures.

The Committee discussed the off-site storage and was informed of the upgrades needed to implement SharePoint (Collabware), an electronic records management system.

MOVED and seconded to decrease the Record Management budget by \$1,000
CARRIED

Finance⁸⁵

The Committee discussed Special Services - Public and Government relations and it was noted that historically events such as the Millennium Park have been expensed to this account.

The Committee discussed Conference Hosting. Staff explained that Sooke is hosing the Vancouver Island LGMA and TAVI conferences this year.

The Committee discussed Communities in Bloom. Staff explained that the District of Sooke will be holding their status by paying for a half membership and provided an overview of the projects which will increase our overall bloom rating. Staff provided further details on the \$6,100 Heritage Tree Preservation Project. The Committee questioned the amount for the restoration and root invigoration and whether it will be a shared cost with the Legion. Staff will bring back further information.

Corp Serv⁸⁶

The Committee identified that the Sooke Starlight Cinema will possibly be taken over by the Youth Council. The Committee asked that the CiB projects be revisited to identify what projects will be completed this year.

Corp Serv⁸⁷

Herb Haldane asked that three quotes be provide as per our purchasing Policy.

Action

Finance and Information Technology

Sue-Lin Tarnowski provided an explanation as to the decrease in Salaries and noted that a maternity leave position for the General Support Clerk was not filled for a period of one year.

The Committee discussed conferences and education and asked that the proposed courses be discussed with Finance staff and to bring back a reduced amount.

Finance⁸⁸

The Committee questioned memberships and expressed concern as to the District of Sooke paying for professional dues. Staff noted that professional memberships are paid for by the District of Sooke as per the Exempt Employee Handbook policy and the CUPE agreement.

Ms. Tarnowski provided an overview of the following line items:

- Cash Over/Short
- Property Tax Interest Expense
- Banking fee
- Tax forms and Supplies

The Committee noted that the VIRL amount be a separate line item on the tax bill.

Finance⁸⁹

The Committee discussed a Property Tax Stabilization Contingency fund. Staff explained the process and stated that the ongoing commitment of funds to specific reserves provides for property tax stabilization and reduces the need for debt financing. The Committee expressed concern as to the tracking of reserves.

MOVED and seconded to set up a reserve account for Property Tax Stabilization Contingency.

DEFEATED

MOVED and seconded to set up contingency account for Property Tax Stabilization Contingency with the balance of \$60,000.

Finance⁹⁰

CARRIED

Ellen Lewers inquired as to the banking institution and suggested that banking fees be investigated.

Herb Haldane requested a copy of the conference and education breakdown.

Common Services

Ms. Tarnowski provided an overview of the following:

- Fuel / repairs and maintenance
- Telephone
- Equipment leasing

General Government Services

The Committee asked about subscription and memberships for council. Staff detailed the following items:

- Municipal World costs \$250
- Civic Info \$600
- FCM \$1500
- UBCM \$1500
- AVICC \$1300

The committee inquired as to Occupation Health and Safety and questioned the video cameras and drywall expense. Staff noted that under WorkSafe BC staff are required to have First Aid Certification.

Ms. Tarnowski noted the savings in Software Licensing and the Committee was informed of software items. It was noted that an additional \$7,000 is needed to upgrade to SharePoint and asked that these items be discussed with IT and that staff bring back a detailed listing of Software Licensing, LAN/PC/Networking/Internet.

Finance⁹¹
IT

Staff explained that IT contract support is required in the event that the IT staff member is not available.

Ellen Lewers questioned the repairs and maintenance and asked for the number of vehicle this encompasses. Staff noted that 4 vehicles are under the Common Services vehicle fleet. Staff will bring forward further information as to the District of Sooke vehicle fleet.

Finance⁹²

The Committee discussed Common Services Building Maintenance - gutters and vent (duct) cleaning. Mayor Milne noted that a report on the capital expense of gutters would be coming forward.

Finance⁹³

The Committee discussed Special Services and inquired as to recruitment contracted services. Staff explained that an ad on Civic Info is approximately \$400

MOVED and seconded to reduce recruitment travel from \$3,000 to \$1,500.

Finance⁹⁴

CARRIED

The Committee discussed Legal fees under Special Services and inquired if staff have pursued the checks and templates offered by Lidstone. Staff will investigate.

CAO⁹⁵

The Committee discussed the line item Insurance Premium and noted that staff are investigating MIA costs.

Action

The Committee discussed Public and Government Relations. Staff noted that the Veteran Road Naming, Millennium Park and Boat Launch and would be relocated to the above noted account.

MOVED and seconded to reduce Public and Government Relations from \$8,160 to \$6,500.
CARRIED

Finance ⁹⁶

The Committee discussed Community Grants. Staff explained that \$50,000 is funded from the Casino Reserve Fund. A discussion ensued as to restructuring the disbursements.

MOVED and seconded to reduce the Community Grant amount form \$75,000 to \$65,000.
CARRIED

Finance ⁹⁶

4. **Schedule Next Meeting**

MOVED and seconded to approve the proposed timeline for the discussion, public consultation and finalization of the 2012-2016 Financial Plan and Tax Rate Bylaws.
CARRIED

5. **Adjournment**

The meeting adjourned at 9:45 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE

Thursday, February 9, 2012
RECONVENED on **February 14, 2012**
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
David Matland (Alternate)
Lorne Christensen

Absent: Monica Scheianu

Staff: Sue-Lin Tarnowski, Director of Finance
Elisabeth Nelson,
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief
Staff Sergeant Wright
Lisa Urlacher, Corporate Assistant

Action

1. **Call to Order**

The meeting reconvened at 7:02 p.m.

2. **Approval of Agenda**

The committee agreed by consensus on the order of presentations:

- RCMP
- Engineering
- Fire

3. **Review of the Draft 2012-2016 Financial Plan:**

Staff Sgt. Wright provided an overview of the following:

- Sooke Detachment members and positions
- Calls for service
- Case load and crime rate stats

Staff Sgt. Wright presented information regarding the need for additional resources.

The Committee inquired as to the population per officer. It was explained that the provincial average is 1/671 and Sooke is currently at 1/1000.

The Committee asked for clarification as to detachment strength. It was explained that there are 11 members assigned to the District of Sooke and 4 members assigned provincially (Electoral Areas).

Action

The Committee inquired as to the wages for staff on leave. It was explained that after 30 days the District of Sooke no longer pays the salaries while the employee is on leave.

The Committee inquired as to the overtime accrued as a result of members on leave. It was explained that 4000 hours of overtime resulted in 2011. The calculation was further clarified as a straight time amount of a 35 hour week.

The Committee asked that a breakdown of the 2011 RCMP overtime be provided. Staff to provide.

Finance⁹⁸

The Committee inquired if the Province provided funding for First Nations and CRD. It was explained that the First Nations funding request was not approved and that the Province funds the 4 provincial positions.

The Committee inquired as to the Integrated Road Service. Staff explained that the District of Sooke pays an additional \$4,000.

The Committee was advised that the current population for Sooke is under 15,000 and the rate is 70% for policing costs. Once the population exceeds 15,000 the rate is 90%.

Admin⁹⁹

The Committee asked about the Community Liaison Officer line item. Staff to provide information.

Ellen Lewers asked about CRD Park Watch. It was noted that a contribution is received from CRD.

Fred Vonllberg asked about RCMP boundary coverage. It was explained that the Sooke Detachment covers East Sooke, halfway to Cowichan and a portion of the West Coast Trail.

The Committee inquired as to auxiliary policing. It was explained that there were two and that auxiliary is encouraged through the neighbourhood watch programs.

Admin¹⁰⁰

The Committee asked to receive a copy of the Staff Sergeants presentation and the Statistics for Police resources in BC.

Upcoming Meeting¹⁰¹

The Committee agreed by consensus to complete the Financial Plan review before considering additional police resources.

Engineering Department

The Committee commented that the Engineering department has a 1.3 million dollars budget and explained that the Committee is looking for efficiencies and asked what could be reduced or eliminated.

Elisabeth Nelson explained that staff have reviewed the budget and reduced several item.

Ms. Nelson suggested that the Specialty office supply could be reduced to \$1,000. **Finance**¹⁰²

The Committee questioned the consulting amount of \$12,734. Staff explained that the amount represents special projects that require legal surveys for road right of ways and the sale of District of Sooke properties. The Committee inquired if there is a cost recovery mechanism that can be used. It was explained that it is incorporated in the asking price. The Committee noted that Sale of Land revenue is 0 for 2012.

The Committee questioned the incorrectly installed service in the amount of \$12,000. Staff noted that the amount was incorrectly recorded and that it is \$2,000.

The committee inquired as to how far along the Sunriver ALR exclusion is and Staff explained that there is still one more part to be surveyed.

Ms. Nelson advised the Committee that Charval Place park closure could be deferred to reduce the Consulting line item. **Committee**¹⁰³

The Committee advised that page 10 of the Road Maintenance Contract does not contain a lot of detail and asked that the new one be more user friendly. Staff explained that we have in the past asked for more detail and it has proved to be difficult to receive from the contractor. Mayor Milne stated that we can hold back money if the District of Sooke is not receiving the works stated in the contract. It was noted that the District of Sooke would like to receive more defined and clearer records. **Engineering**¹⁰⁴

The Committee inquired if the District of Sooke receives detailed monthly reports. It was noted that Council would like to receive monthly reports. **Engineering**¹⁰⁵

The Committee inquired if District Staff inspect works assigned to the Contractor. Staff explained that works are inspected if time allows. It was noted that the assigned work be inspected to ensure works are as submitted. **Engineering**¹⁰⁶

Action

The Committee questioned the difference of the approved 2011 and the forecasted amount. It was explained that the difference is for snow removal.

Ms. Nelson advised that the traffic control devices encompass line painting maintenance and street sign replacement program for a total of \$30,859. The Committee asked why it was not within the road maintenance contract. Staff noted that the smaller specialized contract can be done locally. It was further explained that there was a local bid process to create a work list for on-call works.

Ms. Nelson Explained that the Rainwater Management Plan is 0 for 2012.

The Committee questioned that the rainwater infrastructure maintenance are included in the Road Maintenance Contract. Staff explained that those works are proposed to be extracted from the contract and will be done by local contractors.

A discussion ensued as to contracted services and the Committee asked if North Island has expressed interest. Staff will inquire.

Engineering ¹⁰⁸

The Committee asked that staff investigate further services that can be removed from the contract to reduce the price. Staff will provide further information.

Engineering ¹⁰⁹

Staff provided an overview of the Nott's Brook Hydrometric Maintenance which collects evidence for determining the build size for storm pipes which ensures that proper infrastructure is installed. The Committee asked if an average of the 4 year data collection is sufficient. Staff noted that collecting for further years will provide more accurate data. The Committee inquired as to neighbouring municipalities. Staff noted that Langford and Colwood use the Victoria data. The committee agreed by consensus to remove the \$5,000 line item for Nott's Brook Hydrometric Maintenance.

Finance ¹¹⁰

Ms. Nelson advised that the DCC Bylaw consultant fee is being confirmed and explained that the work required under the review in 2011 has changed and the anticipated additional work is expected to be around \$10,000. Staff will confirm and provide an amount.

Finance ¹¹¹

Ms. Nelson reviewed the carry over for the Subdivision and Standards bylaw which includes a technical review. Finance confirmed that the carry is not taxed this year and that it comes out of the surplus.

The Committee expressed concern as to the surplus being 0 for a balanced budget and questioned why the fiscal year does not show an end balance (surplus/deficit). Staff to provide an explanation.

Finance ¹¹²

The Committee discussed ornamental street lighting and standard lighting and inquired as to warranty and maintenance. Staff explained that staff will be addressing the issue when reviewing the Subdivision and Standards bylaw.

Engineering ¹¹³

Action

Fred Vonllberg inquired if asphalt is included within the Road Maintenance Contract and stated that Rhodonite Road and Church Road are deteriorating due to the winter conditions. Mr. Vonllberg inquired as to the three styles of ornamental lighting and stated that costs are greater when maintaining several styles. Staff explained that the bylaw standards now specify certain types to ensure cost efficiencies.

Ellen Lewers asked about the \$ 5,000 for vehicle maintenance and the amount for the common services for municipal fleet vehicles. Staff explained that new tires are expensed for 2012.

Finance ¹¹⁴

The Committee asked staff to provide details and further information for the vehicle maintenance line items on page 2 and page 8.

Laurie Wallace inquired as to the public works yard maintenance of \$5,000 and asked if this is included as part of the contract with the tenant. Staff will investigate and provide an answer. A discussion ensued as to the Public Works Yard and staff provided the revenue amount of \$27,912 for 2012.

Finance ¹¹⁵

The Committee asked that Engineering re-visit the proposed conferences and education. Staff explained that the Building Officials require training this year as the new building code comes into effect this year. Ms. Nelson suggested removing the \$2,600 for the LGMA Approving Officer course.

Committee ¹¹⁶

Ms. Nelson explained that the bus shelter maintenance has been relocated to greenspace.

Ellen Lewers inquired as to insurance and maintenance for the vehicles allocated to building.

Finance ¹¹⁷

The Committee expressed the need for staff to bring forward a list detailing all the municipal vehicles.

Laurie Wallace questioned memberships and dues and asked if it was common practice for the municipality to pay for the costs. The Chair explained that staff were hired under a policy which grandfathers them and changes would not be retroactive. Staff explained that all municipalities pay for professional dues.

Herb Haldane asked where the revenue for the sale of park is allocated. Staff explained that it is allocated in the Park Reserve Fund and provided a preliminary balance of the fund.

**Engineering/
Upcoming
Meeting** ¹¹⁸

The Committee agreed by consensus to continue Recreation and Cultural Services at an upcoming meeting.

Fire Services:

Fire Chief Sorensen provided information as to five career staff and volunteer force and explained the cost saving measures that have been implemented:

- Maintenance and repairs of the vehicles are done in-house by a volunteer fireman who is a certified mechanic
- Certified training officer and the Fire Chief are able to provide in-house training for volunteers
- Fire Department received grant for wildfire plan and JEPP grants
- Recruited a fire marshal as a volunteer member who is able to conduct inspections
- Investigating billing ICBC for MVC - working with MLA

Fire Chief Sorensen explained that the Emergency Program Plan currently has 32 volunteers in ESS who require training and that there is no budgeted amount to acquire items to build up the supply stock such as; blankets, water, hard hats and medical supplies.

The Committee inquired as to grant funding for conferences and travel, the Chief explained that the JEPP grants have offset the amount by \$4000.

The Committee inquired as to the Province paying for a portion of the Fireman training. The Fire Chief explained that the Justice Institute provided the training and the Province pays for certain courses. The Department is able to offer in-house training by the Training Officer or the Fire Chief.

The Committee inquired as to senior assistance during an emergency. The Fire Chief explained that the reception centre is equipped to provide assistance and that the District of Sooke acquired a generator and wired the community hall through the assistance of a JEPP grant.

The Fire Chief explained that the grant program requires the request be a year in advance and is earmarked for specific projects only.

Mayor Milne advised that a preliminary Emergency Plan will be coming forward to an upcoming March meeting. The Fire Chief noted that he anticipates supplies needing to be allocated in the budget. A discussion ensued as to the District of Sooke Emergency Plan document.

Fire 119

Ellen Lewers inquired if the District of Sooke works with the Electoral Area to share resources.

Action

Fire Chief Sorenson stated that the career staff training and conferences may be reduced from \$14,000 to \$10,000.

Committee Decision ¹²⁰

The Committee inquired as to Duty Officer Remuneration. The Fire Chief explained that this year the hours are increased from \$3 per hour to \$5 per hour when career staff are on vacation. It was further explained that there are 5 career staff and a part time clerk.

The Committee inquired as to subscriptions. The Fire Chief Explained that the amount is for the National Fire Code updates.

Finance explained that the salary actuals are higher than the budgeted amount due to vacation carry over expensed last year.

The Committee inquired as to the Fireman's Annual Dinner. The Fire Chief explained that this year the ESS volunteers were invited to attend the annual dinner as a thank you for their commitment and hard work.

It was explained that the Hospitality account is for lunches during training sessions and feeding fire fighters when on a call.

The Committee discussed the Volunteer Firefighter accounts and it was explained that the allowance increase is for contract payment and direct recognition to volunteers. The Fire Chief explained that he may be able to reduce the Uniform amount.

Committee Decision ¹²¹

The Committee discussed Telephone and Data and noted that 2011 was \$5,837 and 2012 is proposed at \$10,433. The Fire Chief will investigate and provide an answer.

Fire ¹²²

Fred Vonllberg commented on the new decals for the Fire Trucks.

Laurie Wallace asked about insurance premiums. Staff will provide a breakdown of the Fleet Insurance.

Finance ¹²³

Murray Lambert inquired as to the cost of uniforms and the percentage spent on career staff. The Fire Chief explained that the cost to uniform the career staff should be less this year as it was higher to initially provide uniforms to the newly hired career staff.

The Committee inquired as to Community Education Training and Conferences and Education. The Fire Chief explained that \$1,000 per member is proposed and that all training is for accreditation.

Action

The Committee inquired about crane training. The Fire Chief stated that this applies to tower cranes only, which requires specialized training. The Fire Chief will investigate funding through Work Safe BC and possibly join together with Langford to be eligible for the funding. The Committee asked if the cost could be built into the Development Permit process. **Fire** ¹²⁴

The Committee inquired as to the Hazmat line item. The Fire Chief explained that we pay to get there and then they take over.

The Committee asked for a breakdown of last years in-house training. **Fire** ¹²⁵

The Committee inquired as to the inventory of trucks. Staff will provide a list of front line and reserve trucks and the use for each one. **Fire** ¹²⁶

The Fire Chief explained repairs and maintenance and stated that outside services are required to be third party tested and certified.

The Committee inquires as to Equipment Maintenance and questioned the use of vehicles.

The Committee noted that Finance is investigating the CREST payment and will bring forward an answer. **Finance** ¹²⁷

Ellen Lewers asked about vehicle maintenance and the ratio between fire and engineering vehicles. The Fire Chief noted that the higher cost is for fuel.

Laurie Wallace questioned the education component. The Fire Chief explained that the Training Officer provided courses for the 35 volunteers and 5 paid staff in order to certify training for the volunteers.

Laurie Wallace questioned the Fire Chief's use of the municipal vehicle.

Ellen Lewers inquired as to maintenance. It was noted that there is a maintenance log for the vehicles.

The Committee discussed traffic control which is under the Road Maintenance Contract and asked if they can be billed for the Fire Crew attending. The Fire Chief will invoice Mainroad. **Fire** ¹²⁸

Action

The Committee overviewed the Capital expenditures for the Fire Department and the Fire Chief explained that turn out gear is replaced every 10 years and the cost for each set is \$2000.

The Committee asked the Fire Chief to provide clarification on the new truck expense totaling \$285,653. Finance explained that Truck 204 cost \$255,000 (Used Pumper Truck). Truck 209 (Pick-Up) was purchased for a total cost of \$50,000 (including accessories) The old Pick-Up truck was sold to Shirley Fire Department for \$10,000 which was applied to 209 purchase along with the JEPP grant of \$25,000. Staff will provide written clarification.

Fire ¹²⁹

The Committee inquired as to the Rescue Truck (207). Staff explained that it is leased.

The Committee asked about the CRD's responsibility for Hazmat and the Fire Chief stated that he will investigate.

Fire ¹³⁰

The Committee asked that the trucks be broken down as separate lines for the capital expense. Staff will change the capital breakdown for Fire Truck purchases.

Finance ¹³¹

The Committee noted that in 2011, \$80,000 was allocated. Staff explained that the District of Sooke received a better price when purchasing the 3 vehicles (2 were for engineering). Staff will provide the report from 2011.

Finance ¹³²

The Committee noted the \$50,000 amount in the reserve fund and that \$200,000 was expenses (negative balance). The Fire Chief explained that he understood that there would be enough in the reserve fund in 2012 to cover the expense.

Ellen Lewers asked about the JEPP grant for Emergency Services. The Fire Chief explained that it is a conditional grant.

4. **Schedule Next Meeting:** February 22, 2012

5. **Adjournment:**

The meeting adjourned at 9:56 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE

Thursday, February 29, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Monica Scheianu
David Matland (Alternate)
Lorne Christensen

Staff:

Sue-Lin Tarnowski, Director of Finance
Evan Parliament, Chief Administration Committee
Lisa Urlacher, Corporate Assistant

Action

1. **Call to Order**

The meeting began at 7:00 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Approval of Minutes:**

MOVED to adopt the minutes of the Finance and Administration Committee dated January 30, 2012, February 2, 2012, February 6, 2012 and February 9, 2012 as circulated.

CARRIED

4. **Review of the Draft 2012-2016 Financial Plan:
Economic Development:**

Evan Parliament provided an overview of the proposed Economic Development Budget explaining that the Sooke Economic Development Commission (SEDC) workplan will be established after the new members of the Commission meet. Mr. Parliament explained that the Arts Community, Sooke Region Tourism Association and the Sooke Region Chamber of Commerce have been brought together to share the District of Sooke funding and resources and promote the Sooke Region. It was further explained that the 2011 \$35,000 budget was not spent as projects were investigated rather than implemented. It was noted that the Sooke Region Chamber of Commerce will be providing measurables and value for the \$28,150 provided in the Fee for Service contract.

Action

Mr. Parliament provided an overview of the Community Radio initiative explaining that the SEDC provided seed money to secure a frequency with Industry Canada. Mr. Parliament stated that the next step is to secure a license to operate and provide a program budget and content to the CRTC. Mr. Parliament provided examples of Community Radio in other municipalities.

Mr. Parliament provided an overview of the Triathlon and explained that LifeSport, Subaru Canada and the District of Sooke partnered in 2011 to produce the 1 hour TSN coverage for the total of \$75,000. It was explained that the District of Sooke's portion was \$25,000 and that an additional \$10,000 was for the vignettes showcasing Sooke. Mr. Parliament explained that Sooke would like to host the nationals in 2013 or 2014 and provided examples of economic success of the Penticton Ironman events.

The Committee inquired as to the staff salaries and it was explained that no staff time is budgeted as the Triathlon is done by volunteers and that there is administrative support provided as an in-kind donation to the event. The Committee asked about salaries for Economic Development and it was explained that there are no budgeted positions.

Mr. Parliament provided examples of items within the 2011 SEDC workplan.

A discussion ensued as to Sooke Region Tourism Association, the Cultural Mapping Project Committee and the Sooke Region Chamber of Commerce.

MOVED to remove the \$2,500 line item for the Sooke Arts Council and add it to Economic Development. **Finance**¹⁵³

CARRIED

The discussion ensued and the Committee discussed the reduction of \$10,000 from the Community Grant Program which was added to the EDC budget. It was noted that the SEDC workplan was reduced by \$15,000.

The Committee confirmed that \$2,500 from the Sooke Arts Council line item, \$20,000 from the Sooke Region Tourism Association would be brought over to Economic Development. **Finance**¹⁵⁴

The Committee inquired as to the closure of Highway 14 during the Triathlon. Staff explained the event and that staff will be working with MoTI next time to alleviate some of the closure issues.

Action

Ellen Lewers commented of the discussion of combining all the groups under Economic Development.

The Committee agreed by consensus to remove the \$5,000 for Community Radio.

Finance¹⁵⁵

Ellen Lewers commented that a private company is making money from the Triathlon. Staff explained that LifeSport and Subaru Canada are a business and that the District of Sooke's contribution was for the TSN coverage. Mr. Parliament stated that the opportunity for Ironman Canada to come to Sooke would have the licensing cost of \$150,000 and that the District of Sooke would be responsible for the 1/3 share.

Ellen Lewers inquired as to other ancillary costs attached to the Triathlon such as policing, fireman and the District of Sooke in-kind donations and ancillary costs. Mr. Parliament stated that LifeSport has a list and staff will provide further information.

CAO¹⁵⁶

Ellen Lewers asked if there are any financial measurables from the Triathlon. Staff explained that it is hard to measure economic values. It was noted that staff will provide the occupancy numbers from the Bed and Breakfast owners and the Hotel during the event.

CAO¹⁵⁷

Ellen Lewers commented on brochures referred to in the Economic Development workplan and stated that there is too much overlap between groups. Staff noted that bringing the groups together will take them out of isolation and ensure that the District of Sooke will get value for money.

The Committee inquired as to the overall public opinion regarding the Triathlon. Staff stated that the volunteer effort was over 300 and the responses have been positive.

Recreation and Cultural Services:

The Committee asked if there was a request for proposal for the Park Maintenance contracts and noted the 4 or 5 awarded contracts. Staff referred to the staff report distributed for information regarding the public space maintenance contracts.

The Committee inquired as to the Millennium Park. Staff noted that the District of Sooke will own the property as of June and confirmed that the amount budgeted is for ½ year.

The Committee inquired as to the maintenance of the Boat launch and staff noted that it may be for garbage collection and operating maintenance. Engineering will clarify and provide further information.

Engineering¹⁵⁸

Ellen Lewers inquired about the Boat Launch maintenance and noted that it is a new asset.

The Committee discussed Hazardous Tree Removal. Staff noted the on-call basis. The Committee identified that there are leaning trees within the Sooke River Road Park and asked that staff are made aware of the issue.

Engineering¹⁵⁹

The Committee inquired about an RFP for the tree service contract. Staff noted that there are three preferred proponents that are available.

The Committee inquired as to the Community Clean Up increase and Staff noted that there was increased advertising costs and an increase in doggy bag usage.

The Committee asked for further information and clarification as to garbage receptacles and noted that they should be in one area of the budget. The Committee noted that it increased to \$10,600 from \$6,760

**Engineering
Finance**¹⁶⁰

Ellen Lewers commented that information was provided within the year end reports for Parks and Environment and asked if the Pitch in and Shoreline Clean up are included in the \$10,000.

Ellen Lewers inquired about the public washrooms. Staff explained that the washrooms are locked at night as there has been vandalism.

Sewer Operating Fund:

The Committee inquired about the increase in the operating agreement amount. Staff explained that the contract expired in June 2011 and that there was a 3 month and a 1 month contract prior to the 5 year agreement being executed.

The Committee inquired about insurance premiums. Staff explained that a comprehensive review of the coverage resulted in an increase.

The Committee inquired about the MFA long term debt and questioned why this is within the operating portion of the budget. Staff explained that all expenditures related to operating the sewer are provided under the Sewer Operating Fund and Sewer Replacement Reserve. The Committee commented that the amount stays the same regardless of who operates the sewer and that the financing amount for the debt is borne by the tax payers and stated that providing the information under the Sewer Operating Fund is misleading.

Action

The Committee questioned the DCC revenue and noted that it is a fixed amount and should be under financial services as per the Bylaw. The Committee expressed concern as to recording it under operations giving the impression that it could improve and stated that it is a fixed amount and cannot be changed.

The Committee expressed concern as to using DDC monies from the waste water reserve as it is collected for specific capital projects. Staff noted that the bylaw allows it to be applied to principle. The Committee asked for a copy of the legal opinion. Staff noted that the consultant identified the ability. The Committee asked for confirmation that DCC money can be used to pay off a debt retirement. Staff to provide an explanation of the DCC Sewer Bylaw and amendments.

Finance¹⁶¹

The Committee discussed the 2010 Auditors Report regarding debt payment and the interest (\$445,990) owing to the Municipal Finance Authority (MFA). Staff explained that the Sewer fund is solely supported by users in the Sewer Specified Area.

The Committee expressed concern as to the amount of the sewer parcel tax collected which does not cover the sewer operation expenses for 2011 and stated that there is a negative amount owing and questioned if the money came from general revenue or if it was borrowed from a reserve account. The Committee noted that a special account should be listed (Sewer Operating Account) which shows the compounded deficits (negative) as there has to be a re-payment fund.

Finance¹⁶²

The Committee expressed concern as to the process in which the budget is presented. Finance explained the requirement for budgeting under the *Community Charter* and stated that there is a disconnect to the Financial Plan and the legislation.

The Committee expressed that there has been a lack of information and that there is a need for fundamental explanations for municipal budgeting and that someone should be guiding the Committee through the process.

The Committee directed staff to add to the front summary the sewer operation and a qualifying definition of the Sewer Specified Area (SSA) and to include the expenditure items and a revenue streams for the sewer charges.

Finance¹⁶³

The Committee asked for the breakdown and reconciliation of the DCC wastewater and the Capital Fund.

Finance¹⁶⁴

Mr. Parliament stated that the District of Sooke collects \$4300 for the DCC wastewater reserve and that staff will provide a report of the breakdown of the cost.

Finance¹⁶⁵

Action

The Committee asked that the 6 ½ million deficit which is noted in the consolidated statement be provided and that the Net Debt be discussed as well as Capital and Reserves.

Upcoming Meeting¹⁶⁶

Ellen Lewers commented that the \$4,300 DCC was intended to pay for capital and not to pay down the debt. Mr. Parliament stated that staff will investigate the land debt on the sewer parcels that are reflected in the sewer fund.

Finance¹⁶⁷

Ellen Lewers asked about the sewer fund operation. Staff noted that the utility showed a loss as not every parcel was hooked. The annual budget is making money but we still have a deficit in the fund and explained that the operating cost have gone up and the base cost needs to be determined.

Ellen Lewers stated that the \$495 was intended to cover the costs. A discussion ensued as to growth and the 1% indexed which equates to a \$5 Increase.

Councillor Kasper provided an explanation as to the municipal and CRD portions charged to the District of Sooke for CREST services.

Councillor Kasper brought forward direction from Mayor Milne:

- Department Heads to bring forward reductions in conferences and training

Department Heads¹⁶⁸

MOVED to remove \$5,000 for Wildfire Interface under Planning Contracted Services.
CARRIED

Finance¹⁶⁹

MOVED to move the \$20,000 Parking Plan under Planning Contracted Services to 2013.
CARRIED

Finance¹⁷⁰

The Committee asked that Fiscal Services and Capital be discussed at the next meeting.

Upcoming Meeting¹⁷¹

5. **Schedule Next Meeting:**

The meeting of March 1, 2012 was cancelled. Next meeting is March 5, 2012 at 7:00 p.m.

6. **Adjournment**

The meeting adjourned at 9:22 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE

Thursday, March 5, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Monica Scheianu
David Matland (Alternate)
Lorne Christensen

Staff:

Sue-Lin Tarnowski, Director of Finance
Evan Parliament, Chief Administration Committee
Lisa Urlacher, Corporate Assistant

Action

1. **Call to Order**

The meeting began at 7:00 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Approval of Minutes:**

MOVED to adopt the minutes of the Finance and Administration Committee dated February 14, 2012 and February 22, 2012 as circulated.

CARRIED

4. **REVIEW OF DRAFT 2012-2016 FINANCIAL PLAN**

Mr. Parliament provided an overview of the fiscal services and explained that there are thirteen reserve accounts, fourteen if you include general services. Four are statutory and the other nine are established by bylaw.

The Committee was informed that staff would provide a summary list as of December 31, 2011 for the reserves amounts.

Finance¹⁷²

Mr. Parliament provided an overview of the debt payments for unit 206 and 202 and explained that the payment will be funded internally from within the 2012 budget.

Mr. Parliament explained that the net debt includes the municipal building, the ladder truck and the sewer plant.

Action

The Committee inquired about the obligations under capital lease for 2012 (\$119,414) and the difference in the budget (\$454,700). Staff will investigate and provide an answer regarding the Fire Apparatus.

Finance¹⁷³

The Committee inquired as to the lease with the financial institution and if the calculation is reduced for the lease buyouts. Staff confirmed that that they are recorded as capital leases and the District may acquire ownership at the end of the term.

The Committee inquired as to the calculation for expenditures under lease buyouts. Staff will provide an answer.

Finance¹⁷⁴

The Committee asked if we are retiring the debt within the CRD requisition for the existing capital leases of the building and Fire Equipment purchased prior to incorporation. Mr. Parliament explained that the payment for the outstanding balance is to the Province.

The Committee asked if any borrowing had been done through the CRD requisitions as there is the ability to borrow at the CRD rates. Mr. Parliament explained that the parks have been done through requisitions and that Council will be receiving the requisition for discussion at an upcoming Council meeting.

**Regular
Council**¹⁷⁵

The Committee inquired if the apparatuses will be sold once the debt is retired. Mr. Parliament explained that the District of Sooke is keeping the assets.

The Committee inquired as to the MFA final payment and stated that it is usually higher as it includes the interest over the period. Staff will provide breakdown of the payment.

Finance¹⁷⁶

The Committee stated that the financial plan does show the buyout under capital projects. A discussion ensued.

Ellen Lewers asked where the Boat Launch and Sooke River Park are recorded. Mr. Parliament explained that they are both under Capital.

The Committee asked for details of beginning and end balances for Capital expenditures. The Committee inquired as to the funding sources for the Capital projects. Mr. Parliament explained that the end balances are different as a result of the projects not implemented. The Committee noted that the *Community Charter* states that you must show sources of funding and that there is no explanation provided for the Capital Funds as to where the money comes from or the opening and the closing balance.

Action

Mr. Parliament asked if the Committee had received the 2011 Capital expenditure budget. Staff distributed the 2011 Capital budget breakdown.

Councillor Kasper asked if the budget reflects any of the outstanding invoices relating to the Boat Launch that are waiting for council approval. Mr. Parliament explained that only the tender costs are accounted for and the extras are not within the budget. A discussion ensued as to how to manage and capture the outstanding costs.

The Committee discussed the preparation of the budget and getting control of the bottom line.

The Committee asked about the surplus amount as to the difference between the budget and the actuals and expressed frustration as to the totals not adding up. The Committee expressed frustration as to not receiving the opening balances for the Capital Fund as they were requested at the beginning of February.

The Committee also referred to fiscal services budgeted and actuals and expressed frustration as to the information provided as the totals do not balance.

Mr. Parliament overviewed the breakdown of capital projects in 2011 and explained that some of the projects did not commence. The Committee asked that the breakdown be provided.

Finance¹⁷⁷

A discussion ensued as to net debt reported in the year end Financial Statements and the Committee expressed frustrations as to how the budget is presented as it does not reflect the financial statements. The Committee further noted that the budget does not recognize the net debt and accumulated surplus.

A discussion ensued as to the net debt being the financial assets minus the financial liabilities. Staff explained the deferred revenues as cash and cash equivalents. The Committee expressed that there should be a plan in place to address the net debt. It was noted that the budget should take into account the surplus assets minus liabilities in order to see the net debt decreasing (accumulated surplus).

Mr. Parliament explained that the value of the assets will increase and decrease the liability. An explanation was provided as to refundable deposits regarding subdivision developments.

The Committee expressed concern that the cash reserves may not be enough to cover the expenses for the remainder of the tax year. The Committee provided examples of budget presentation in other municipalities. Saanich which provides notes and explanations and the CRD model, both being user friendly.

Action

The Committee inquired as to action item # 160 - DCC allocation being used to pay off a debt retirement.

The Committee discussed the 2012 Capital Plan and questioned the Fire Truck purchase. Mr. Parliament explained the funding of the Fire Truck Purchase and the temporary internal accounting. The Committee expressed confusion and asked for a detailed breakdown of the purchases and funding arrangements.

Finance¹⁷⁸

The Committee discussed Reserve Fund balances.

Councillor Kasper asked staff to provide the answers to the action items and to provide a total of the reductions that have been made to date. The following areas were identified to re-visit:

- a. Advertising
- b. Development Services
- c. Fire
- d. Sewer
- e. Reserve Funds
- f. Capital Plan
- g. Conferences and Travel

Next Meeting¹⁷⁹

The Committee was informed that the Fire Chief provided information as to the Turnout Gear and requires 3 new recruit protective gear pieces. The remainder of the amount could be set aside in a contingency fund for Council approval.

Committee Decision¹⁸⁰

Herb Haldane asked for the answers for action item # 76 in regard to the DCC's for Prestige.

Ellen Lewers asked for clarification as to the debts of the Municipality; building, fire apparatus, ladder truck and sewer. Do the debts include park purchases, the boat launch and what are the interest charges. Ms. Lewers received a copy of the Financial Audited Statements.

Gail Hall questions the funding and grant requirements for the boat launch project. Mr. Parliament explained the total cost of \$605,000 and the requirements to provide documentation to the Province.

5. Adjournment

The meeting adjourned at 9:32 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

**DISTRICT OF SOOKE
FINANCE AND ADMINISTRATION COMMITTEE**

Tuesday, March 13, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Lorne Christensen
David Matland (Alternate)

Absent: Monica Scheianu

Staff: Evan Parliament, Chief Administrative Officer
Lisa Urlacher, Corporate Assistant

Action

1. **Call to Order**

The meeting was called to order at 7:20 p.m.

2. **Approval of Agenda**

Mayor Milne explained that staff have been instructed to provide further information and to correct the inaccuracies before the Committee are able to consider the draft budget. Mayor Milne advised the public that the budget process will be presented differently next year.

Mr. Parliament agreed that the working papers presented during the budget process were not clear and concise. Mr. Parliament assured that the overall budget is healthy and sustainable and that the Committee has made substantial budget cuts to reach the zero percent.

MOVED and seconded to adjourn the meeting and schedule the next meeting on Thursday, March 22, 2012.

CARRIED

Mayor Milne stated that the information is to be distributed to the Committee by Monday, March 19th, 2012.

3. **Adjournment**

The meeting adjourned at 7:29 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE

Thursday, March 22, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Kerrie Reay
David Matland (Alternate)
Lorne Christensen

Alternate: Councillor Haldane

Absent: Councillor Bev Berger
Monica Scheianu

Staff: Evan Parliament, Chief Administration Officer
Elisabeth Nelsen, Municipal Engineer
Lisa Urlacher, Corporate Assistant

Action

1. **Call to Order**
The meeting began at 7:05 p.m.
2. **Approval of Agenda**
The agenda was approved as circulated.
3. **Review of Action List:**
The Committee receives the information.
4. The Committee discussed Draft # 4.

Development Services (Page 17)

The Committee was advised that planning conferences and education were reduced to \$5,000.

The Committee inquired as to the increase in the 2013 salaries for planning. Staff explained that the bulk is the union contract and a new position for the Engineering Tech. Staff to remove the increase of the new position from the budget.

Finance ¹⁸¹

The Committee inquired as to the increase that amounts to ½ of a position and Staff explained that it represents a maternity leave.

The Committee was advised that Geographic Services conferences and education was reduced.

MOVED and seconded to agree to the Development Services section of the Draft Financial Plan.

CARRIED

Action

Fire Department (Page 10)

The Committee noted that the conferences and education for the Fire Department should be \$5,000 as discussed.

Finance ¹⁸²

The Committee noted that the subscriptions and memberships are discretionary and may be revisited. Also the Committee commented that memberships are a taxable benefit and can be claimed by the employee. The Committee asked that the discussion regarding the *Policy* be brought forward to an upcoming meeting.

Committee Decision ¹⁸³

Upcoming Meeting ¹⁸⁴

The Committee was advised that the Volunteer Fire Department conferences and education was reduced to \$20,000 and discussed the Contract Payment Allowance which was increased by \$5,000.

Ellen Lewers, page 12, questioned the \$9,251 reduction of the Volunteer Fire Department conferences and education. It was explained that after discussions with the Fire Chief the amount was reduced and in recognition of the volunteers the Contract Payment Allowance was increased.

Ms. Lewers questioned the Uniform amount and expressed that the volunteer numbers are down from last year. It was explained that the amount reflects the purchase of coveralls and jackets. It was noted to provide the 2009-2011 invoices and purchase orders pertaining to Fire Department uniform purchases.

Finance ¹⁸⁵

Ms. Lewers asked about the shift work of the Duty Officers. It was explained that the volunteers are required when staff are away or on sick leave. Mayor Milne noted that the District of Sooke will be doing a complete service delivery review in the near future.

Council Decision ¹⁸⁶

Moonfist commented on the requirement for uniforms and operating supplies and noted that membership fees and subscriptions are commonly provided in professional organizations.

MOVED and seconded to agree to the Protective Services section of the Draft Financial Plan.

CARRIED

Corporate Services (Page 8)

Councillor Kasper left the meeting at 7:37 p.m. as a family member is employed by the Sooke News Mirror.

Councillor Reay explained that all advertising was consolidated into Corporate Services.

The Committee noted that the addition is still incorrect within the Corporate Services totals.

Moonfist stated that marketing is a key factor to drive the economy and expressed the importance of advertising.

Action

The Committee acknowledged the legislative requirements and reduced the Advertising/Communications by \$5,000.

Finance¹⁸⁷

Councillor Kasper returned to the meeting at 7:41 p.m.

MOVED and seconded to agree to the Corporate Services section of the Draft Financial Plan.

CARRIED

Finance (Page 8)

MOVED and seconded to reduce all Conferences and Education by 40% (\$90,000) from the 2011 amounts.

Finance¹⁸⁸

CARRIED

Moonfist expressed that travel and conferences for staff are important and that continuing education should be encouraged.

Trish Branson asked about the departmental distribution of conferences and education amounts regarding the number of staff and the local travel budget.

Sewer Operating Fund (Page 20)

Evan Parliament provided an overview of the Sewer Operating Fund.

The Committee noted that the closing balance in Draft # 3 was approximately \$73,000 and questioned why Draft # 4 is in the negative. Staff explained that the DCC's were removed for 2011 increasing the accumulated deficit.

The Committee questioned the DDC Capital and Non DCC Capital in Draft # 4. Staff explained that the Committee has not discussed capital projects and noted that the pump addition and hauling totaling \$158,000 were removed and now on the table for discussion.

The Committee questioned the \$295,519 principle repayment of the MFA Long Term Debt. Councillor Kasper explained that the increase on total cost including the new contract, the debt and interest is a fixed amount and that staff recommends that the \$295,519 come from the DCC fund. It was further explained that there were a number of projects identified in the original DCC Bylaw and in order to mitigate the shortfall of the sewer fund staff allocated DCC funding. It was noted that the Inspector of Municipalities is investigating the transactions and the lawyers are determining whether the entire amount can be used.

The Committee was updated on the meetings with EPCOR as to discussions regarding financial relief and noted that there may be some adjustment to the overall cost. It was further noted that the total operating of the sewer is borne by those in the Sewer Specified Area (SSA) and that there has been a "short term" which is an acceptable practice.

Action

The Committee asked about the AARF projects. Staff explained that it is an in out transaction within the sewer capital fund under the expenditure side.

The Committee inquired whether EPCOR contributes to the rehabilitation fund. Staff will investigate and provide an answer.

Finance ¹⁸⁹

Herb Haldane expressed concern as to the borrowing of money from the fund to offset the negative position. Councillor Kasper noted that this has occurred and that the Committee has identified and will ensure that it is clear so that the public understands that money has been borrowed from the general taxpayers.

Ellen Lewers questioned the increase in the EPCOR Operations and Maintenance Agreement. Councillor Kasper explained that the amounts are based on the contract signed in September and the actual is a built in increase. Ms. Lewers questioned if there is a Cost of Living Allowance (COLA) percentage. Councillor Kasper explained that in addition to the COLA there are also other unforeseen amounts due to user fees of other organizations.

Gail Hall expressed concern about the general tax payers paying for the purchase of the land and now the sewer system and stated that there is a bylaw that says all cost are borne by the SSA. Councillor Kasper stated that the District of Sooke is working with the Inspector of Municipalities and our lawyer to resolve a problem by creating a payment plan to reduce the deficit and pay back the fund so that everything is clear and transparent.

Gail Hall asked for the total amount borrowed. Councillor Kasper stated that the reported accumulated operating is \$320,031 from year one plus the cost of the property.

The Committee inquired about interest and it was noted that interest would be attached to the amount borrowed.

Gail Hall asked about requiring a new pump in the amount of \$105,000. Staff clarified the location of West Coast Road.

The Committee inquired as to the cost of concrete. Staff explained that the approximate estimate is \$45,000 for all the lift stations.

Herb Haldane inquired as to the bylaw regarding the original system and inquired if the design changes to the system could result in the upgrades being paid by EPCOR. Councillor Kasper noted that the issue will come forward for Council to discuss.

**Upcoming
Council** ¹⁹⁰

MOVED and seconded to add the lift station modifications in the amount of \$45,000
CARRIED **Action Finance** ¹⁹¹

MOVED and seconded to add \$8,000 for bio-solid bin modification.
CARRIED **Finance** ¹⁹²

MOVED and seconded to approve the Sewer Operating budget as amended.
CARRIED **Finance** ¹⁹³

2012 Capital Plan (Page 22)

The Committee discussed the Municipal Hall galvanized gutters and inquired if there has there been a maintenance report. It was suggested that the gutters be cleaned.

MOVED and seconded to reduce the Gutter Replacement amount by \$10,000 for a total of \$5,000.
CARRIED **Finance** ¹⁹⁴

MOVED and seconded to remove \$40,000 from Questica and add the amount to the Council Contingency Fund.
CARRIED **Finance** ¹⁹⁵

MOVED and seconded to add \$8,500 for the Sprinkler System.
CARRIED **Finance** ¹⁹⁶

Ellen Lewers noted that Notts Brook was not removed from Draft # 4. Staff noted that the service has been cancelled as of February and that there was a balance owing in the amount of \$1,000 for 2012. **Finance** ¹⁹⁷

Herb Haldane commented on the use of local contracting for garbage receptacles at bus stops. Staff noted that the contract is local and a revised contract would be coming forward to Council for consideration.

Ellen Lewers asked about the purchase of future bear proof garbage receptacles.

Councillor Kasper inquired as to the Road Maintenance budget regarding the \$50,000 expenditure dealing with culverts. Staff explained that \$70,000 was reduced to 0 and that extra work in the amount of \$30,000 for the line painting could reduce the contract price. Staff noted that they are working on the Maintenance Contract.

The Committee inquired as to reserves on page 4. Staff explained that \$50,000 was transferred from Casino reserves and allocated in the Community Grant Program. It was noted that the budget presentation next year will be improved.

The Committee noted that page 2 Sale of Land should note \$130,000. The Committee noted that this is an example as to why we need to refine the process.

Action
Finance ¹⁹⁸

The Committee noted that page 4 "From Wastewater DCC" should show \$300,519.

Finance ¹⁹⁹

The Committee noted that page 5 under Fire Protection Reserve has been inconsistent in each draft.

The Committee inquired as to the \$5,000 for the Kaltasin Road funding. Staff explained that the District of Sooke is responsible for the common area.

The Committee asked about Green Spaces on page 19. Staff clarified that the amount includes garbage pick up, graffiti removal and doggie bags.

The Committee inquired as to the removal of the Library item. Staff explained that the item will appear separately on the tax notice.

The Committee asked for clarification as to the Fire Truck purchase. Councillor Kasper noted that a detailed explanation was included in the supplemental information.

The Committee inquired as to the Triathlon line item. It was explained that Council accepted, in principle, the 2012 event and requested a business case for the IronMan event.

Ellen Lewers asked for clarification as to the Communities in Bloom budget. It was explained that membership only has been allocated.

MOVED and seconded to accept the 2012 Budget as amended and to recommend that Council receive the 2012-2016 Financial Plan.
CARRIED

To Council ²⁰⁰

Mr. Parliament explained that the Committee has achieved 0%.

MOVED and seconded to move the surplus amount into contingency once we have the final figure.
CARRIED

Finance ²⁰¹

The Committee noted that they require confirmation of the 0% tax increase as they will need to revisit the department budgets for further cuts if the 0% is not achieved.

The Committee asked that staff provide a notation clearly showing that there is a balance owing for the Municipal building, the Fire Hall, the Sewer and the Ladder truck as 20 year fixed terms and that the information be attached to statement and future budgets.

Finance ²⁰²

MOVED and seconded to receive supplemental information.
CARRIED

The Committee inquired as to the audited financial statements and the 6.5 million net debts. Staff explained that the auditors have been asked to increase the explanation to assist in getting clear information out to the public regarding the assets and liabilities.

5. **Adjournment**

The meeting adjourned at 9:22 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

**DISTRICT OF SOOKE
FINANCE AND ADMINISTRATION COMMITTEE**

Monday, April 2, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay

David Matland (Alternate)

Absent: Monica Scheianu
Lorne Christensen

Staff: Evan Parliament, Chief Administrative Officer
Elisabeth Nelson, Director of Development Services
Lisa Urlacher, Corporate Assistant

Action

1. **Call to Order**
The meeting was called to order at 7:02 p.m.
2. **Approval of Agenda**
The agenda was approved as circulated.
3. **Approval of Minutes**
The minutes of March 22, 2012 were approved as circulated.
4. **Recommendation of Council:** March 28, 2012

Mr. Parliament reviewed the recommendation from Council and overviewed the summary sheet of the Financial Plan explaining that the 1.6 capital can be adjusted each year. Mr. Parliament explained that the next steps are to prepare the tax bylaws.

The Committee inquired as to providing capital expenses beyond 2012, the RCMP agreement, and the EPCOR agreement and sewer charges.

The Committee discussed DCC funding and the Grant Road/Throup Road connector and trail project as well as Highway 14 and MoTI responsibilities. It was noted that the deadline for completion of work for the trail grant is March 31, 2015.

The Committee discussed capital projects. Staff noted that it does not matter what the numbers allotted are as it will change the following year once Council passes the budget.

The Committee noted that the 1.6 million includes the \$350,000 every year in tax revenue and that \$244,000 earmarked for capital this year

Action

The Committee inquired as to the 3 million in road DCC and if a full design for the Grant/Throup connector plan. Staff explained that the drawings are complete and that they detail from Phillips to Charters which is the first phase. Staff further explained that they include contractor specifications and are ready to go to tender.

The Committee discussed the carry over projects and expressed concern as the balance is not shown. Staff provided an explanation of allocated surplus and the budget surplus. The Committee noted that the budgeting process will be presented differently in following years.

Ellen Lewers inquired as to the transfer to unallocated surplus. The \$90,000 from taxes and the \$15,000 transfer was explained.

Ellen Lewers asked about the surplus as to how much was allocated in 2010 and how much was spent.

The committee discussed the Fire Reserve account.

The Committee asked that staff bring forward further information as to the capital projects in order to consider assigning them over the next 4 years. It was suggested that staff break down 4 years = 1.25 million each year with allocated capital and that the remainder of \$350,000 in other areas. And to factor in DCC and other sources of revenue tax component at 2% .

Finance²⁰³

5. **Schedule next meeting:** April 5, 2012 at 7 pm and May 7, 2012

6. **Adjournment**

The meeting adjourned at 8:44 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

**DISTRICT OF SOOKE
FINANCE AND ADMINISTRATION COMMITTEE**

Monday, April 10, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne
Councillor Rick Kasper (Chair)
Councillor Kerrie Reay
Councillor Haldane (Alternate)
Lorne Christensen

Absent: Monica Scheianu
Councillor Bev Berger
David Matland (Alternate)

Staff: Evan Parliament, Chief Administrative Officer
Elisabeth Nelson, Director of Development Services
Bonnie Sprinkling, Corporate officer
Lisa Urlacher, Corporate Assistant

Councillors Present: Councillors Tait and Pearson

Action

1. **Call to Order**
The meeting was called to order at 7:13 p.m.
2. **Approval of Agenda**
The agenda was approved as circulated.
3. **2012-2016 Capital Plan**

Mr. Parliament overviewed the following Capital Projects:

- Connector Route - Phillips to Charter
- Culverts and road under improvement and rainwater
- Capital assets replacement reserve
- Information and Technology
- Fire Department
- Streetlight improvement
- Waterview land purchase

Mr. Parliament noted that the task of the committee is to match expenditures to revenues. It was noted that Dave Gawley will be providing his services starting next week in order to have the tax bylaw adopted by May 15th.

The Committee inquired if the surplus has been moved to Council contingency. Staff noted that the additional capital has been assigned to Council Contingency.

The Committee inquired as to the Fire Equipment Reserve. Staff explained the \$150,000 expense this year. The Committee asked that the Transfer to Fire Equipment Reserve naming convention be consistent.

Finance²⁰⁴

MOVED and seconded to accept the 2012 -2016 capital plan as presented.

To Council

CARRIED

4. **Schedule next meeting:** May 7, 2012

5. **Adjournment**

The meeting adjourned at 9:35 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

**DISTRICT OF SOOKE
FINANCE AND ADMINISTRATION COMMITTEE**

Monday, May 7, 2012
7:00 p.m. in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Mayor Wendal Milne (Ex-Officio)
Councillor Bev Berger
Councillor Rick Kasper (Chair)
Councillor Kerrie Reay
Lorne Christensen
David Matland
Jim Mitchell (Alternate)

Staff:

Evan Parliament, Chief Administrative Officer
Dave Gawley, Acting Director of Finance
Michael Dillabaugh, Manager of Finance
Bonnie Sprinkling, Corporate Officer
Tina Hansen, Corporate Assistant

Councillors Present: Councillor Tait

Action

1. **Call to Order**

The meeting was called to order at 7:00 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Approval of the Minutes:**

The minutes of April 2, 2012 were approved as amended on page 2.

The minutes of April 10, 2012 were approved as circulated.

The Chair introduced Jim Mitchell as Alternate member of the Finance and Administration Committee.

4. **Outstanding Items Update:**

a) Finance Verbal Report

Dave Gawley reported that District staff has been in touch with the Municipal Insurance Association (MIA) with regard to switching to private insurance. Staff will be presenting a report to the Committee in July. Mr. Gawley provided an update as to budgeting software stating that a complimentary software package to the one that the District is now using could be in the \$45,000 range. This fee does not including training or annual license fees. Another approach could be to use what we have now and adjust it to make it work satisfactorily. Staff will bring forward a report for the end of June or early July.

Finance²⁰⁵

Committee discussed:

- Ensuring standardization of terminology within the reporting of the financial reporting and the Financial Plan – staff will work with Committee to ensure consistency.
- Timeline for transition to private insurance

Finance²⁰⁶

Mr. Gawley reported that the MIA coverage is per calendar year. If the District is short changed by cancelling the current policy, MIA will assist as long as the District agrees to a three year term. Many municipalities in the CRD are using MIA; the coverage more than doubles up to \$35 million dollars with only a small increase in premiums.

Mr. Gawley reported on the legislation and timelines under the *Local Government Act* and the *Community Charter* for reporting on Development Cost Charges and the Annual Municipal Report.

MOVED and seconded to receive the Finance report for information.
CARRIED

b) Engineering Verbal Report

Evan Parliament provided an update as to the District's Road Maintenance contract which will be ready for request for proposals (RFP) at the end of the month. Staff is currently working on identifying all roads that are not in the current contract.

The Committee noted that the contract should not be silent with regard to the use of the Kaltasin Road works yard. A discussion ensued between staff and Committee members as to leasing of the works yard and ensuring that free use of the works yard is conducive to the District's municipal requirements.

MOVED and seconded to receive the Engineering report for information.
CARRIED

c) Corporate Services Verbal Report

Evan Parliament provided an update as to the Prestige conference bookings for not-for-profit groups for 2011 and 2012.

The Committee inquired as to whether certain groups on the list were considered not-for-profit. The Committee also expressed concern as to additional fees charged to the not-for-profit groups for set up and take down. Staff clarified that all groups on the listing were not-for-profit or government agencies that are deemed not-for-profit i.e. School Boards. The set up charges have been incurred through the sub-contractor Ric's Grill. There are also additional charges if the event goes beyond a certain time. Staff will be working with Prestige on the fee schedule to ensure fees for non-profits are reasonable.

Maja Tait, Chair, Sooke Economic Development Commission, stated her concerns with regard to additional charges to organizations holding events at Prestige. Item 4 (c) of the Partnering Agreement states that the Company agrees to “diligently promote and develop the Sooke Conference Centre Complex”. Councillor Tait requested information as to the promotion by Prestige. The challenge is trying to keep the not-for-profits coming back as it is great value to the Sooke EDC.

Staff²⁰⁷

Committee discussed:

- Council and public concerns of increased booking fees
- Room charges when paying for food
- Not finalizing amendments to the Partnering Agreement until items have been reviewed
- Options to sublet to groups for unused days each month
- Small meeting rooms vs. large conference rooms
- Re-visiting the language of the agreement – not using “Partnering” agreement

Councillor Tait left the meeting

Jim Mitchell inquired as to whether the agreement could be terminated at any time as per section 7 of the Partnering Agreement.

The Committee discussed policies and plans for fees for the use of the boat launch. A discussion ensued as to concerns of the affect on other marina businesses and whether there should or should not be fees.

Staff²⁰⁸

The Committee referred the matter back to staff requesting that staff bring back a report for Committee consideration that provides background information and options for charging fees at the Boat Launch.

CAO²⁰⁹

Evan Parliament provided an update as to the Subaru Triathlon and the potential economic impact of the event. Mr. Parliament explained the upcoming bid for Ironman Canada noting a presentation on the event and its TSN coverage that will be made at the next Sooke EDC meeting.

Committee discussed:

- Who is making the application for Ironman – District or Life Sport
- District’s commitment to such a large event
- Concerns of financial impact to the District – recouping costs
- Concerns that Sooke does not have the services that other hosting municipalities have to host such an event
- Measurable benefits to Sooke
- Opportunities for Provincial grants – no direct grants unless another component is incorporated i.e Arts
- Policing costs

Derek Lewers, Sooke resident, inquired as to how much of the estimated \$3,600 per athlete spent in the community is for registration fees.

Sooke resident stated he had concerns of the road closure and inquired as to what the route was and how people would be able to get through during the race.

Committee discussed:

- Being accountable for taxpayers dollars
- Ways of measuring financial impact for next year's budget
- Committee requires a more detailed report
- Including a survey with participant registration to get direct feedback on their participation in the community.
- Concerns of handing over to society – does not mean costs to tax payers is done away with

The Committee requested that all members receive a copy of the report on the Subaru Triathlon – Sooke Triathlon Society Agreement.

CAO²¹⁰

MOVED and seconded to receive the Corporate Services report for information.

CARRIED

5. **New Business**

a) **Co-op Student request from Camosun College**

The Chair reported on an opportunity for the District to have a Camosun College Co-op student or Intern for an 8 week period. The co-op student would be paid a regular wage where the intern would receive an honorarium.

Committee discussed:

- Taking the Collective Agreement into consideration
- Hiring a local student
- Union support of hiring students
- Non-payment practicum
- Value of field experience to students
- Ensuring student receives meaningful work

MOVED and seconded to recommend that staff look at hiring a Camosun College Intern upon confirming that funds for an honorarium can come from the Council contingency fund.

Finance²¹¹

CARRIED

b) **Vehicle Use Policy**

Evan Parliament provided an overview of the District of Sooke Policy No. 3.1, *Vehicle Use Policy* which was adopted in 2004.

Committee discussed:

- Section A (8) to and from residence and workplace – staff positions that would qualify

- Cost calculation for vehicle use vs. paying employee for travel expense
- Canada Revenue Agency taxable benefits for vehicle use

MOVED and seconded to direct staff to bring back a revised *Vehicle Use Policy* that includes taxable benefits and positions that should be included in the Policy.

Finance/²¹²
Corporate Services

CARRIED

c) Core Service Review

Evan Parliament reported on a core service review for the District of Sooke and asked the Committee for direction on how much time and money should be spent on conducting the review. Mr. Parliament asked for clear defined terms of reference in order to conduct the review.

Dave Gawley stated that he would be willing to conduct a review of the Finance department and provide his recommendations on how it should be managed.

Committee discussed:

- Lean Management Efficiencies – Provincial government
- Standardization of service delivery
- Job duplication
- Reviewing job titles, job descriptions, education
- Interviewing employees
- Application packages containing checklists for property owners
- Cost of an independent service review – approximately \$35, 000
- District not in position to spend the \$35, 000 for independent service review
- Forwarding concerns in writing to CAO to assist in conducting review

MOVED and seconded that staff send an email to all members of Council requesting their comments with regard to a core service review.

Staff²¹³

CARRIED

The Committee requested that a Terms of Reference for the core service review be provided for Council for review within 2 weeks.

CAO/Finance²¹⁴

MOVED and seconded to receive the Core Service Review verbal report.

CARRIED

d) First Quarter Financial Actuals Report

Michael Dillabaugh reported on the First Quarter Financial Actuals from January to March reporting year-to-date expenses and revenues that are in line with the proposed 2012 budget. Budget values have not been included in the first quarter report as the budget has not yet been approved by Council. Once approved, staff will input the budget numbers for future quarterly reports.

The Committee inquired as to having percentage comparisons at the end of June.

Jim Mitchell inquired if the bank balances could be shown on the interim statements.

MOVED and seconded to receive the First Quarter Financial Actuals report.

CARRIED

e) Annual Municipal Report – Timeline

Bonnie Sprinkling reported on the 2012 Annual Municipal Report which must be available for public inspection before June 30th each year under s. 98 of the *Community Charter*.

MOVED and seconded to accept the Annual Municipal Report timeline.
CARRIED

The Committee discussed establishing a subcommittee of the Finance and Administration Committee to bring forward budget concerns of the general public and to sit down with Finance to address what is problematic.

The Committee requested that staff provide hard copies of job descriptions and an org chart to Committee members and to contact the Committee by email when they are ready to pick up at the District office.

**Corporate²¹⁵
Services**

7. **Schedule next meeting:** June 4, 2012

8. **Adjournment**

The meeting adjourned at 9:18 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
FINANCE AND ADMINISTRATION COMMITTEE

Meeting held Monday, June 4, 2012 at 7:00 p.m.
in the Council Chambers
2205 Otter Point Road

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Kevin Pearson (Alternate)
Councillor Kerrie Reay
Lorne Christensen
David Matland
Jim Mitchell (Alternate)

Staff:

Evan Parliament, Chief Administrative Officer
Dave Gawley, Acting Director of Finance
Michael Dillabaugh, Manager of Finance
Bonnie Sprinkling, Corporate Officer, Recorder

Absent:

Councillor Bev Berger
Mayor Wendal Milne (Ex-Officio)

Action

1. **Call to Order**

The meeting was called to order at 7:00 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated with additional items:

- NB-1 2011 Statement of Financial Information Report
- SI-1 Item 4(b)(3) Revised Vehicle Use Policy
- SI-2 Item 4(b)(5) Draft Annual Report

3. **Approval of the Minutes:**

The minutes of May 7, 2012 were approved as circulated.

4. **Outstanding Items Update:**

a) **Finance:**

1) **Budgeting Software**

Dave Gawley reviewed the staff report and stated that he had met with the public members of the Committee to review the issues with the budgeting software during 2012 as to the requirement for new budgeting software. This item may be considered during the next budgeting cycle.

MOVED and seconded that the Finance and Administration Committee recommend to Council that new budgeting software not be considered at this time.

To Council²¹⁶

CARRIED

2) Terms of Reference for Service Delivery

Dave Gawley provided a review of the staff report and stated that he has discussed the Terms of Reference with the Mayor. The Committee discussed the terms of reference and added some questions:

- CAO and Acting Director of Finance to carry out the service review
- Acting Director of Finance will provide additional feedback on the finance department
- Address recruitment and retention in the service delivery review – internal and external
- *Add: do you see yourself working for the District in 5 years or where do you see yourself in the next 5 years* **Staff²¹⁷**
- Hiring internally – qualifications, training
- How easy will it be to engage staff in these questions, perhaps use a program such as survey monkey – anonymous response would be the way to engage staff in what was presented **Staff**
- *Add: a question as to sharing or merging duties between departments* **Staff**
- Including volunteer firefighters or the Association Directors; the Mayor will advise
- Opportunity for any or a series of the questions to be put out to the public; to be discussed at future meeting **Upcoming²¹⁸ Meeting**
- Ipsos Reid survey has been done in the past
- After completion and development of action plans, consider an annual or bi-annual review

Public Input:

Derek Lewers, Sooke Resident, stated that his workplace carries out a survey.

Ellen Lewers, Sooke Resident, stated that we do not need public survey if staff are happy, good service will follow.

MOVED and seconded that the Finance and Administration Committee agrees to the proposed Terms of Reference for the Service Delivery Review as amended and forward to Council for approval. **To Council²¹⁹**
CARRIED

3) Auxiliary General Support Clerk

Committee discussed:

- Posting the position internally or externally
- Transparency in hiring
- Selection committee

MOVED and seconded that the Finance and Administration Committee recommend to Council to approve the hiring of an Auxiliary General Support Clerk for a maximum of a three month term **To Council²²⁰**
CARRIED UNANIMOUSLY

NB-1 2011 Statement of Financial Information Report

Dave Gawley provided a review of the SOFI Report, which is required under provincial legislation, and explained that the payment to the Capital Regional District, School District, are the tax requisitions. The Development Cost Charges report will be provided shortly and will form a part of the SOFI report.

Public Input:

Ellen Lewers, Sooke Resident, inquired as to the landscaping, Fisheries and Oceans, Heavy Metal Marine, Spiritwood Ventures and Lifesport payments. Staff advised that the payment to Fisheries and Oceans was for the Environmental Security for the boat launch. The Heavy Metal Marine payment was for the boat launch; Spiritwood Ventures was a return of security; Lifesport was a contribution to TSN coverage for the Triathlon.

Committee discussed:

- Expenses for employees – per diems, conferences, cost of training, professional dues
- Suggested that more information be provided as to Payments exceeding \$25,000 in the report for presentation to Council
- Committee does not require a report, but information to be provided upon request

Staff²²¹

MOVED and seconded that the Finance and Administration Committee recommend to Council that the 2012 Statement of Financial Information be approved;
AND TO recommend Council authorize staff to forward it to the Ministry of Community, Sport and Cultural Development along with the 2011 Audited Financial Statements.

To Council²²²

CARRIED UNANIMOUSLY

4. **b) Corporate Services** **3) Revised Vehicle Use Policy**

Evan Parliament reviewed the staff report and draft *Vehicle Use Policy*.

Committee discussed:

- Passengers or animals in the vehicle that are not employees of the District
- Committee to review the drafts and contact Evan Parliament if there are any other items

David Matland provided a draft a policy based on Best Practices and reviewed the policy.

Public Input:

Derek Lewers, Sooke Resident, suggested in the event of a personal or company violation, the employee should be obliged to advise employer and what is the disciplinary action.

Ellen Lewers, Sooke Resident, suggested that the volunteer firefighters should be added to the policy.

Committee discussed:

- Vehicle Log
- Disciplinary action; reference employment contract
- Jim Mitchell to provide a summary of taxable benefits
- Separate policy for disciplinary action
- Orientation for new employee

The Committee received the report and draft policy for review and staff will bring the policy back to the next meeting. **Next Meeting**²²³

4. **b) Corporate Services:**

5) DRAFT Annual Report

Dave Gawley reviewed the Financial year End report in the 2012 Annual Report and emphasized the success of electronic HOG program.

Dave Gawley left the meeting.

1) Co-Op Student – Verbal Report

Bonnie Sprinkling advised that a co-op student from Camosun College had been hired for the summer to provide records management and general administrative support services.

The Committee received the report for information.

2) Sooke EDC Presentation on Triathlon

The Committee reviewed the Sooke Economic Development Commission powerpoint presentation in the agenda. Committee discussed with Laura Byrne, Sooke Triathlon Committee the following:

- Sooke Triathlon Committee is transitioning into a Society
- Sooke Triathlon Committee is a collection of race directors, citizens of Sooke and surrounding areas working as the race committee
- Lifesport has come to Council to contribute to the TSN funding
- The Committee functions at arms length from the District of Sooke
- An agreement is being drafted between the Society and District for the Triathlon which defines their separate roles
- The District will be responsible for permitting, road closures, etc.

- The economic benefit estimate of \$1,400 per day per participant who would bring @3 or 4 people, trainer, family – numbers based on series of reports done in BC averaged out
- Estimated costs for policing will be @\$8,000 which may be the responsibility of the Society
- Proposed survey will get better information from race participants; suggested prize as incentive to complete survey
- Dependence on District funding will lessen

Public Input:

Ellen Lewers, Sooke Resident, inquired:

- if Lifesport is a privately held company and what is the role of the Society. Lifesport is a privately held company and the event would be at arms length from the District. Sooke Traithlon group works on the Sooke race.
- why the Society has to manage the event? The Society is coordinating the volunteer services for the community. Lifesport is putting on the event. Subaru makes financial donations as an honorarium, to those group organizations who volunteer.
- Who pays Policing costs and permit fees? At this time, the District covers the policing costs and Lifesport covers permit fees.

Ed Byrne, Sooke Resident, inquired as to the economic benefit and asked where the accommodation information came from. The Prestige hotel advised that they were sold out and the B&B information was anecdotal.

The Committee received the report for information.

4) Promotion of Sooke Prestige Oceanfront Resort & Convention Centre

Chair Kasper advised that the Chair of the Sooke EDC had requested the report on the promotion of the convention centre and that the Committee has received a copy.

Public Input:

Ellen Lewers, Sooke Resident, inquired if Prestige a member of SRTA. Staff will provide an answer directly to Ms. Lewers.

Staff²²⁴

The Committee received the report for information.

5) Draft Annual Report

Committee discussed:

- Removing aconyms from the report (Page 135 SPA and Page 144 ESRI)
- Include a glossary of terms for next Annual Report

Public Input:

Jim Mitchell, Alternate, suggested removing the car crash photos.

MOVED and seconded to accept the 2012 Annual Report;
AND TO recommend that Council release the report to the public and schedule the Annual Municipal Meeting.

To Council²²⁵

6) Fire Department

1) District Emergency Disaster Plan Report

The Committee discussed:

- How to get basic information on emergency preparedness out to the public – newsletter, media
- Emergency Committee is being formed to review the current plan and will begin shortly
- Fire Chief and Councillor Kerrie Reay recently attended the western community emergency planning session
- Staff to provide Committee a sample of emergency preparedness materials
- Each entity, including schools, must prepare their own emergency program

Staff²²⁶

Public Input:

Derek Lewers, Sooke Resident, stated that local schools are being told that the District does not have a plan; schools need to get information on District emergency plan.

Ellen Lewers, Sooke Resident, advised that Journey School put together their own emergency kits; need to say to groups that they will be looking after themselves in the event of an emergency.

The Committee received the report for information.

6. Public Input:

David Matland inquired as to why EPCOR is a link on the website. EPCOR is a District of Sooke service provider. Suggested that Mainroads should be linked as well.

Staff²²⁷

7. **Schedule Next Meeting: TUESDAY, July 3, 2012**

8. **Adjournment**

The meeting adjourned at 9:17 p.m.

Councillor Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held TUESDAY, July 3, 2012 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Herb Haldane (Alternate)
Mayor Wendal Milne (Ex-Officio)
David Matland
Lorne Christensen

Staff:

David Gawley, Acting Director of Finance
Michael Dillabaugh, Manager of Finance
Bonnie Sprinkling, Corporate Officer
Steve Sorensen, Fire Chief
Laura Byrne, Parks and Environmental Coordinator
Tina Hansen, Corporate Assistant, recorder

Absent: Councillor Kerrie Reay

Alternate: Jim Mitchell (Alternate)

Action

1. **Call to Order**

The meeting was called to order at 7:01 p.m.

2. **Approval of Agenda**

The agenda was approved with the addition of the following new business:

- Finance verbal update on upcoming reports
- Road Maintenance Contract update
- Emergency Preparedness Handout

3. **Approval of Minutes: June 4, 2012**

The minutes of June 4, 2012 were approved as circulated.

4. **Outstanding Items Update:**

1) **Finance:**

- a) Municipal Liability Insurance

Dave Gawley reviewed the staff report for the Committee as to changing the District's comprehensive general liability coverage to the Municipal Insurance Association of British Columbia (MIABC).

Committee discussion:

The Committee inquired as to the increase in insurance premiums with MIABC and whether the District will receive better coverage for the price. Mr. Gawley confirmed that MIABC will be just for comprehensive general liability insurance; other insurance coverage will remain with our current provider; the District is still well covered from a municipal standpoint.

The Committee inquired as to penalties for cancellation of the existing policy. Mr. Gawley reported that MIABC is willing to cover penalty costs up to \$6,000.

The Committee inquired as to whether the District has previously been insured through MIABC. Mr. Gawley reported that at the time of incorporation, the District put their insurance needs out to tender and went with the lowest bid. The insurance provider was switched 2 years ago.

MOVED and seconded to recommend that Council change the comprehensive general liability insurance coverage to the Municipal Insurance Association of British Columbia (MIA) as soon as possible.
CARRIED

**TO
COUNCIL**

2) Corporate Services:

a) Council Meeting Webcasting

Bonnie Sprinkling reviewed the staff report for the Committee reporting that staff training with the Granicus software will take place soon, the camera has now been installed and webcasting will be ready for implementation in September.

Committee discussion:

The Committee inquired as to where the webcasts will be available. Staff advised the webcasts will be accessed on the District of Sooke website.

The Chair advised that the rationale for implementing the webcasting is to assist staff in producing a more accurate public record.

MOVED and seconded to receive the Council Meeting Webcasting report for information.
CARRIED

3) Fire Department

a) Emergency Preparedness

Steve Sorensen reviewed the staff report for the Committee reporting that the Emergency Program is now moving forward. The Emergency Planning Committee has had their first meeting and has agreed to meet on the fourth Tuesday of each month while developing the program. Members of the Committee received copies of the Emergency Plan to review. The Committee will be making recommendations to Council in

respect to the Emergency Plan and funding requirements for equipment and supplies.

Committee discussion:

- Working with the JDF Electoral Area – pooling resources in the case of an event – cost sharing
- Emergency Planning Committee will make recommendations as to funding; the Committee will develop a “wish list”
- Representation from volunteer groups for volunteer resources
- Ensuring information is distributed/available to the public in the event of an emergency
- Concerns information on District website will not be accessible in the case of power outages
- Look at working with the Lions Club to include or distribute through the Lions Directory; also include in next year’s tax notices
- Timeline for Lions Club Directory – information should be received by early September to be included with the directory
- Concerns of costs for Community Wildfire Protection Plan
- PODS Neighborhood Program
- Other ways to distribute emergency information could be through Welcome Wagon or Contractor list developed by the Chamber of Commerce
- When computers for EOC were purchased – two years ago; they are used for the EOC and for Fire Department training
- Ability to reallocate funds in emergency services training budget

MOVED and seconded to receive the Sooke Emergency Program report for information.

CARRIED

5. Galena Road Paving and Overlay

Dave Gawley reviewed the staff report for the Committee advising that this project was not in this year’s financial plan. It was scheduled for the years 2015 or 2016 and will require an amendment to this year’s budget if Council approves the recommendation. The cost will be a lot less if it is completed now in coordination with the CRD rather than later. The funds are available in the Capital Assets Replacement Reserve Fund.

Committee discussion:

The Committee referred to the quote from Capital Paving and inquired as to whether this was a company the CRD used all the time and whether Galena Road has been measured by staff to ensure the quote is accurate. Dave Gawley confirmed that staff did their due diligence as to the cost of \$71,000.

A discussion ensued between the Committee and staff as to the opening balance of the Capital Works Reserve Fund and the Capital Assets Replacement Reserve Fund. Michael Dillabaugh confirmed the opening balance for the Capital Assets reserve was \$143,000. The

contribution to the reserve fund was not budgeted for.

The Committee inquired as to how much of the road would be paved, whether the District had a timeline of the CRD works and whether there may be an alternate road which would be more important to spend the funds on improvements. Staff confirmed that this was not an anticipated project and is due to a broken water main.

STAFF

Staff to clarify how much of the road will receive paving/overlay.

MOVED and seconded to recommend that Council authorize the paving/overlay of Galena Road at this time to take advantage of concurrent CRD Water Services works;
AND RECOMMEND that Council authorize the amendment of the 2012 Financial Plan so that the funding for this project be allocated from the Capital Assets Replacement Reserve Fund in the amount of \$71,000.00.
CARRIED

**TO
COUNCIL**

6. **Lease – Firefighter’s Lounge**

Committee discussion:

Chair Kasper advised that he has received confirmation that the lease before the Committee right now is the same lease that was signed three years ago.

The Committee inquired as to whether the Firefighter’s were permitted to sublease to the senior’s under the contract and whether the senior’s had their own insurance coverage. Staff confirmed that subleasing was permitted and that the senior’s had their own insurance coverage.

MOVED and seconded to recommend that Council approve the 2012 Lease to the Sooke Fire Rescue Society (Inc. No. 0049842) for the Firefighters Lounge, 2225 Otter Point Road;
AND FURTHER RECOMMEND THAT the Mayor and the Acting Chief Administrative Officer be authorized to sign the Lease on behalf of the District of Sooke.
CARRIED

**TO
COUNCIL**

7. **Council Agenda Items referred to Finance and Administration Committee from June 11, 2012 Meeting:**

- **Stage 3 (Sanitary) and Stage 2&3 (Rainwater) Liquid Waste Management Plan Monitoring Committee**

Laura Byrne reviewed the staff report for the Committee noting that the LWMP is a provincially mandated process under the *Environmental Management Act*. The Monitoring Committee will monitor and prioritize the implementation of the LWMP.

Committee discussion:

- Concerns of moving outside of the District’s legislative authority for septic systems

- Revised implementation plan that is more realistic
- District is the only municipality who has completed Stage 3 (Sanitary) and Stage 2&3 (Rainwater) LWMP
- Kaltasin and Whiffin Spit – being monitored through VIHA - concerns of overlap in service – connection to Kaltasin
- Outstanding issues in Ministry of Environment letter – some are not achievable
- District of Sooke and School District 62 MOU - has been completed
- CRD testing - No health concerns that lead to alarms to date
- Minister of Health may not have received a copy of MOE's letter

MOVED and seconded to direct staff to review the implementation schedule of the Liquid Waste Management Plan (LWMP) and bring a report back to an upcoming Finance and Administration Committee as to a revised implementation schedule;

STAFF

AND THAT the Mayor have discussion with the Ministry of Environment as to septic systems.

MAYOR

CARRIED

8. **Topics for Future FAC Discussions (Staff to provide reports for upcoming meeting):**

- 1) Sewer grinder pumps – *report to be provided at next Council Meeting*
 - 2) Background information and options for charging fees at the Sooke Public Boat Launch
- Dave Gawley advised that a report on the Public Boat Launch will be coming forward to the July 30th or September 4th, 2012 meeting.

The Committee discussed the effect the boat launch is having on business at Jock's Dock it was suggested that members of Council and staff work with the business owners to come up with a temporary solution to deal with their issue for the summer.

MAYOR

The Committee also noted that there are still issues with overflow parking from the Hotel in the boat launch parking area.

3) Financial Forecast Report

- Financial Forecast Report will be coming forward to the July 30th, 2012 meeting.

4) Revised Vehicle Use Policy

- Revised Vehicle Use Policy will be coming forward to the July 30th, 2012 meeting.

The Committee inquired as to the Road Maintenance Contract with Mainroad Contracting as the Contract was to have come forward to the Finance and Administration Committee earlier this year.

Dave Gawley will report on the Road Maintenance Contract at the July 30, 2012 meeting.

Dave Gawley advised that the following additional reports will be coming forward to the Committee on July 30th, 2012:

- 2011 Carry Forwards to 2012
- Report on Tax Collections
- Half year budget to Actual Comparison

The following reports will be coming forward to the Committee on September 4, 2012:

- Revised Purchasing Policy
- Analysis of all Reserve Accounts and Funds
- 2013 Financial Planning Process
- Sewer Fund Debt and Repayment Options

The following reports will be coming forward to the Committee on October 1, 2012:

- Financial Plan Bylaw including PSAB Adjustments

MOVED and seconded to recommend that Council direct staff to follow the existing municipal purchasing Policy No. 5.2 *Purchasing Policy* for budgeted expenditures;

AND THAT staff bring forward an amendment to the Policy No. 5.2 together with any necessary bylaw amendments, for review at the September 4th, 2012 Finance and Administration Committee meeting.

CARRIED

**TO
COUNCIL**

9. **Public Input**

There was no input from members of the public.

10. **Schedule Next Meeting:** Monday, July 30th, 2012

11. **Adjournment**

The meeting adjourned at 9:07 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held Monday, July 30, 2012 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Kevin Pearson (Alternate)
Councillor Kerrie Reay
Mayor Wendal Milne (Ex-Officio)
Lorne Christensen
Jim Mitchell (Alternate)

Staff:

David Gawley, Acting Director of Finance
Michael Dillabaugh, Manager of Finance
Tina Hansen, Corporate Assistant, recorder

Absent: Councillor Bev Berger, David Matland

Action

1. **Call to Order**

The meeting was called to order at 7:00 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated

3. **Approval of Minutes: July 3 2012**

The minutes of July 3, 2012 were approved as circulated.

4. **Delegation: Heather Fisher – Canada World Youth**

- **Request for funding for Canada World Youth Bus Passes**

Heather Fisher, Canada World Youth project supervisor, thanked the Committee for the opportunity to make a request for funding bus passes for Canada World Youth which has been a cornerstone to the success of the Canada World Youth Program. Ms. Fisher reported that this year's program was made up of 18 volunteers between 17 and 28 years of age and will be working in a wide range of businesses completing between four to five thousand hours of work between December and March 2013.

Chair Kasper advised that Council has supported the Canada World Youth request in the past as there is value offered and received by the community.

Mayor Milne reported that an alternate source of funding may be available through the Social Planning Council and BC Transit. This could be another

avenue for Canada World Youth to follow up on to see if they could qualify for a portion of the funding for the bus passes.

Chair Kasper advised that Council has a contingency fund for this type of funding request and the Committee could make a recommendation to Council. In the past, this has been a valuable process and Council has always found a way to accommodate Canada World Youth. The Social Planning Council and BC Transit may be able to soften the requested funding amount.

MOVED and seconded to recommend that Council fund up to \$2,000 from the Council contingency fund for Canada World Youth bus passes in conjunction with potential funding mitigation from the Social Planning Council.

**TO
COUNCIL**

CARRIED

5. **Reports Requiring Action**

a) Second Quarter Budget vs. Actual Report

Michael Dillabaugh provided a summary of the staff report for the Committee advising that expenses and revenues are in line with the proposed 2012 budget with the exception of overages under legal fees.

Dave Gawley advised that in the future, staff will provide budget reports in a different format making it easier to show the budget is balanced.

The Committee inquired as to the overage for East Sooke Fire Contract on page 19. Chair Kasper explained that the contract fee is based on assessed values in the Juan de Fuca area. The East Sooke Fire Department is providing services in two different areas.

Dave Gawley further explained that the District recovers the full amount of the East Sooke Fire Contract through a local improvement area charge levied on property tax notices.

The Committee inquired as to an increase in salaries from the first quarter. Dave Gawley advised that this was due to a change in staffing and a difference in the number of pay periods in a fiscal quarter.

The Committee inquired as to the \$300,000 to Prestige Hotel. Dave Gawley advised that this was shown as a journal entry to offset the DCC's owing to the District from Prestige.

Public Input:

There was no input from members of the public.

Chair Kasper advised that the District is dealing with legal matters that were inherited prior to incorporation in which some have come into fruition at this time. Once these matters are dealt with, the public will receive a clear explanation of the issues and expenses.

MOVED and seconded to receive the Second Quarter Budget vs. Actual Report for information.

CARRIED

b) 2012 Property Tax Collections

Michael Dillabaugh provided a summary of the staff report for the Committee advising that the District collected approximately 85 per cent of folios prior to the July 3rd due date. The penalties levied in 2012 amounted to \$149,856.59. There are 690 outstanding folios yet to pay. Of those, 90 are delinquent. A reminder notice will go out in August for any unpaid taxes. Last year, one property went to tax sale.

This year, there are 235 folios that are in tax arrears.

There were 129 renewed deferred folios in 2012 and 31 new applications; a slight increase from last year.

The Committee inquired as to whether the province pays the municipality for deferred property taxes. Staff confirmed that the province is responsible for paying for all taxes that are deferred.

The Committee inquired as to the \$1.3 million in outstanding property taxes being an indicator of the economy. Staff advised that the outstanding amount is average and not out of line for a municipality such as Sooke.

MOVED and seconded to receive the 2012 Property Tax Collections report for information.

CARRIED

c) Bylaw No. 408, Sooke Town Centre Revitalization Bylaw, 2009

Dave Gawley provided a summary of the staff report for the Committee. Newly determined information that staff was not aware of; shows that the Bylaw has been administered incorrectly and that waivers for DCC's allowed through Bylaw 408 have to be picked up through the operating budget. Council will have to decide whether or not they wish to continue with Bylaw No. 408 or look at other ways of ensuring that the community receives value from development in the town centre.

Committee discussion:

- Difficult for average tax payer to pay DCC's out of general revenue
- Sticking with opportunities 1 (reduction in property taxes) and 2 (reduction in building permit fees) but removing number 3 (reduction of DCC's)
- Concerns of having to come up with the funds to cover next year – this will put the budget behind
- Amending the financial plan to reflect \$38,088 from general operating into the DCC Reserve Fund
- Ensuring ways to bring development to the town centre

Public Input:

Ellen Lewers, Sooke resident, provided an article “If you Build it They Will Come” to the Committee and advised it contained important information as to reducing property taxes, building to LEED specifications and the affect it may have as a deterrent to building.

Moonfist, Sooke resident, provided his opinion as to LEED and DCC charges stating that there is international recognition of LEED certification.

Adrian Cownden stated that Bylaw No. 408 was to be a stimulus bylaw and that the intent of the bylaw by the Council of the day was to provide stimulus to the building community.

Chair Kasper confirmed the idea of the bylaw was to find a way to attract development that would revitalize and stimulate the town centre. Chair Kasper advised that the municipality is responsible for the DCC fees and that they were not included in the budget or the annual report; we do not want to see a repeat of this.

Adrian Cownden inquired as to what other municipalities had with regard to stimulus programs. Mr. Cownden also noted that developers provide the core letters of assurance and engineering sign off as a requirement. The District relies on the developer’s consultants to provide those assurances minimizing staff time. The bylaw should be considered to be a good incentive program and we should retain as much of it as we can.

Chair Kasper reported that there are 13 municipalities including Sooke with similar bylaws to Bylaw 408 and only one that has taken steps to reimburse DCC fee. The other 12 municipalities have not taken those steps. The District is taking the steps to correct this.

Derek Lewers, Sooke resident, inquired as to whether the reduction in property taxes for Mariner’s Village gets passed onto the strata property owners. Staff confirmed that the reduction goes to the strata units.

Chair Kasper advised that the reduction is only on the municipal portion of the taxes.

MOVED and seconded to recommend that Council amend Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* in regard to the Development Cost Charge component
CARRIED

**TO
COUNCIL**

7. **Schedule Next Meeting:** TUESDAY, September 4th , 2012

8. **Reports for Upcoming Meetings:**
September 4, 2012

STAFF

- a) Revised Vehicle Use Policy
- b) Revised Purchasing Policy
- c) Analysis of all Reserve Accounts and Funds
- d) 2013 Financial Planning Process
- e) Sewer Fund debt and repayment options

October 1, 2012

- a) Financial Plan Bylaw including PSAB Adjustments
- b) Grants – overall analysis
- c) RFP – Kaltasin Work Yard
- d) Finance Department Organization

9. **Adjournment**

The meeting adjourned at 7:51 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held Monday, September 4, 2012 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Mayor Wendal Milne (Ex-Officio)
David Matland
Jim Mitchell (Alternate)

Staff: David Gawley, Acting Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Tina Hansen, Corporate Assistant, recorder

Absent: Lorne Christensen

Action

1. **Call to Order**

The meeting was called to order at 7:10 p.m.

2. **Approval of Agenda**

The agenda was approved with the removal of the following items:

- item 4 Representative – Juno Awards Bid
- item 3 a) Fire Hose Replacement Program

The following items were added as new business:

- Review of contracts

3. **Approval of Minutes: July 30 2012**

The minutes of July 30, 2012 were approved as circulated.

4. **Reports Requiring Action**

1) Finance:

a) Purchasing Policy and Delegation Bylaw Amendments

Dave Gawley provided a summary of the staff report for the Committee.

The Committee inquired as to the size and the number of invoices that were affected by the Policy. Michael Dillabaugh reported that invoices were examined for the year 2012. There have been 115 invoices over \$7,500 which have a significant adverse affect on the operations of the organization as a large number of day to day expenditures are over this threshold. Mr. Dillabaugh reported that there have been 25 invoices over

the \$75,000 limit.

The Committee noted that it would be helpful for Council to be provided with monthly or quarterly lists of purchases over \$75,000 or for Council to decide at what level they would like to be kept aware of.

It was noted that most municipalities have a limits between \$60,000 and \$75,000 and this new Policy provides a whole new level of comfort.

The Committee inquired as to provisions for non-budgeted items. Mr. Gawley reported that this cannot happen without Council endorsement. Purchases result in contracts which require a Council resolution to enter into the contract.

The Committee noted concerns of telephone quotations over \$5,000 as it is important to have back up documentation. It is also important to have approved lists of suppliers (preference for local) that meet the necessary requirements to operate and provide services in order to ensure protection to the supplier and the District. The Committee requested that item 6 Telephone Quotations be amended to say "written quotations are required."

STAFF

The Committee discussed item 24 on page 15, Disposal of Surplus and Assets and requested that this section include that the District is meeting its statutory obligations when disposing of surplus and assets.

STAFF

The Committee discussed item 30 on page 17, Freedom of Information and felt it is important to inform the businesses and suppliers the District deals with that their information is subject to FOIPPA and may be made public.

STAFF

The Committee noted that the delegation of authority is not a problem as long as line item amounts cannot be moved around or amalgamated to other things in the budget for purchases. The Committee inquired as to how information on personal devices is disposed of. Michael Dillabaugh reported that it was done in-house through the IT Department.

The Committee discussed item 3.4 on page 10 Delegation of authority noting that Council has the authority to name the delegation but the authority cannot be re-delegated.

MOVED and seconded to recommend that Council rescind Policy No. 5.2, *Purchasing Policy* as amended;
AND FURTHER RECOMMEND THAT COUNCIL adopt Policy No. 5.6, *Purchasing and Disposal of Assets Policy, 2012*;
AND THAT COUNCIL introduce and give first, second and third reading to Bylaw No. 542, *Delegation Amendment Bylaw (474-3)*.
CARRIED

**TO
COUNCIL**

b) Vehicle Use Policy Amendments

Dave Gawley provided a summary of the staff report for the Committee.

Committee discussion:

David Matland reported that he met with Dave Gawley and reviewed the Vehicle Use Policy providing his concerns as to inappropriate vehicle use, liability concerns with additional passengers and concerns for tax payers' dollars.

The Committee discussed concerns of the new Policy still allowing minor variations for personal use and transporting of passengers in items 2.3 and 2.4 on page 39. Dave Gawley explained that item 2.3 of the policy is based on the notion that we recognize that we are getting an emergency service and are willing to allow some types of variations.

A discussion ensued as to insurance coverage through ICBC and coverage through Municipal Insurance Agency (MIA).

The Committee noted that we need to be careful with volunteers and remember that we must have flexibility as these people are providing a service as long as they are following the policy.

The Committee requested that item 1.5 on page 37 include "roadside suspensions."

STAFF

MOVED and seconded to recommend to Council that amended Policy No. 3.1, *Vehicle Use Policy, 2012* be adopted.

**TO
COUNCIL**

CARRIED

c) Sewer Fund Interfund Loan and Repayment

Dave Gawley provided a summary of the staff report for the Committee.

Chair Kasper advised that the District solicitors and the province have looked into the matter and the District is obligated to do this.

A discussion ensued as to concerns of supporting an increase to the sewer generation charge and sending a negative message to the public.

Chair Kasper advised that we have still not identified any funds to do unexpected minor capital costs associated with growth. We require a decent size fund for repairs or we cannot contribute to expansion. We have more than anticipated growth factored in and more revenue coming in, we can use those funds. By these monies being paid back to the general revenue the tax payers (in or out of the SSA) will have additional resources to draw upon to help mitigate future tax increases. The cost to the District will be higher if this is put off.

The Committee discussed the option of stretching the increase over a period of more than 5 years.

Fred Von Ilberg, Sooke resident, provided the Committee with historical information on the cost of the sewer prior to the referendum. Mr. Von Ilberg also stated that on several occasions the District auditor assured Council and the public that as far as the sewer was concerned, everything was taken care of.

Ellen Lewers, Sooke resident, inquired as to whether the increase could be

stretched longer than 5 years due to tough economic times making it fairer for people in the sewer specified area.

Terrance Martin, Sooke resident, stated that the proposed solution does not come from an offset from somewhere else and suggested looking at provision 4.5 in the Local Government Act – service dispute resolutions.

MOVED and seconded to recommend to Council that the Sewer Parcel tax rate fund be increased to repay the Interfund loan.

**TO
COUNCIL**

CARRIED

Jim Mitchell opposed the motion

d) Reserve Funds, Accounts and Surpluses

Dave Gawley provided a summary of the staff report for the Committee.

Committee and staff reviewed Schedule A Reserve Funds, Accounts and Surpluses. The following was noted:

- Fire equipment anticipated balance December 31, 2012 is - \$21,879.18
- Document shows what District's cash position is
- Useful for going through budget process
- Repayment plan – that account could grow
- Operating surplus – could use to mitigate tax increase in coming years
- Importance to maintain surplus when looking at taxes for next year

MOVED and seconded to recommend that Council receive the report on Reserve Funds, Accounts and Surpluses for information.

**TO
COUNCIL**

CARRIED

e) Preliminary 2013 Budget Discussions

Dave Gawley reported that staff would like to get a general picture from the Committee of what they are looking at in terms of the budget for next year, whether the Committee is willing to increase taxes and if so, by how much and what timeline the Committee is looking at to enable staff to produce the information on a timely basis to meet the Committee's expectations.

A discussion ensued between the Committee and Mr. Gawley as to the following:

- Starting with a two percent increase including the sewer fund increase
- Concerns of affect of last year's zero per cent increase will have on this year
- Start with 1.5 percent increase due to continued slow economy – continue to cut in-house
- Start with a 0 percent increase
- Growth and expenditure tied directly in with tax base – use growth and tax base to directly reduce tax requisition
- Maintain a decent reserve fund level taking into account monies are replenished into general operating fund.
- Have money in the bank to lessen the burden on the users – come

- up with some type of compromise
- Ensure monies are put aside for capital works to fix roads
- Ideal time to take advantage of deals from contractors for some of the works

The Committee and staff agreed that a complete comprehensive package could be provided to the Committee by the end of November.

2) Corporate Services:

a) Sooke Economic Development Commission Recommendation – August 15, 2012 Meeting

Mayor Milne advised that when Mr. Martin came to him regarding the backdrop the only issue of concern was for licensing. There was never any discussion of money.

The Committee discussed the previous CAO indicating the District would reimburse the expenses. Although the delegated authority was there, there are concerns that this was not in writing.

A discussion ensued as to concerns that the backdrop was “borrowed” and also concerns of government supporting the private sector against the provisions in the *Community Charter*.

Chair Kasper advised that Mr. Martin stated that the previous CAO had given a verbal commitment to offset the costs as he had the authority to do so, but that the CAO did get back to him later and stated that he could not as it was deemed to support private business. The CAO was statutorily unable to provide the funding. This proposes the answer to everybody. We cannot make financial commitments as it will be conceived as assisting business. We have to operate on the side of caution when using tax payers dollars.

Mr. Martin stated that he no longer represents Silver Streak Boats but feels it was a good business opportunity to promote Sooke in the trade show. The proposal was a cooperative marketing effort. He did not realize the back drop would be such an effort to transport. Mr. Martin feels the District should have a policy for the use of the backdrop and that Council should consider how businesses can use marketing assets. The EDC had discussions on developing a policy and how these joint ventures could be established.

Ellen Lewers, Sooke resident, suggested that these initiatives in the future should procedurally go through the Sooke Economic Development Commission.

MOVED and seconded that the Finance and Administration Committee not support the \$2,300 expense for the District of Sooke back drop.

- b) Regular Council Resolution re: Sooke Community Arts Council
August 13, 2012

MOVED and seconded to defer the 2013 Sooke Community Arts Council

waiver of commercial park use fees to the 2013 budget.

CARRIED

STAFF

a) Firefighter Personal Protective Gear Replacement

Dave Gawley provided a summary of the staff report for the Committee.

The Committee inquired as to the funds for the Firefighter Personal Protective Gear coming from proceeds from the sale of the fire truck. Dave Gawley confirmed that the funds for the turnout gear would come from the Fire Hose Replacement Fund.

The Committee inquired as to what the retention was for firefighter recruitments. Fire Chief Sorensen reported that there was 80 to 85 percent retention of firefighters.

MOVED and seconded to recommend to Council that \$7,500 be allocated to purchase up to an additional three complete set of firefighter protective gear for the 2012 recruit class.

**TO
COUNCIL**

CARRIED

b) Emergency Program Communications Update

Steve Sorensen provided a summary of the staff report for the Committee.

The Committee suggested that the print on materials was made larger to ensure legibility.

MOVED and seconded to receive the Emergency Program Communications Update for information.

CARRIED

6. Review of Contracts

The Committee discussed upcoming contracts that are set to expire this year. The Committee requested that staff provide an electronic copy to Committee members of the following contracts:

STAFF

1. Sooke Region Chamber of Commerce
2. Sooke Region Tourism Association
3. Sooke Region Historical Society – Visitor Information Contract

7. Public Input

There was no input from members of the public.

8. **Schedule Next Meeting:** October 1st, 2012

9. **Adjournment**

The meeting adjourned at 9:09 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held Monday, October 1, 2012 at 7:30 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Mayor Wendal Milne (Ex-Officio)
David Matland

Staff:

David Gawley, Acting Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Tina Hansen, Corporate Assistant, recorder

Absent:

Lorne Christensen, Jim Mitchell (Alternate)

Action

1. **Call to Order**

The meeting was called to order at 7:37 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Approval of Minutes: September 4, 2012**

The minutes of September 4, 2012 were approved as circulated.

4. **Reports Requiring Action**

1) **Finance:**

a) **2012 – 2015 Five Year Financial Plan Amendment**

Michael Dillabaugh reported that the Five Year Financial Plan bylaw must be amended to comply with the *Community Charter* to include the expenditure and the funding source for the expenditures that were not included in the original bylaw. The amendments to the 2012 – 2015 Five Year Financial Plan are shown in Appendix B.

The Committee discussed the amendments to the 2012 Five Year Financial Plan and noted the following:

- Carry forward budget of \$145, 577 not previously budgeted for
- Ensuring expenditures are accrued from one year to the next

Dave Gawley reported that \$3,600 was authorized for firefighter protective gear and was allocated from the Fire Equipment Reserve Fund as the gear had to be ordered right away for new recruits.

The Committee inquired as to the completion of the shoulder right of way for the Galena Road overlay and whether it was included in the \$100,000 cost for the resurfacing. There are concerns as to wet weather damaging the shoulder prior to completion.

The Committee inquired as to recruitment costs of \$20,000. Staff advised that \$15,000 was allocated for consultant (James R. Craven and Associates) and advertising fees for recruiting a new CAO, and \$5,000 was allocated for travel costs associated with the hiring of a CAO. Advertising for the CAO position was international.

Public Input

There was no input from members of the public.

MOVED and seconded to recommend that Council introduce and give first, second and third reading to Bylaw No. 554, *Five Year Financial Plan Amendment Bylaw (522-1)*.

**TO
COUNCIL**

CARRIED

2) Corporate Services:

b) Webcasting – Microphones

Bonnie Sprinkling reported to the Committee that in general, positive feedback has been received with webcasting of Council meetings but there are concerns from members of the public about the sound quality during the meetings. Ms. Sprinkling advised that if the Committee and Council so wished; they could deal with the issue right away with a new sound system or could have the tendering in place for a new sound system for the 2013 budget.

The Committee discussed:

- Webcasting as a Council priority – ensuring effective service to the public
- Where would funds be allocated from for a new sound system - consider using the Council travel and conference budget as it has been under-utilized over 2012
- Ensuring a tender process – three different quotes
- Langford and Saanich municipalities use “TOA Conference Systems”
- “TOA Conference System” has capability of turning mic off when participant is not speaking

Public Input

There was no input from members of the public.

MOVED and seconded to recommend that Council direct staff to proceed with the tendering process for the purchase of a sound system for the Council Chambers webcasting;

**TO
COUNCIL**

AND THAT COUNCIL allocate funding up to \$9,000 for the purchase of the sound system from the Council Travel and Conference line item in the 2012 Budget.

CARRIED

5. **Public Input**

There was no input from members of the public.

Members of the Committee and staff discussed preparations for the 2013 budget. It was noted that the DRAFT budget would be received by Committee of the Whole at the November 19th meeting. The Finance and Administration Committee would then review. The goal is to have the budget process complete well before May 15th, 2013

The Committee to review the following contracts at the November 5th, 2012 meeting: **STAFF**

- Sooke Region Chamber of Commerce Service Agreement
- Sooke Region Tourism Association Service Agreement
- Sooke Region Historical Society – Visitor Information Centre Service Agreement

6. **Schedule Next Meeting:** November 5th, 2012

7. **Adjournment**

The meeting adjourned at 7:57 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
FINANCE AND ADMINISTRATION COMMITTEE
Meeting held Monday, November 5, 2012 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd, Sooke, BC

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Bev Berger
Councillor Kerrie Reay
Mayor Wendal Milne (Ex-Officio)
Lorne Christensen
David Matland

Staff: David Gawley, Acting Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer

Alternate: Jim Mitchell

Action

1. **Call to Order**
The meeting was called to order at 7:03 p.m.
2. **Approval of Agenda**
The agenda was approved as circulated with the addition of the New Business Item NB-1 *Highway Maintenance Contract 2012-2014 Award* and placing Item 6 *Review of Service Agreements* immediately after Item 3 *Approval of Minutes*.
3. **Approval of Minutes: October 1, 2012**
The minutes of October 1, 2012 were approved as circulated.
4. **Review of Service Agreements:**
Lorne Christensen left the meeting at 7:07 pm declaring that he is a member of both the organizations to be discussed.

Sooke Community Association:

Karl Linell, President, provided an overview of the Sooke Community Association (SCA) and the properties that the SCA owns within the District. The funding under the contract with the District is for the Sooke Community Hall funds the use of the hall by local non-profits. The loan cupboard, meals on wheels, Contact and other groups are not charged to use the Hall. Maintenance expenses are @\$70,000 per year and this year the SCA brought in @\$65,500 including the District funding, which leaves them @\$4,500 short. A new roof over the dining hall was required this year. The campground at the Sooke Flats needs new electrical hook ups for RV. This year a rock wall and two new cabins were built and the campground did well this year – record year. Campers would like more amenities.

Committee discussion:

Kerry Reay stated that the Sooke Emergency Program is looking to use the Hall for emergencies and inquired if the SCA are you looking for funding for

emergency services. Mr. Linell advised that the hall is wired for the emergency generator.

Bev Berger inquired if there were anything SCA would like to see different; the SCA is happy with contract.

Mr. Linell advised that they did well with the one convention they had this year and that they have booked one next year and possibly two others.

Rick Kasper inquired whether SCA would like a longer term of contract and if SCA will be connecting the Flats to the sewer system. SCA advised that they would be interested in a five year contract and that they are working on connecting to the sewer.

Dave Gawley stated that staff are looking at standardizing the contracts for services and that Councillor Berger will be meeting with both the SCA and the Museum to discuss the agreements. A recommendation on the new contracts will be provided to Council in due course.

Kerrie Reay suggested including in the agreement the emergency centre services the SCA provides to the District.

The Committee agreed not to make a recommendation on the SCA agreement at this time.

Sooke Region Historical Society

Lee Boyko, Executive Director, provided an overview of the Visitor Information Centre service the Museum provides. The Province provides \$18,700 funding along with the funding the District provides.

MOVED and seconded that the Finance and Administration Committee recommend to Council:

- that the funding for the Sooke Region Historical Society contract be included in the 2013 Five Year Financial Plan; and,
- that a renewal 5 year agreement be prepared for the Sooke Region Historical Society with a cost of living or inflation factor.

CARRIED UNANIMOUSLY

Lorne Christensen returned to the meeting at 7:30 pm.

5. Reports Requiring Action

1) Finance:

a) 3rd Quarter Budget vs. Actuals Report

Mr. Dillabaugh provided a brief review of the staff report.

Committee discussion:

The Committee requested that the font for the report be made larger for easier reading.

Public Input

Jim Mitchell, Sooke Resident, stated that we are getting closer to better reporting, but would like to receive bank balances. Staff

advised that the bank balances will be provided in the future. Mr. Mitchell identified that some of the reporting totals are incorrect; the public needs to receive accurate information; ie. Page 17 sewer funding revenue. Mr. Mitchell will provide staff with the details.

Mr. Dillabaugh advised that this report is different than the budget report; the accounting ledger has been updated and will be used in the future. The sewer fund revenue will show now as “transfer from” the funding source (ie. DCC reserve).

Ellen Lewers, Sooke Resident, inquired as to the line items for protective services, street lighting, conference centre bookings and community clean up; staff advised that the RCMP contract is for the operations of the detachment, which would cover police vehicles, ornamental lighting is for street lights in some new subdivisions, and community clean up is for trails, parks and transit garbage pickup.

Sifu Moonfist, Sooke Resident, inquired as to why there will be a sewer parcel tax increase when the sewer system was projected to be profitable; are the capital expenditure projects on Page 18 going to happen; would like to see the legal expenses paid to date explained; and why the state of the sewer system is being shown as a deficit. Moonfist submitted his comments in writing.

Chair Kasper provided an explanation as to the proposed sewer parcel tax increase and stated that Council will have to consider funding for emergency maintenance of the sewer system in this year’s budget deliberations.

David Matland inquired if there was a rupture in the sewer pipe due to an earthquake, would it be covered under the insurance. Mr. Gawley will provide details as to insurance.

David Matland inquired if Council were covered under Worksafe; Mr. Gawley advised that they were not.

Mayor Milne stated that Council acknowledges that the legal fees were high this year. Staffing issues, review of contracts, settlement of outstanding lawsuits contributed to the costs. This was an unusual year, we are anticipating that things will be reduced next year.

Ellen Lewers, Sooke Resident, inquired as to the Evergreen Replacement Program; Mr. Dillabaugh advised that this refers to the program for replacement of municipal computers and other related equipment.

MOVED and seconded to receive the 3rd Quarter Budget vs. Actuals Report for information.

CARRIED UNANIMOUSLY

2) Engineering – Parks and Environmental Services
b) Community Climate Action Strategy
Corporate Energy Emissions Planning (CEEP)
BC Hydro Quick Start Funding

Mr. Dillabaugh provided an overview of the staff report.

Committee discussion:

Mayor Milne stated that there is some confusion as to the District's status under the Climate Action Charter.

David Matland stated there is information missing from the staff report; would have liked the staff person who wrote the report to attend the meeting.

Lorne Christiansen suggested that the Climate Change Action Committee be dissolved until this Council determines which direction it would take on meeting carbon neutrality.

Bev Berger stated that because we have forested areas, there should be the ability to balance out the carbon emissions.

Mayor Milne stated that we need to know what the legal requirements are under the Charter and what the financial incentives and disincentives are.

Public input:

Ellen Lewers, Sooke Resident, stated that the ocean consumes CO₂; the Charter is a total waste of time and submitted an FAQ document from the internet.

Jim Mitchell, Sooke Resident, suggested that we look into recent high and regular octane fuel comparison reports.

Moonfist, Sooke Resident, stated that it is common for municipalities to address Climate Change Action and supports the process proposed.

Michael Dillabaugh advised that the idea behind the CEEP is to consider the offsets and that the costs are largely covered by the BC Hydro funding.

Lorne Christiansen suggested that this matter go to Council.

Mr. Gawley stated that he will discuss the report with staff, review the legal issues and look at what other local municipalities are doing. The budget will include the suggested funding for a Climate Change Action by the District of Sooke.

Kerry Reay stated that she was confused as the funding requests.

5. Climate Change Action Committee Recommendations from October 2, 2012:

MOVED and seconded to postpone the decision on funding for the District of Sooke's Climate Action Charter until we have looked at what other municipalities and the Capital Regional District are doing.

CARRIED UNANIMOUSLY

6. **Highway Maintenance Contract 2012-2014**

Committee Discussed:

Lorne Christiansen inquired if salaries are included in the bids.

David Matland stated that he has not heard of Ramida Enterprises Ltd.; Mr. Gawley stated that this would have been Ramida's first contract.

Mayor Milne inquired as to the use of the works yard by Mainroad and stated that we need to determine what area they will use; Mr. Gawley stated that this was one of the issues that needed to be discussed with Mainroad.

Chair Kasper advised the start up costs information was required in the tender.

David Matland inquired as to the oversight of the contract; Mr. Gawley advised that we have the information as to the current monitoring of the contract and staff are looking at what we will be doing in the future.

MOVED and seconded that the Finance and Administration Committee recommend to Council that the District of Sooke enter into negotiations for the Highway Maintenance Contract with Mainroad South Island Contracting;

AND recommend to Council to authorize the Mayor and Chief Administrative Officer to sign the two-year contract with Mainroad South Island Contracting once final amounts are known.

CARRIED UNANIMOUSLY

7. **Public Input**

Derek Lewers, Sooke Resident, inquired as to how the Committee can accept the budget report if it is not accurate. Mr. Dillabaugh advised that the account balances are accurate. Committee advised that the report was received for information not approved.

Staff advised that it will be meeting with the BC Assessment to discuss projected property assessments for Sooke.

8. **Schedule Next Meeting:** December 3rd, 2012

9. **Adjournment**

The meeting adjourned at 8:49 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held Monday, December 3, 2012 at 7:30 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Kerrie Reay
Mayor Wendal Milne (Ex-Officio)
David Matland
Lorne Christensen
Jim Mitchell (Alternate)

Staff:

Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Tina Hansen, Corporate Assistant, recorder

Absent: Councillor Bev Berger

Action

1. **Call to Order**

The meeting was called to order at 7:57 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Approval of Minutes: November 5, 2012**

The minutes of November 5, 2012 were approved as circulated.

4. **2013-2017 Financial Plan**

Michael Dillabaugh addressed the Committee on the 2013-2017 Financial Plan reporting that the proposed budget is merely a starting point for the Committee as we go through the budget review process. Mr. Dillabaugh advised that during this meeting and the next meeting staff will be presenting the departmental financial plan budgets. Staff will answer questions from the Committee during this meeting or will bring information forward at the next Committee meeting. Mr. Dillabaugh further advised that all changes will be integrated into the financial plan and will be tracked separately.

Part 1 - Departmental Financial Plan Presentations:

General Government

Corporate Services

Bonnie Sprinkling provided an overview of the Corporate Services 2013-

2017 Five Year Financial Plan line items.

The Committee inquired as to how many uniforms the Bylaw Enforcement Officer required. Staff advised that one uniform was required.

Michael Dillabaugh advised that there was further information related to professional development provided in the Committee's Financial Plan binders.

The Committee inquired as to the \$5000 allocated for professional development for the Chief Administrative Officer (CAO) and whether or not the training was mandatory for this position. Staff advised that this amount was put into the budget based on the past expenditures and on other municipalities and would be subject to change based on what the new CAO was required to attend.

The Committee inquired as to professional development for the Bylaw Officer. Staff advised that the bylaw officer is required to attend training through LIBOA to maintain accreditation.

A discussion ensued between the Committee and staff as to the number of courses that are mandatory for staff to take in order to maintain accreditation.

Bonnie Sprinkling reported on the advertising/communications line item advising that these budgets were consolidated last year. Staff is hoping to be able to go back to providing newsletters and more information in the weekly Council Column. The Committee inquired as to the history of whether these publications were well read or well received. Staff advised in an effort to get information out to the public, it would be good to return to that model.

The Committee inquired as to memberships and why the District pays for all professional employee memberships' dues. Staff advised that this is an industry standard in order to retain employees. A discussion ensued between the Committee and members of staff as to employee memberships and education.

The Committee inquired as to the advertising budget being less than what was brought forward last year and reminded staff to keep in mind the costs that will be associated with advertising for the New Zoning Bylaw.

Bonnie Sprinkling provided a summary of the special projects line item reporting that it reflects costs associated with the Strategic Plan.

The Committee advised of concerns of the economy and that there is no indication that it will turn around in the near future. Where things are not necessary this year they should probably be cut or allocated to next year.

Michael Dillabaugh reported that the Plans in the proposed budget can be reviewed as in reality the District would not be able to complete all of the Plans. There will be significant room to postpone Plans to future years.

Mayor Milne advised that Council will confirm their priorities and the Plans.

Council should have these priorities confirmed by February.

The Committee inquired as to required membership with the BC Institute of Agrologists.

ACTION ITEM: Staff will look into and provide clarification to the Committee as to required professional development to the BC Institute of Agrologists.

Bonnie Sprinkling overviewed the records management and off-site storage line items for the Committee.

Finance

The Committee inquired as to the student intern position under the District's Collective Agreement and whether there was an option to contract this work out at a lower rate. Staff advised that there have been opportunities through the federal government student programs to provide some relief but the District would still have to pay the student intern rate as per the Collective Agreement.

A discussion ensued as to approaching post-secondary institutions to see what would be available for a summer student next year as there are programs offered where students can work for an honorarium.

Mayor's Public Panel on the Arts and Beautification (Communities in Bloom)

Brenda Parkinson addressed the Committee on Communities in Bloom advising that at the recent Mayor's Advisory Panel meeting for the Arts and Beautification, members of the panel and members of the public in attendance agreed that they would like to see Communities in Bloom continue in Sooke. The District received 5 Blooms in 2011 which is the highest rating that can be received. Ms. Parkinson reported that Communities in Bloom is a project that brings the community together. They would like this year's project to include covering electrical boxes with public art.

The Committee inquired as to tangible benefits to the taxpayers. Ms. Parkinson advised that the projects are items that people will see and enjoy every day.

The Committee noted that it would be important to focus on beautification in the Town Centre.

Ms. Parkinson advised of some of the ideas the Panel brought forward including:

- Covering electrical boxes by Chevron gas station with public art
- Beautifying the area around the Tourism Kiosk in the town centre
- Completion of a previous project to mount local art to the boardwalk
- Ayre Road beautification at entrance to Ayre Manor
- Displaying local artwork in restaurants
- Community artwork website catalogue

A discussion ensued with Ms. Parkinson as to ensuring Communities in Bloom based projects are strictly projects orientated in the downtown core.

The Committee discussed using SPA funds for art based projects.

Bonnie Sprinkling overviewed the line items for public and government relations and conference hosting for the Committee.

The Committee inquired as to the costs associated with hosting the AVICC Conference at the Prestige Hotel in April 2013. Staff advised that most of the costs are covered by registration fees, arranged tour costs are covered by delegates and local businesses provide items for gift bags.

Bonnie Sprinkling reviewed the line item for offsite storage for the Committee.

The Committee noted that one option that could be looked into is a Seacan for the storage of records.

Finance

Michael Dillabaugh provided an overview of the mission statement and the role of the Finance Department to the Committee.

The Committee inquired as to the increase in the Information Technology line item. Staff advised that the increase is due to the leasing of a new server and costs associated with webcasting.

The Committee inquired as to the budget for Building Maintenance and asked staff to provide examples of the items identified by the Health and Safety Committee that represent a risk to the health and safety of employees. Staff advised that the duct work at the municipal hall has never been serviced or cleaned. There are also issues with the heating of the building and other maintenance that has never been done.

The Committee inquired as to the Contingency (staffing coverage) line item and whether there is set parameters that guide when someone is called in to fill a position. Staff advised that at various times of the year there is a need to fill a position on a temporary basis due to vacation or illness. An auxiliary staff member is someone who is trained that can be called in if required.

A discussion ensued as to current staffing levels and staffing levels in previous years in relation to the economy. This is something that will be reviewed once the new CAO arrives.

The Committee inquired as to the third quarter reporting in order to compare the budget to actuals. Staff advised the third quarter report came forward to the Committee in November. The budget to actuals will be presented in the middle of February once staff has a solid idea of what the final account balances will be.

The Committee requested receiving an accurate presentation before the end of February as it is difficult to make a conscious decision without knowing what the actuals are. Staff advised solid numbers will be provided as quickly as possible.

Planning

Gerard LeBlanc provided an overview of the Development Services proposed financial plan for 2013-2017 reporting that the Development Services department interacts with members of the public more than all other departments in the District. One of the department's main objectives this year is to improve the efficiencies of applications. Efficient and effective service to the public is very important and staff will be bringing something forward to Council fairly soon. Mr. LeBlanc reviewed the Planning Operations budget on page 17 of the Financial Plan.

The Committee inquired as to how many staff members attend conferences at the same time. Mr. LeBlanc advised that all staff would not attend the Planning Institute Conferences at the same time.

Gerard LeBlanc provided an overview of the District Plans on page 12 of the Financial Plan.

The Committee discussed an industrial land inventory report from 2006 noting expenditures of \$115,000 related to the Plans. The Committee would like to revisit these figures and look at making use of existing staff instead of hiring consultants. The Committee noted that some of these Plans could be deferred.

Debt

The Committee received the District of Sooke Debt report for information.

5. **Public Input**

Brenda Parkinson addressed the Committee on the Mayor's News Years Levee and requested that \$500 be allocated in the financial plan for the Levee. Ms. Parkinson also requested that a line item be considered for Sooke Pipes and Drums as they have a piper available to perform for District of Sooke events.

The Committee advised that this is something that could come out of the public and government relations budget.

6. **Schedule Next Meeting:** December 11, 2012

7. **Adjournment**

The meeting adjourned at 9:55 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held TUESDAY, December 11, 2012 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Kerrie Reay
Councillor Bev Berger
Mayor Wendal Milne (Ex-Officio)
Lorne Christensen
Jim Mitchell (Alternate)

Staff:

Dave Gawley, Acting Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant, recorder

Absent:

David Matland

Action

1. **Call to Order**
The meeting was called to order at 7:00 p.m.
2. **Approval of Agenda**
The agenda was approved as amended.
3. **Approval of Minutes: December 3, 2012**
The minutes of December 3, 2012 were approved as circulated.
4. **2013-2017 Financial Plan**

Part 2 – Departmental Financial Plan Budget Presentations

Michael Dillabaugh addressed the Committee on the proposed 2013-2017 Financial Plan, reminding the Committee that the proposed budget is a starting point for discussion by the Committee while going through the budget process. Staff will continue with the Departmental Financial Plan budget presentations. Mr. Dillabaugh advised that changes that arise from the Committee meetings will be integrated into the Financial Plan and will be tracked separately.

District Plans

Michael Dillabaugh reported that a list of Plans has been put together but in reality the District will not be able to complete all of the Plans even in an ideal situation. Mr. Dillabaugh advised that a Strategic Planning session is scheduled for February and at that point, it will dictate the direction that Council would like to go in. Mr. Dillabaugh reviewed the budget for District Plans for the Committee.

The Committee inquired as to whether there are sufficient funds to carry out the Plans. Dave Gawley advised that the adjusted total of approximately \$75,000 for Plans would get Council going on the information needed as a result of the Strategic Planning process. Mr. Gawley further advised that the DCC bylaw for sewer will be done in 2013 and can come out of the sewer fund (\$15,000). This will leave plenty of funds for Council to begin carrying out their wishes.

A discussion ensued between the Committee and staff regarding the DCC Bylaw for roads and the sewer portion of the contract which Council did not enact this year. Staff advised that any fees related to the sewer portion of the contract will come out of the sewer fund.

The Committee agreed to decrease the budget for District Plans from \$206,500 to \$75,000.

Capital Projects

Michael Dillabaugh overviewed the following Capital Projects on page 21 of the Financial Plan:

- Arts and Advisory Panel - \$15,000
- Website Update - \$10, 000
- Council Chamber/Meeting Room Chairs - \$9,000
- Computer Equipment Replacement Plan - \$31,150
- Penny Payroll System - \$6,675
- EFT for Payables Management - \$1,400
- Purchase Order Processing - \$6,650
- Rebuild Phone Server – \$2,500
- Tempest to ARC/GIS Connector - \$7,200

The Committee inquired as to whether building and bylaw staff would be able to have access and input information remotely with the website upgrades. Staff advised the website upgrade is specific to the corporate website and staff would not have remote access to the Tempest Land system where the information for building and bylaw exists.

The Committee inquired as to whether there is a staff member that is capable of writing the code for the website upgrades. Staff advised that the upgrades would have to be sourced out and staff will maintain the website.

The Committee discussed the budget of \$9,000 for the replacement of the chairs in the meeting room and Council Chambers and inquired as to what steps would be taken for disposal of assets if the chairs were replaced. Staff advised that the Purchasing Policy dictates how the disposal would be done as per the Policy. It was noted that it was important to have chairs that were inviting and something that looked neat and orderly for the well being of the community.

The Committee inquired as to whether the District followed a plan for the purchase of computer equipment. Staff advised that the District is purchasing computer equipment approximately every two to three years.

The Committee noted that \$9,000 for Notebooks/Tablets (\$7,000) and Network VPN Appliance (\$2,000) could be flagged for removal from the Equipment Replacement Plan.

A discussion ensued between Committee members and staff as to the number of desk top computers that could be purchased for \$3,200, how often computers are being replaced and the age of the computers that are being replaced. The Committee inquired as to whether some of the hardware was associated with the server. Staff advised that the Network VPN Appliance for \$2,000 was associated with the server.

The Committee and staff discussed options to look into moving toward a paperless organization. The Committee noted concern over the optics from the community for the purchase of the items on the Equipment Replacement Plan.

The Committee inquired as to the benefits associated with the Penny Payroll System as opposed to accounting software such as Simply Accounting or Quick Books. Staff advised that the system integrates with the general ledger system and will automatically debit each GL to provide staff with accurate account balances. The system will provide a cost savings in staff time and ensure accountability with holidays and sick time.

The Committee discussed the EFT Payables Management budget of \$1,400 and inquired as to what the rationale would be for using this system. Staff advised the primary benefit is not to have to print cheques to the vendors and that there would be a cost savings but that it would not immediately. The Committee noted that the District should be requesting feedback from it's vendors to ensure the system would be utilized.

Michel Dillabaugh reviewed the proposed budget of \$6,650 for Purchase Order Processing advising that this is a critical item to add to our GL system. It provides the ability for staff to know what the District's commitments are as soon as a purchase order is put into the system.

The Committee discussed the Tempest to ARC/GIS Connector Capital Plan for \$7,200 and inquired as to whether this would affect people using the mapping system on the District of Sooke website. Staff advised that if it is not done, users of mapping on the website would be affected.

Michael Dillabaugh overviewed the proposed budget of \$15,000 for the replacement of gutters on the municipal hall building and advised that quotes for replacing the gutters have ranged between \$12,000 and \$15,000.

The Committee inquired as to how many quotes were received for replacement of the gutters. Staff advised that the appropriate measures would be followed under the Purchasing Policy. The Committee discussed looking into replacing only the portions of the gutters that were damaged and ensuring a maintenance program for the gutters.

Staff advised that it would be more cost efficient to replace all of the gutters at once.

Michael Dillabaugh provided information as to the budget of \$25,000 to update the HVAC System in the municipal hall.

The Committee discussed options for short-term borrowing to cover the costs associated with the building. A discussion ensued as to whether the upgrades to the HVAC system would address the issues of the inconsistent heating in the building. Staff advised the estimate received from Concept Mechanical was only for the first floor and was just to bring the system up to standards. The Committee discussed looking into the possibility of having a new system installed or exploring other options that may be more feasible.

The Committee noted that the ducts should be cleaned if there has never been regular maintenance on them.

Michael Dillabaugh reviewed the budget of \$8,000 for a Nelderman Exhaust Drop for the Fire Department bay advising that the exhaust drop is required through WorkSafe BC regulations. The fire department currently has three exhaust drops and is required to have four.

Michael Dillabaugh reviewed the budget for fire sprinklers in the municipal hall in the amount of \$8,500 which is a carry over from previous years.

Public Input

Sifu Moonfist, Sooke resident, addressed the Committee on content management systems for website updating and also provided input on replacement of chairs in Council Chambers, the advantages of thin client computers, financial programs and cost savings benefits for moving towards a paperless organization.

Protective Services

Michael Dillabaugh reported on the Protective Services Policing budget in the proposed 2013-2017 Financial Plan.

Policing

Staff Sergeant Wright addressed the Committee on staffing levels at the Sooke detachment reporting that there are currently 15 members employed, of which, the District pays for 11 members and the province pays for 4 members. Staff Sergeant Wright advised of the challenges with staffing levels and overtime and reported that he would like to see the detachment move towards a 24 hour policing schedule. The detachment provides good service to the community as they respond to all calls covering Sooke, East Sooke and part way to Lake Cowichan and the West Coast trail. Staff Sergeant Wright advised that there is a one officer ratio per 1,100 residents.

A discussion ensued between Staff Sergeant Wright and the Committee

with regard to the RCMP Contract negotiations and constant staffing shortfalls. Mayor Milne and Staff Sergeant Wright will meet to discuss how to put pressure on the province regarding the short staffing levels.

The Committee noted concern that the District is paying for overtime costs due to the province not paying for additional members in terms of a soft transfer. Staff Sergeant Wright advised that members' shifts are juggled to reduce overtime costs.

Public Input

Sifu Moonfist inquired as to the stretch of road east of the Stickleback Restaurant being the worst area of Highway 14 and advised that he would like to bring this to the attention of MoTI and look at the possibility of leveling the road in that area.

Ellen Lewers, Sooke resident inquired as to whether the District was responsible for fees associated with the Integrated Road Safety Unit. Staff advised that this was an initiative paid for through the province. Ms. Lewers inquired as to how many vehicles the Sooke detachment had. Staff advised there were seven vehicles in total. Ms. Lewers inquired as to who was responsible for cleaning up the highway after a motor vehicle incident. Staff advised that Mainroad Contracting are responsible for cleaning the road after an accident occurs.

ACTION ITEM: The Committee requested that staff to look into whether cleaning up the highway after a motor vehicle incident is included in the contract with Mainroad Contracting.

Engineering

Development Services

Elisabeth Nelson provided an overview of the Capital Projects for the Grant Road Connector Charters to Phillips Rd Design Plan and the Road and Sidewalk Improvement Program on page 21.

The Committee discussed paving overlay on Maple Avenue and Galena Road and which were completed with Capital Regional Water Services water main upgrades in order to reduce costs. The Committee noted that consideration to paving could be deferred for another year due to the economy; contractor prices may also come down then.

The Committee inquired as to whether some of the paving projects were projects that Mainroad Contracting identified as part of the tender. Staff advised that some of the projects fall in line with the CRD projects.

The Committee noted that the budget of \$1,965,735 for the construction of the Phillips Road Connector could be flagged as a potential item to strike out of the budget as it is not likely to be able to be completed at this time.

Elisabeth Nelson reviewed the budgets for the Sooke Roundabout Design and Construction, Rainwater Management Program and Downtown Art Bench.

ACTION ITEM: The Committee requested that staff move the \$10,000 for the downtown art benches from Engineering to Economic Development (Mayors Advisory Panel for the Arts and Beautification).

Finance

Elisabeth Nelson reviewed the budget for the Street Light Installation Program advising that approximately 15 street lights per year are installed on hydro poles. Most of these are based on public complaints through calls for service.

The Committee inquired as to why MoTI is not responsible for the installation of street lighting on Highway 14. Staff advised that MoTI will not install lighting. The Committee inquired as to the replacement of obsolete ornamental lighting. Staff advised that some ornamental lighting needs to be replaced due to broken parts or corrosion from the elements.

Elisabeth Nelson overviewed Transit Stop Enhancements advising that funds could be used for clean up or enhancements to bus stop and shelters to improve rider safety and usage. There are also programs with BC Transit to install covered bus stops. The Committee and staff discussed the process to have a bench installed at a bus stop.

The Committee inquired as to the Murray Road/Horne Road Rainwater Management System and whether improvements would be made with the development at the top of Murray Road to mitigate additional runoff from the development. Staff advised that developers are responsible to look three kilometers downstream.

Elisabeth Nelson summarized the Community Development Parks Enhancement Program advising that the program was for improving projects in parks, design coordination, signage, benches and irrigation.

Engineering

Elisabeth Nelson provided an overview of the budget for Engineering Operations on page 16.

The Committee inquired as to the increase from \$7,000 to \$10,325 for conferences/education. Staff advised the increase is due to the location of the conferences; local vs out of town. The Committee also inquired as to whether the deputy approving officer taking the Approving Officer course was mandatory to maintain credentials. Staff advised that everything listed under conferences is training. Professionals are required to complete a minimum amount of training per year and must report this to their institute in order to maintain their credentials.

ACTION ITEM: The Committee requested that staff provide the actuals for 2012 Drainage and Storm Water.

Finance

Recreation and Culture

Elisabeth Nelson reviewed the budget for Recreation and Cultural Service which includes Hazardous tree maintenance and the removal of

hazardous trees on District Property. Ms. Nelson advised that vandalism is included in public space maintenance. In 2012, a total of \$6,300 was used towards vandalism.

A discussion ensued between the Committee, staff a members of the public as to security or surveillance in public spaces that tend to have vandalism. The Committee further discussed hazardous trees on municipal property and the District's liability insurance.

Elisabeth Nelson advised that the budget for Community Clean Up should remain at \$15,000 as this includes garbage collection.

Ellen Lewers, Sooke resident advised that the Lombardi trees on Woodlands Road cannot just be cut down as they will continue to grow back; they have to be killed.

The Committee inquired as to the budget for dog waste bags and how long the bags were lasting.

ACTION ITEM: The Committee requested that staff provide further information as to how long the doggie waste bags are lasting in the receptacles.

Engineering

ACTION ITEM: The Committee requested that staff include \$500 as a line item for Seasonal Adornment for Community Green spaces.

Finance

5. **Public Input**

Derek Lewers, Sooke resident, inquired as to the \$291 per month the District was being invoiced from BC Hydro for traffic lights and how BC Hydro calculates this amount.

Ellen Lewers, Sooke resident inquired as to where most of the graffiti is happening. Staff advised at the washrooms, boardwalk and other public spaces.

6. **Schedule Next Meeting:** January 7, 2013

The Committee and staff discussed scheduling a tentative meeting on January 8, 2012 to hear the Departmental Financial Plan Budget Presentation from the Fire Department and to also receive information from staff as to assessments from BC Assessment Authority.

7. **Adjournment**

The meeting adjourned at 9:55 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer