

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held January 7, 2013 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Herb Haldane
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
Steve Sorensen, Fire Chief (left at 8:43 pm)
Tina Hansen, Corporate Assistant, recorder

Absent: Councillor Kerrie Reay, David Matland

Action

1. **Call to Order**

The meeting was called to order at 7:14 p.m.

2. **Approval of Agenda**

The agenda was approved as amended.

3. **Approval of Minutes: December 11, 2012**

The minutes of December 11, 2012 were deferred to the next Finance and Administration Committee meeting.

4. **Delegation: Sooke Animal Food and Rescue Society (SAFARS)**

Jim Mitchell stated that he was in conflict of interest with this agenda item as he provides accounting services to SAFARS and left the meeting at 7:19 p.m.

Margarita Dominguez provided a power point presentation and addressed the Committee on the SARARS program which includes a "cat whisperer" program for youth and marketing program. Ms. Dominguez advised that SAFARS has the use of a barn to provide shelter to injured animals. Ms. Dominguez requested Council's support for funding which would be used to make improvements to the barn.

Kim Anderson and Natasha Lucas, SAFARS members addressed the Committee on the "cat whisperer" program. Ms. Lucas stated that she has been working with SAFARS for approximately 5 months and shared her experiences with taming wild kittens. Ms. Lucas advised the program has been extremely successful with youth.

Alisa Adler, SAFARS member reported on a marketing program where youth are making hand drawn cards to sell and have donation tins at local businesses.

Cristin Shier advised that she has been working with SAFARS for approximately 4 months and has been involved in working on improvements to the barn and with the cat whisperer program. Ms. Shier reported that the cat whisperer program has been an amazing experience for her.

Kim Anderson explained that feral cats are not able to be domesticated and once spayed or neutered they are released back into the wild. Kittens however, can be domesticated and adopted out.

A discussion ensued between the Committee and Ms. Dominguez as to the leasing arrangements of the barn with the property owners and whether SAFARS works with CRD Animal Control. The Committee inquired as to whether SAFARS has sought alternate financial support as this is a regional problem. Ms. Dominguez reported that SAFARS does not work with CRD Animal Control and that they have received some limited funding.

Chair Kasper thanked Ms. Dominguez for her presentation.

Jim Mitchell returned to the meeting at 7:36 p.m.

5. **2013-2017 Financial Plan**

Part 2 – Departmental Financial Plan Budget Presentations:

Protective Services

Michael Dillabaugh provided an overview of the Fire Department Protective Services budget on pages 13 to 15 of the Financial Plan. Mr. Dillabaugh summarized the following three areas for potential cost savings under Protective Services:

- Training and Professional Development
- Fire Equipment Reserves
- Medical Testing

Mr. Dillabaugh further reviewed the following main areas of cost drivers from the Fire Department:

- Fire Department Staffing
- Training and Development
- Fire Department Capital
 - Small Capital
 - Large Capital

The Committee inquired as to whether in house training was done by paid staff. Staff advised that the majority of the training was done by career staff but that volunteers also participate.

The Committee inquired as to the cost for Self Contained Breathing Apparatus (SCBA) cylinder bottles and whether there are leasing opportunities for the bottles to spread the cost out over a longer period

of time.

Staff advised that the original cylinders were financed through MFA and that this could be looked at again but once the bottles have expired they are required to be replaced as per WorkSafe BC regulations.

A discussion ensued between the Committee and staff as to exploring options for leasing SCBA units through the Municipal Finance Authority and what the annual cost of the lease would be.

ACTION ITEM: Staff to provide further information to the Committee on the cost of a lease for Self Contained Breathing Apparatus (SCBA) cylinder units. **Finance**

The Committee inquired as to the \$2,500 included annually in the Capital Replacement Plan for the replacement of the Jaws of Life cutting tools and equipment. Staff advised that the materials used in the manufacturing of vehicles is always changing and the cutting tools must be updated to work on these materials.

Ellen Lewers, Sooke resident, inquired as to the 2006 and 2007 line items for SCBA Maintenance and whether that portion of the budget was used for SCBA. Staff advised that all of the equipment repair items were rolled into one line item in the budget.

The Committee asked for clarification as to whether the balance of funds that are not used for repairs is allocated back into the following year's budget. Staff advised that under-expenditures in one year go into Corporate Surpluses the next year.

Michael Dillabaugh reviewed the Fire Department Current Fleet – Proposed Apparatus Replacement Plan for 2013-2040.

The Committee discussed the following:

- \$135,000 for replacement of tank on Unit 202 – Tanker Truck
- Area covered by tanker shuttle accreditation
- Concerns over viability of spending this amount in funds for rural areas
- Consideration to \$160,000 km replacement cycle
- Replacement of Fire Hose – NFPA and Fire Underwriter's Survey requirements

Martin Quiring, Sooke resident, inquired as to amortization schedules for Capital Assets and amortization in the Capital Plan for 2012. Mr. Quiring also inquired as to PSAB accounting standards.

Michael Dillabaugh reported on the following Fire Department Replacement Plans in the 2013 Capital Plan:

- Protective Clothing Replacement
- Rope and Hose Replacement
- 2002 FL80 Lease Payout – final vehicle leased through MFA

The Committee inquired as to an increase in the budget for the recruitment of volunteer firefighters. Staff advised the funds would be used for recruitment advertising. It was suggested the Committee look at increasing the advertising budget from \$500 to \$1000.

Ellen Lewers, Sooke resident inquired as to the protective clothing budget for 2009 and 2010 and the harness and rope replacement plan in 2010 and whether those funds had been used.

The Committee inquired as to the amount of \$5,000 for the Firefighter's Annual Dinner. Staff advised these funds have been transferred to the Public and Government Relations line item as the dinner will be the Fire Department's 100th Anniversary Celebration.

Darrell Thompson, volunteer firefighter, addressed the Committee on the importance of the firefighter's having safe firefighting equipment as he recently had his SCBA fail on him during training. Mr. Thompson advised that the firefighting equipment has a shelf life and can only have so many repairs before they must be replaced. Mr. Thompson stated that he appreciates having the best equipment in order to do the best job to serve the community.

Emergency Planning Committee recommendations from November 27, 2012 meeting: funding for containers and emergency supplies

Michael Dillabaugh reported that the current budget for 2013 for the Emergency Program supplies is \$5,000. The Emergency Planning Committee recommendation is for \$10,000.

Fire Chief Sorensen advised that the Emergency program does not currently have any supplies. The Protective Services Committee would like to budget for and acquire emergency supplies to store on each side of the bridge.

The Committee inquired as to whether some of these supplies could be provided through members of the public. Staff advised that the program is looking at items such as tents, generators, camp stoves, basic hand tools and other necessary items to assist the emergency program in being prepared in the event of a disaster.

The Committee discussed the possibility of using a building in the Kaltasin Works Yard for the storage of emergency supplies. It was noted that this will be looked into further with staff.

ACTION ITEM: The Committee requested that this item be tabled until staff provides further information as to how the funds will be spent on emergency supplies.

Revenues

Michael Dillabaugh provided an overview of Revenues on pages 26 to 28 of the Financial Plan.

Committee discussion:

- Actuals on Building permit revenue
- Whether provincial grant is being utilized and spread out over a three year period
- Traffic Fine Revenue Sharing

Dave Gawley reported that many of these revenue sources come as a result of the municipality setting fee rates through bylaws. Most will not increase in 2013 but if they are out significantly compared to other municipalities, staff will be providing a report to Council suggesting that some of the rates be increased.

Sewer

Michael Dillabaugh provided an overview of the Sewer Fund on pages 35 to 38 of the Financial Plan.

Committee discussion:

- Life expectancy for balance of DCC Reserve Fund for sewers
- Concerns whether sufficient funds in DCC Reserve Fund for new growth Capital Projects
- Concern over sewer parcel tax if revenue is not forthcoming
- Concern over large operating catastrophe – monitor closely
- Concern over financial sustainability
- Instead of increasing taxes cut costs and stop spending
- Look at renegotiating with EPCOR to get decreased operating costs once contract expires
- Including a line item in the budget for replacement of sewer pipes in the future
- EPCOR sewer monitoring – ensuring reporting
- Minor Capital items not noted in this year's budget – concern over borrowing if problem arises
- Discussing issues around the DCC Review could be identified through the Strategic Planning Session

Dave Gawley reported that the DCC bylaw will be under review early this year and a report will be coming forward to Council in terms of the rate structure for DCC's.

Grants

Chair Kasper addressed members of the public on the Service Agreement Contracts with the Sooke Community Association advising that the Finance and Administration Committee made a recommendation to Council that they enter into a five year agreement with an inflation clause and that the contract would be reviewed on an annual basis. Chair Kasper advised that a new policy is being established that will deal with grants and also with the Service Agreement Contracts.

5. **Public Input**

There was no further input from members of the public.

6. **Schedule Next Meeting:**

Chair Kasper advised that the Finance and Administration Committee meeting will reconvene on Tuesday, January 8, 2013 at 7:00 p.m.

7. **Adjournment**

The meeting adjourned at 9:22 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held February 4, 2013 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)
David Matland
Jim Mitchell (Alternate)

Staff:

Gordon Howie, Chief Administrative Officer
Dave Gawley, Acting Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Gerry Fukakusa, Deputy Director of Finance
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant, recorder

Absent: Lorne Christensen

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.

3. **Approval of Minutes:**

MOVED and seconded to approve the minutes of January 7, 2013 and the minutes of January 7, 2013 reconvened January 8, 2013 as circulated.

CARRIED

Chair Kasper welcomed Gordon Howie, newly hired Chief Administrative Officer to the Finance and Administration Committee meeting.

4. **Informational Memo re: Road Maintenance and Parks Contracts**

Michael Dillabaugh provided a summary of the Municipal Engineer's response to action items from the December 12, 2012 Finance and Administration Committee meeting.

Committee discussion:

- Ensuring confirmation as to whether the province is currently contracting Mainroad for cleanup of Highway 14 after motor vehicle incidents
- Concerns that the District could be subsidizing ICBC or MoTI in regard to Highway 14

- Ensuring the District has discussions with the RCMP as they attend all MVI's
- Concerns as to the \$3,000 for doggie waste bags and whether the District should be responsible for paying for them
- Doggie waste bags should be considered a necessity as dog owners do not always carry bags with them
- Ensuring the public is aware of how much money is being spent per year on doggie waste bags

Public Input:

Ellen Lewers, Sooke resident, addressed the Committee as to concerns with the costs associated with the doggie waste bags and recommended that the District consider a user pay dispenser for the doggie bags.

MOVED and seconded to accept the recommendation and fund the doggie waste bag dispensers as anticipated in the 2012 budget.
CARRIED

Finance

MOVED and seconded to receive the highway cleanup portion of the Response to Action Items report for information.
CARRIED

5. Te'mexw Treaty Advisory Committee (TTAC) expenses for 2013

Mayor Milne provided background information to the Committee on the purpose of the Te'mexw Treaty Advisory Committee and the reasons for the associated expenses with the land claim negotiations. Mayor Milne advised that he would recommend that Council support an amount of \$3,000 instead of the suggested \$5,000 from TTAC.

Chair Kasper advised that Mayor Milne is an Ex-Officio (non-voting) member of the Finance and Administration Committee.

MOVED and seconded to recommend that Council approve \$3,000 for the District of Sooke portion of the Te'mexw Treaty Advisory Committee's expenses for 2013.
CARRIED

Council

6. 2013-2017 Five Year Financial Plan

Michael Dillabaugh provided a summary of the staff report for the revised 2013-2017 Five Year Financial Plan and overviewed the adjustments on page 8 of the Financial Plan for the Committee.

Committee discussion:

- Concerns of giving preliminary approval of the budget prior to receiving final information
- Committee consideration to deferring the amount of \$6,625 for the Penny Payroll System
- Committee consideration to deferring the amount of \$8,500 for the sprinkler system
- Committee consideration to deferring the amount of \$5,000 for

the Emergency Program emergency supplies until a plan is in place advising of what the funds will be spent on

- Concerns of paying for cleaning the municipal hall ducting prior to looking into the costs for a new system that would eliminate ducting
- Timeline for the Committee to receive budget actuals
- Preliminary approval of the Financial Plan would enable staff to carry out some of the immediate expenditures
- Ensuring the Committee receives further information on the types of parks maintenance contracts
- Concerns that work is not being completed with the highway maintenance contract and whether these issues have been dealt with during discussions with the new contract

The Committee inquired as to what emergency supplies the Emergency Program currently had in storage. Fire Chief Sorensen reported that there were 60 army cots, 60 blankets and 11 pillows in storage at this time.

Michael Dillabaugh clarified the costs associated with the recentralizing and reprogramming of the thermostats and the duct work cleaning for the municipal hall. Mr. Dillabaugh advised that the cleaning of the duct work has been identified as a health and safety concern to staff and to members of the public entering the building.

Michael Dillabaugh advised that the benefit to the Penny Payroll program is a savings in staff time as the system automates time sheets and takes away from manual entries into the payroll system. The initial start up costs is \$6,600 and there is \$600 in maintenance costs per year.

Dave Gawley further advised that there would be improved management of vacation time reporting through the Penny Payroll system. Mr. Gawley addressed the Committee's concerns as to the \$8,500 in the budget for the sprinkler system advising that the District will be obliged to pay this amount for the sprinklers once legal issues have been resolved.

A discussion ensued between the Committee and staff as to concerns with the parks maintenance contracts and the road maintenance contract. Mayor Milne advised that Council will be evaluating service delivery in the area of outdoor services and setting some priorities including tighter scrutiny with contracts.

ACTION ITEM: The Committee requested that staff provide further information as to the four contracts for parks maintenance.

Finance

Public Input:

Ellen Lewers, Sooke resident, addressed the Committee on concerns as to the costs associated with cleaning the duct work and the heat exchange system in the municipal hall and suggested that staff look into the cost of replacing the system prior to doing any maintenance.

Brenda Parkinson, Sooke resident inquired as to the Mayor's Advisory Panels and whether the \$15,000 in the budget was divided between the three panels. Ms. Parkinson also inquired as to the Arts Advisory Panel budget and the balance for the Arts Program and whether funds could be requested from reserves. Staff advised that the funds would have to be used for capital projects. Ms. Parkinson stated that she had an inquiry regarding the Sooke Philharmonic.

Jim Mitchell declared that he was in conflict of interest with discussions related to the Sooke Philharmonic as he is a member and left the meeting at 7:42 p.m.

Brenda Parkinson inquired as to whether Sooke Philharmonic would apply for an annual grant or a bi-annual grant. Staff advised that a new grant process has been implemented for 2013 and each group will have to come before the Community Grant Review Committee.

Mayor Milne further advised that the Sooke Philharmonic should apply under the annual grant program to see if they are eligible.

Jim Mitchell returned to the meeting at 7:44 p.m.

Councillor Haldane advised that he has a meeting with the Sooke Bike Club and inquired as to the budgets for the public space maintenance and parks and trail maintenance. Staff advised that the parks and trail maintenance component is included in the \$199,000 under public space maintenance.

Councillor Haldane asked if staff could provide a breakdown of the funds that are used for the maintenance of the portion of the park that may be occupied by the bike skills park and whether these funds could go back towards a maintenance program for the bike skills park. Staff advised that funds could be reallocated once Council knows what will happen with the bike skills park.

Councillor Haldane also addressed the Committee as to concerns with the parks maintenance contracts.

Chair Kasper advised that these matters will be discussed at the upcoming Strategic Planning session.

ACTION ITEM: Staff to provide Councillor Haldane and Councillor Tait with an accurate breakdown of parks maintenance in John Phillips Park.

Finance

MOVED and seconded to recommend that Council give preliminary approval of the 2013-2017 Five Year Financial Plan.

Council

CARRIED

The Committee inquired as to the decrease in revenue from building permits since 2006/2007 and whether staffing levels will be looked at during the operational review. Dave Gawley advised that there has been some recent action taken with a reduction in staffing levels in the building department and that staff are monitoring the situation.

The Committee inquired as to a previous request for copies of vehicle activity logs under the new vehicle policy.

ACTION ITEM: The Committee requested that staff provide copies of vehicle activity sheets under the new vehicle policy to the Committee.

Finance

7. **Public Input**

There was no further input from members of the public.

8. **Schedule Next Meeting:** March 4, 2013 or at the call of the Chair

9. **Adjournment**

The meeting adjourned at 7:58 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held March 19, 2013 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
David Matland
Jim Mitchell (Alternate)

Staff:

Gord Howie, Chief Administrative Officer
Dave Gawley, Consultant
Michael Dillabaugh, Director of Finance
Tina Hansen, Corporate Assistant

Action

1. **Call to Order**
The meeting was called to order at 7:00 p.m.
2. **Approval of Agenda**
The agenda was approved with the following item added as new business:
 - District of Sooke Year End Reports.
3. **Approval of Minutes: February 4, 2013**
The minutes of February 4, 2013 were approved as circulated.
4. **2013-2017 Five Year Financial Plan – 2012 Budget to Actuals Report**
Michael Dillabaugh overviewed the 2013-2017 Financial Plan Development Calendar and provided a summary of the staff report for the Committee.

Committee discussion:

- Concerns as to the costs for breathalyzer equipment under the RCMP budget
- There were legal costs in the amount of \$16, 638 that were recorded as an expense for 2012 and should have occurred in 2011
- There were legal issues that needed to be addressed but the outcome was a significant savings to the District
- Additional services with the RCMP Contract over and above the base rate (Integrated Mobile Crisis Response Team)
- Regional Crime Unit funds may be used elsewhere within the RCMP budget if a decision to cancel is made
- Whether UBCM has a staff lawyer that can be made available to

- municipalities in order to help decrease legal fees
- Concerns as to additional RCMP overtime costs for the Subaru Triathlon
- Increase in salaries and benefits for career firefighters
- Increase in Planning Department salaries and benefits was due to Council being required to create a new zoning bylaw in 2012
- Who determines required level of firefighter training as only level 1 is required through Fire Underwriters Survey
- Concerns of costs associated with Fire Department 100th Anniversary Celebration
- Concerns of significant jump in electricity costs
- Concerns of actuals and what is projected in 2013 as every department shows a drop in what is projected
- Concerns of the budget actuals for professional development throughout the departments
- Annual Lease Payment Debt services dropped this year significantly
- Consideration to removing the roundabout in 2013 and moving to 2014 as it is not in the Priorities for this year
- Consideration to removing the fire truck from the 2015 Capital Plan
- Ensuring there is a long term Capital Replacement Plan before vehicle purchases can be included in the Financial Plan

Public Input:

Derek Lewers, Sooke resident inquired as to whether all Municipal Finance Authority leases come out of the Fire Equipment Reserve Fund and whether these lease monies comes from property taxes.

MOVED and seconded to remove the fire truck from the 2015 Capital Plan. **Finance**
CARRIED

MOVED and seconded to move the Roundabout from the 2013 Capital Plan to the 2014 Capital Plan. **Finance**
CARRIED

The Committee further discussed the following:

- Concerns of the expense to clean the ductwork in the municipal hall
- Ensuring there is someone at the staffing level to provide maintenance to the building
- Concerns over electricity actuals of \$32, 030 and budget still projecting \$26,094 for 2013; ensure budget is adjusted to reflect an increase in BC Hydro rates

Jim Mitchell addressed the Committee as to concerns of spending money on the old duct system in the municipal hall when it could be more cost effective to replace the system with something that is more efficient. Mr. Mitchell also inquired as to cost savings with the Parks Maintenance Contracts.

Gord Howie reported that staff will be looking at the most effective solutions with the HVAC system.

MOVED and seconded to adjust the electrical costs under Common Services - Building to \$35,000
CARRIED

Finance

ACTION ITEM: The Committee requested that staff provide the pages that contain the 2012 Capital Actuals.

MOVED and seconded to receive the 2013-2017 Five Year Financial Plan – 2012 Budget to Actuals Report for information;
AND TO forward the report to Council.
CARRIED

**Finance
Council**

6. **District of Sooke Year End Reports**

Corporate Services:

MOVED and seconded to receive the Corporate Services Year End Report for information.
CARRIED

Finance Department:

MOVED and seconded to receive the Finance Department Year End Report for information.
CARRIED

Fire Department:

Committee discussion:

- Concerns that the Fire Department Annual Report was difficult to compare with the previous year's report
- Concerns of training volunteer fire fighters to a level 2 when Fire Underwriter's Survey only requires training to a level 1
- Training keeps volunteers motivated; good for retention of volunteer firefighters
- Ensuring that "actual" numbers for types of fires attended and MVA's attended are included in the year end report in order to make comparisons
- Whether fire department responding to all MVA's is necessary

MOVED and seconded to receive the Fire Department Year End Report for information.
CARRIED

5. **District of Sooke Parks Maintenance Contracts**

Michael Dillabaugh provided a summary of the staff report for the Committee.

Committee discussion:

- Look at an option/cost analysis of hiring two staff members in house for the amount of the separate contracts
- Concerns of hiring more staff at this time
- Ensuring there is an evaluation of whether the District is getting

it's monies worth with performance of the services provided

Public Input:

There was no input from members of the public.

MOVED and seconded to receive the Parks Maintenance Contracts report for information.

CARRIED

6. **Emergency Planning Committee recommendation from February 26, 2013 meeting:** Sooke Emergency Program Budget 2013-2015 for information

Committee discussion:

- Concerns of how far we should be going with setting up for emergency planning
- Ensuring that there is an emergency plan that the community knows about and market the plan so people are prepared
- Looking into having the Emergency Planning Committee present to the Finance and Administration Committee
- A comprehensive emergency plan does exist and there have also been attempts to market the plan
- Provincial Emergency Plan are excellent in providing assistance
- Look at working on a regional level and coordinate efforts in order to reduce duplication of resources
- The Emergency Planning Committee is made up of a number of regional people
- Importance that families are aware of where to go in the event of a disaster
- The Emergency Planning Committee has placed disaster information in the Sooke Lions Directory
- Timeline for the Emergency Planning Committee to bring forward an Emergency Plan
- Leaving the 2013 budget amount at \$5,000 until a presentation is provided by the Emergency Planning Committee.

Public Input:

There was no input from members of the public.

MOVED and seconded to receive the Sooke Emergency Program Budget 2013-2015 for information and to refer it back to staff.

Fire

CARRIED

7. **BC Mountain Bike Tourism Symposium – Sponsorship**

Chair Kasper reported that this agenda item was referred by Council to the Finance and Administration Committee.

Committee discussion:

- Conference Facilities are already being provided for the BC Mountain Biking Symposium event through the District's agreement with Prestige Hotel
- Concerns of setting a precedence by providing dollar values to

organizations

Public Input:

There was no input from members of the public.

MOVED and seconded to receive the sponsorship information on the BC Mountain Bike Tourism Symposium.

CARRIED

8. **Staff Updates:**

District of Sooke Advertising Budget

There was no Committee discussion.

District of Sooke Public Boat Launch Proposal Input

Michael Dillabaugh reported that the Request for Proposal package for managing of the boat launch fees will be going out shortly.

Committee discussion:

- What parameters have been set out in the RFP and is it focused on not for profit
- Will there be a break for Sooke residents
- Proposal should look at the issue of dealing with the provision of parking as it is becoming more of a problem
- Ensuring that parking signage along West Coast Road through the MoTI is followed up on
- Timeline for sending out the Request for Proposal

MOVED and seconded to receive the verbal staff report on the District of Sooke Public Boat Launch Proposal for information.

CARRIED

The Committee discussed concerns as to not having a garbage disposal facility in Sooke. It was noted that there is a drop off depot on Marilyn Place.

9. **Public Input**

There was no input from members of the public.

10. **Schedule Next Meeting: April 2, 2013**

7. **Adjournment**

The meeting adjourned at 9:04 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held **Tuesday**, April 2, 2013 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

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

Staff:

Gord Howie, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Gerry Fukakusa, Deputy Director of Finance
Steve Sorensen, Fire Chief
Rick McLeod, Deputy Fire Chief/ESS Coordinator
Tina Hansen, Corporate Assistant, recorder

Absent: Councillor Bev Berger, Lorne Christensen

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:**
The minutes of March 19, 2013 were approved as circulated.
4. **Sooke Community Arts Council – Request to waive commercial use park fees**

Committee discussion:

- Damage deposit of \$500 is still required but is refundable
- Ensuring that liability insurance is increased to a minimum of \$5,000 000 in accordance with Policy 5.4
- Daily rate for commercial park use fees is \$200 plus \$50 administration fee
- Ensuring that commercial park use fees are waived on an annual basis

MOVED and seconded to recommend that Council waive the 2013 commercial use park fees for the Sooke Community Arts Council's Art in the Park.

Council

CARRIED

5. **Emergency Planning Committee**

Rick McLeod provided an overview of the District of Sooke Emergency Planning Program and addressed the Committee as to the proposed list of emergency supplies for the Emergency Program and suitable locations for storage facilities and reception centres in the event a disaster should occur.

Committee discussion:

- Setting up a fund for the purchase of emergency supplies on an as-needed basis instead of having supplies that may have expiry dates and go to waste
- Concerns as to the costs associated with providing supplies to the public
- Ensuring the supply list is reasonable and compare with other emergency program supply lists
- Concerns that people are not able to get to basic supplies during a large event (earthquake)
- Look into the use of the high school as a reception centre for the east side of the Sooke River bridge
- Look into using a sea can for storage of emergency supplies
- Look into having evacuation route signs posted

Fire Chief Sorensen provided an overview of the Sooke Emergency Plan for the Committee reporting that the Emergency Planning Committee is working on reviewing the Plan. The Sooke Emergency Plan is a document that requires constant updating and revision.

Committee further discussed:

- Ensuring some level of emergency preparedness
- Ensuring there is some level of public awareness of the Emergency Plan

Public Input:

Derek Lewers, Sooke resident, addressed the Committee as to concerns of purchasing emergency supplies prior to having a designated reception centre on the east side of the bridge suggesting that the District should work with the School District on the reception centre first. Mr. Lewers also spoke of concerns of storing supplies at the Kaltasin Works Yard as the yard is at sea level.

Ellen Lewers, Sooke resident addressed the Committee as to the benefits of having a POD system in place for individual neighbourhoods' in the events of disaster.

Committee discussed:

- Ensuring people are educated and have prepared themselves for an emergency
- Timeline as to reaching an agreement for utilizing EMCS as a reception centre
- Capitalizing on arrangements that have already been made such as the use of Journey Middle School for the Juan de Fuca emergency program reception centre
- Costs associated with the modifications to the travel trailer for

- the storage of emergency supplies
- Ensuring the east side of the Sooke River bridge is the priority and storing the trailer with supplies at Fire Hall 2
- Ensuring an informational pamphlet on the Emergency Program is enclosed with the tax notices

MOVED and seconded to receive the Emergency Planning Committee verbal report.

CARRIED

6. **2012 Budget to Actuals – Capital**

Chair Kasper reported that he requested that this item be included in the agenda.

Committee discussion:

- Concerns as to the 2013 budget of \$150,000 under Rainwater Management Program
- Concerns as to funds allocated from Casino Revenue Fund under Rainwater Management Program
- Costs associated with the construction of the roundabout and connector (Church Road to Otter Point Road)
- Fire Department SCBA 's and feasibility of incremental expenditures under Protective Clothing Replacement or continuation of the lease approach to be included as part of the 2013 Capital Plan
- Ensuring the Committee is advised of any changes in the Capital Expenditure Program
- Concerns as to lease payouts vs. renewing leases in order to save tax dollars
- Ensuring there is an approved document from Council showing a replacement program for the Fire Department for minor and major capital expenses
- Ensuring further information is provided to the Committee on the Park enhancement program

MOVED and seconded to recommend that the 2013 Capital Plan for the 2013-2017 Proposed Financial Plan be amended under Engineering – Rainwater Management Program by reducing the funding from \$150,000 to \$100,000;

AND THAT the funding source allocation be moved from the Casino Revenue Fund to the General Operating Surplus Fund.

CARRIED UNANIMOUSLY

Council

ACTION ITEM: Staff to provide further information to the Committee as to identifying the level of breather apparatus replacement that will occur in 2013 and the source of funding.

Finance

MOVED and seconded to receive the 2012 Budget to Actuals – Capital report.

CARRIED

7. **Fire Protection Services Bylaw Review**

Chair Kasper advised that the Fire Protection Services Bylaw was referred to the Committee from Council.

Chair Kasper reported that sections 29 to 43 of the Fire Protection Bylaw were excluded from this review as these sections refer to the burning bylaw which was reviewed last year.

Committee discussion:

- Guidelines for frequency of inspections
- Ensuring the bylaw follows all guidelines and policies
- Ensuring the collection of personal information is protected
- Consideration to the Emergency management BC Bulletin and intent of National Fire Protection Association (NFPA) standards for local governments
- Ensuring a comprehensive set of expectations
- Committee members to forward comments on amendment to the bylaw in writing to staff
- Ensuring input from Fire Commissioner on expectations for community like Sooke
- Clarification as to fire department response when EPCOR is servicing pumps in confined spaces (manholes)
- Fire department training budget for career staff and volunteers under one line item
- Responsibility of costs associated with Highway 14 clean up after motor vehicle incidents

MOVED and seconded to direct staff to provide the Committee with proposed amendments to the Bylaw for discussion and recommendation.

CARRIED

**Corp
Services**

Public Input:

Ellen Lewers, Sooke resident inquired as to why volunteer firefighters leave the fire department has ever been looked into.

Steve Sorensen provided information as to the various reasons why volunteer firefighters leave the fire department.

8. **Public Input**

There was no further input from members of the public.

9. **Schedule Next Meeting: May 6, 2013**

10. **Adjournment**

The meeting adjourned at 8:39 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held May 6, 2013 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd, Sooke, BC

Committee Members Present:

Councillor Rick Kasper (Chair)
Councillor Kerrie Reay
Councillor Herb Haldane
Lorne Christensen
David Matland

Staff:

Gord Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant
Sarah Temple, Finance and Administration Assistant, recorder

Absent:

Mayor Wendal Milne (Ex-Officio), Councillor Bev Berger,
Jim Mitchell (Alternate)

Action

1. **Call to Order**

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

2. **Approval of Agenda**

The agenda was approved with the following items as supplemental information:

- Item 6 Supplemental Information: Fire Protection Bylaw Review: Proposed Amendments to Bylaw 292, Fire Protection Services Bylaw, 2007
 - Public Submission from Derek Lewers as to proposed amendments to Bylaw 292
- Item 7 Supplemental Information: Sooke Fire Rescue Service Standard Operating Guidelines Review
 - Public Submission from Derek Lewers as to proposed amendments to SFRS Standard Operating Guidelines

3. **Approval of Minutes: April 2, 2013**

MOVED and seconded to approve the minutes of April 2, 2013 as circulated.

CARRIED

4. **Sooke River Bluegrass Festival Society – Request for Sponsorship**

Al Planiden, Society Director, addressed the Committee as to the Sooke River Bluegrass Music Festival to be held in Sooke in June. Mr. Planiden provided a history of the event and an overview of sponsorship and fundraising efforts thus far.

Committee discussion:

- Cost of sponsorship, amount requested
- Allocation of funds for sponsorship

MOVED and seconded to recommend that Council provide the sum of \$500.00 to the Sooke River Bluegrass Festival Society to sponsor the Sooke River Bluegrass Music Festival;

AND THAT the funds be allocated from the advertising/communication budget.

CARRIED

Council

5. **Mayor's Public Advisory Panel on the Arts and Beautification – Proposed Projects**

Brenda Parkinson, Chair addressed the Committee as to the report on the proposed projects from the Arts and Beautification Committee.

Ms. Parkinson provided a summary of the written report submitted.

Committee discussion:

- Suggestion that the Sooke Dance Studio and the Sooke Philharmonic Society be notified of the Community Grant program.
- Increase in membership fee for Communities in Bloom.
- Clarification on maintenance of 5-Bloom status with Communities in Bloom. As Sooke did not participate last year, participation in 2013 is required in order to maintain 5-Bloom status and to participate in the judging.
- Staff availability to assist with Digital Sign project.
- Allocation of funds for Graffiti Wrap project. Funds to be allocated from SPA Reserve fund.
- Ms. Parkinson to determine cost of having another bench built by Maywell Wickheim for installation at the Tourism Kiosk in front of Evergreen Mall and bring estimated cost forward to the Committee.

MOVED and seconded to recommend that Council provide the sum of \$2,000.00 to the Sooke Philharmonic Society to sponsor the 2013 Philharmonic Fling;

AND THAT the funds be allocated from the advertising/communication budget.

CARRIED

Council

MOVED and seconded to recommend that Council direct staff to provide assistance with the Digital Sign Proposal to present to other organizations and businesses in Sooke.

CARRIED

Council

MOVED and seconded to recommend that Council approve the membership fees of \$100.00 to the Van Dop Arts and Cultural Guide and \$270.00 to the Creative City Network of Canada;

AND THAT the funds be allocated from the Mayor's Advisory Panel budget;

Council

AND FURTHER THAT the Council Contingency Fund be used to meet any shortfalls with membership fees.

CARRIED

6. **Fire Protection Services Bylaw Review: Proposed Amendments to Bylaw No. 292, *Fire Protection Services Bylaw, 2007***

Derek Lewers addressed the committee as to a review conducted of Bylaw 292, *Fire Protection Services Bylaw, 2007* by himself and Councillor Kasper. Mr. Lewers provided a summary of his submitted recommendations.

Committee discussion:

- Concerns about raising the False Alarm Response fee for residential alarms due to a true false alarm
- Consideration of Bylaw Enforcement Officer attending open burning complaint calls
- Ensuring that operations of Fire Department are not tied to the bylaw
- Ensuring that the Fire Department and Sooke Firefighters Association are involved in the process of making any changes to Bylaw 292 or the Standard Operating Guidelines
- History of Bylaw 292
- Concerns about Fire Department response times being included in bylaw
- Clarification on recommended response times (in BC Building Code and NFPA Standards) and actual average response times in Sooke
- Ensuring that liability issues are addressed
- Guidelines for self-inspections, determination of low, medium and high risk occupancies.

Public Input:

Cameron Norris-Jones, Secretary of IAFF Local 4841 addressed the Committee. Mr. Norris-Jones confirmed that neither the Sooke Firefighters Association nor IAFF Local 4841 has been approached on the proposed changes.

Mr. Norris-Jones requested clarification on the appointment of Mr. Lewers to review Bylaw 292 and the Standard Operating guidelines. Mr. Norris-Jones inquired as to the qualifications of Mr. Lewers and the process by which Mr. Lewers was chosen.

Mr. Norris-Jones cautioned that self-inspections affect the safety of all those who enter a building and that true low-risk occupancy will need to be defined.

Mr. Norris-Jones further clarified that the term “professional” firefighter applies to both volunteer and career firefighters. If referring to a paid firefighter, the accepted term is “career firefighter”.

Derek Lewers addressed the Committee and clarified that he was

approached by Mayor Milne to make suggestions to the Committee, who will make all recommendations for amendments as they see fit. Mr. Lewers advised that his qualifications include 13 years with Sooke Fire Rescue Service and 20 years as a political observer in Sooke.

MOVED and seconded to direct staff to work with Derek Lewers, in consultation with the Fire Department and the Sooke Firefighters Association to review Bylaw No. 292 and the proposed amendments presented by Derek Lewers;

Staff

AND THAT recommendations as to Bylaw No. 292 be brought forward to the Finance and Administration Committee.

CARRIED

7. **Sooke Fire Rescue Service Standard Operating Guidelines Review**

Councillor Kasper advised that the Standard Operating Guidelines are referenced in Bylaw No. 292, and therefore also require appropriate review and approval.

Derek Lewers provided an overview of the proposed amendments that he has presented.

Committee discussion:

- Clarification on past approval of the Standard Operating Guidelines. Chief Sorensen will produce the signed copies of each guideline at the request of the Committee.
- Ensuring that the amended guidelines are subjected to an open and thorough approval process
- Ensuring that all guidelines required by external regulatory agencies (i.e. WorkSafe, Office of the Fire Commissioner etc.) are included in the final document.
- Ensuring a comprehensive set of expectations

Public Input:

Brenda Parkinson, Sooke resident, inquired as to why the Finance and Administrative Committee was reviewing this document.

Councillor Kasper clarified that the matter was referred to the Committee by Council to be discussed as an administrative matter.

Vince Schutt, member of Sooke Firefighters Association and volunteer Lieutenant, addressed the Committee. Mr. Schutt expressed his appreciation for IAFF Local 4841 and his support of Mr. Norris-Jones' comments. Mr. Schutt indicated that each month the Fire Officers meet and discuss the Standard Operating Guidelines. As an Officer, he would appreciate the opportunity to work collaboratively with the Committee and Mr. Lewers to review any proposed changes.

Cameron Norris-Jones, Secretary of IAFF Local 4841, addressed the Committee and stated that he believes further clarification on the

definition of a guideline vs. a policy is required

John Hester, member of Sooke Firefighters Association and volunteer Acting Lieutenant addressed the Committee. Mr. Hester asked why Councillor Reay, the Council liaison to the Sooke Firefighter's Association, was not the Councillor to review the bylaw and guidelines and why she did not approach the Association when the review was first initiated.

Councillor Reay clarified that Councillor Kasper was asked directly by the Mayor to review the documents, but that she was certainly open to being involved in the review moving forward.

Ellen Lewers, Sooke resident, stated her support for the work done by Derek Lewers on the proposed amendments to both documents.

MOVED and seconded to direct staff to work with Derek Lewers, in consultation with the Fire Department and the Sooke Firefighters Association to review the Sooke Fire Rescue Services Standard Operating Guidelines and the proposed amendments presented; **AND THAT** recommendations as to the Standard Operating Guidelines be brought forward to the Finance and Administration Committee.

Staff

CARRIED

MOVED and seconded to recommend to Council that congratulations be made to the Sooke firefighters who travelled to Panama to provide training to local firefighters in April 2013.

Council

CARRIED

8. **Public Input**

Ellen Lewers, Sooke resident, spoke to the Committee as to the recent changes to the Community Amenity Contribution Policy. Ms. Lewers would like to see the Finance and Administration Committee review the effect that the changes to this Policy will have on the taxpayers of Sooke.

9. **Schedule Next Meeting:** June 3, 2013

10. **Adjournment**

The meeting adjourned at 8:56 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held June 3, 2013 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
David Matland
Jim Mitchell (Alternate)

Staff:

Gord Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Tina Hansen, Corporate Assistant, recorder

Action

1. **Call to Order**
The meeting was called to order at 7:05 p.m.
2. **Approval of Agenda**
The agenda was approved with the following item as New Business:
 - Fire Protection Services Bylaw Review and Standard Operating Guidelines Update
3. **Approval of Minutes: May 6, 2013 .**
MOVED and seconded to approve the minutes of May 6, 2013.
CARRIED
4. **2013 Annual Municipal Meeting**

Gord Howie reported that the Annual Municipal Report is a requirement under s. 97 of the *Community Charter* and that the Report contains the municipality's progress for 2012, the strategic plan for 2013-2014, audited financial statements and a summary of activities during 2012 from each department. The is an opportunity for the Committee to review the annual report and to provide comment.

Chair Kasper noted that the Committee had made previous comments on the departmental year end reports and that staff have applied these comments to the reports.

MOVED and seconded to recommend that Council make the 2013 Annual Municipal Report available for public inspection under section 97 of the *Community Charter*;

AND TO have the Report available for public inspection at the Annual Municipal Meeting scheduled for June 24, 2013.

CARRIED

Council

5. **2012 Development Cost Charges Report**

Michael Dillabaugh provided a summary of the staff report for the Committee advising that the 2012 Development Cost Charges Report must be reported to the province and made available to the public in compliance with the *Local Government Act*.

Committee discussion:

- Clarification as to reduction of development cost charges for 2011 in accordance with Bylaw 408 – staff reported 2011 DCC reductions were applied to Mariner’s Village, there were no waivers/reductions in 2012
- Whether there are requirements to break down the DCC’s in the report in order to ensure transparency

ACTION ITEM: the Committee requested that staff include an attachment with the 2012 Development Cost Charges Report to Council which contains further information showing where the DCC’s were raised and which projects generated the DCC amounts.

Staff

MOVED and seconded to recommend that Council accept the 2012 Development Cost Charges Report and authorize staff to make the report available to the public.

Council

CARRIED

6. **2012 Statement of Financial Information Report**

Michael Dillabaugh provided a summary of the staff report for the Committee advising that the 2012 Statement of Financial Information Report must be filed each year to the Ministry of Community, Sport and Cultural Development in accordance with the *Financial Information Act*.

Committee discussion:

- Employees with salaries over \$75,000 and whether comparisons for positions/salaries from similar sized municipalities can be obtained – staff advised that it may be difficult to get an exact match from other municipalities as there will be differences in job responsibilities/pay grades etc.
- Obligation to report severance agreements to the province – staff reported that this information is included in the SOFI Report
- Comparison of benefit packages between Desjardins Financial Security and Pacific Blue Cross

ACTION ITEM: The Committee requested that staff provide comparisons from similar sized municipalities as to employee salaries over \$75,000.

Staff

Public Input:

Ellen Lewers. Sooke resident inquired as to total paid amounts to suppliers including Desjardins Financial Security, MSP, and the Municipal Pension Plan. Staff clarified the services of each of the

suppliers.

MOVED and seconded to recommend that Council approve the 2012 Statement of Financial Information (SOFI) Report;
AND THAT COUNCIL authorize staff to forward the Report to the Ministry of Community, Sport and Cultural Development along with the 2012 Audited Financial Statements.

Council

CARRIED

7. **Sooke Starlight Cinema 2013 – Ed Macgregor Park/Spirit Square**

Gord Howie provided a summary of the staff report for the Committee advising that the reason for this item coming forward is to provide more financial certainty towards the event for the year.

Councillor Berger provided background information as to the Sooke Starlight Cinema reporting that the event was originally a Sooke Youth Council initiative and has been supported and promoted by the District of Sooke.

Committee discussion:

- Different non-profit service groups will run the concession at each event
- Whether revenues are generated from each event – staff reported that revenues from the concession go back to the non-profit organizations

Public Input:

Ellen Lewers, Sooke resident inquired as to the Sooke Youth Council copyrights for new movies. Councillor Berger clarified how the Sooke Youth Council purchases movies with their movie licence and suggested that staff confirm with Sooke Youth Council whether they have any movie credits left. Chair Kasper advised that what is proposed is that Council would allocate up to \$2,000 for the events.

Derek Lewers, Sooke resident addressed the Committee as to concerns of the role that the District is taking with the Sooke Starlight Cinema and that it may be something the District would eventually become responsible for. Mr. Lewers suggested that the \$2,000 in funds be distributed directly to the community groups instead and that the Chamber of Commerce or EDC should be encouraged to take over the event.

MOVED and seconded to recommend that Council direct staff to follow the proposed guidelines for selecting groups to operate the Starlight Cinema concession;
AND FURTHER recommend that Council allocate \$2,000 from Council Contingency to fund the Sooke Starlight Cinema.

Council

CARRIED

8. **New Business: Fire Protection Services Bylaw Review and Standard Operating Guidelines Update**

Chair Kasper reported that he added this item to the agenda because it was previously discussed at the last Finance and Administration meeting and the Committee recommended that Mr. Lewers meet with the Fire Department and the Fire Association to review the bylaw and guidelines.

Mayor Milne provided an update as to the Fire Protection Services Bylaw review and Standard Operating Guidelines advising that staff is currently working on the bylaw and guidelines and will be getting input from the Fire Association. The documents will then be reviewed by Mr. Howie and Mr. Lewers and be brought back to the Committee.

Committee discussion:

- Ensuring the process is completed in a timely manner

Mr. Howie reported that the Fire Chief has distributed a questionnaire to the firefighters and that the issues should be addressed within the next month.

Derek Lewers inquired as to the questionnaire to the firefighters and whether he and the Committee will be aware of the questions presented in the questionnaire.

MOVED and seconded to accept the Fire Protection Services Bylaw Review and Standard Operating Guidelines Update report for information

CARRIED

David Matland inquired as to previous discussions of “no parking” signage on West Coast Road by the Prestige Hotel

Gord Howie advised that Council has not directed staff to pursue “no parking” in that area and that is the information that he has provided to the Province.

Mayor Milne further explained that this is something that Council will want to consider and debate at the Council table prior to making a decision on parking in that area

Councillor Reay advised of concerns of making changes to parking in that area when there is not an alternative at this time

Mr. Howie reported that the Request for Proposal for the boat launch will be coming forward to Council in the next few weeks.

Public Input:

Ellen Lewers inquired as to whether staff would be looking into the community amenity contribution policy and how it will affect the tax payers.

Jim Mitchell reported on the tax increase with the 2013 Property Tax notices and suggested that the Committee start early with getting the budget down for next year in order to ensure the targeted increase for

property taxes is met. Mr. Mitchell also requested information as to staff overtime.

Committee further discussed:

- Ensuring that taxes for other taxing authorities are communicated to the community (i.e. BC Transit, CRD etc.)
- Documentation in tax notices explains the municipal portion vs. other taxing agencies
- Ensuring Committee is provided with the first and second quarter budget to actuals

Mr. Howie reported that at the last Council meeting of each month, staff will be providing Council with a snapshot of where the District is at with the budget.

Michael Dillabaugh further reported that staff is working on putting together more efficient and effective reports.

The Committee requested that staff provided further information as to the community amenity contribution policy. Mr. Howie advised that staff is currently working on a report for the Amenity Contribution Policy..

Derek Lewers, Sooke resident took the opportunity to compliment the Committee for being so well organized and thanked the Committee members for the work they are doing.

9. Public Input

There was no further input from members of the public.

10. Schedule Next Meeting: TUESDAY, July 2, 2013

11. Adjournment

The meeting adjourned at 7:52 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE

Meeting held July 9, 2013 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

Councillor Rick Kasper (Chair)
Mayor Wendal Milne
Councillor Herb Haldane (Alternate)
Jim Mitchell (Alternate)

Staff:

Gord Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Steve Sorensen, Fire Chief
Bonnie Sprinkling, Corporate Officer
Tina Hansen, Corporate Assistant
Sarah Temple, Finance and Administration Clerk (Recorder)

Absent:

Councillor Kerrie Reay
Councillor Bev Berger
Lorne Christensen
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 with the following items as supplemental information:

- Item 5 Fire Protection Services Review
 - Public submission from Derek Lewers as to proposed amendments to Bylaw No. 292

3. **Approval of Minutes: June 3, 2013.**

MOVED and seconded to approve the minutes of June 3, 2013.
CARRIED

4. **Funding for Sooke Community Hall Upgrade – Senior's Centre**

Mayor Milne provided a verbal report on the Sooke Senior's Drop-In Centre moving into the Community Hall. There may be top-up funding required in order to ensure the Community Hall meets the needs of the Senior's Drop-In Centre. Once funding requirements are determined, Mayor Milne will bring the request forward to Council.

Committee discussion:

- At the Committee's request, Mr. Dillabaugh confirmed that there is money set aside in the Council Contingency Fund to support the relocation of the Senior's Drop-In Centre.

MOVED and seconded to receive Mayor Milne's verbal report for information;
AND TO forward the upcoming request for funds to upgrade the Community Hall directly to Council for further discussion;
AND FURTHER TO recommend that Council allocate these funds from the Council Contingency Fund.
CARRIED

5. Fire Protection Services Bylaw Review

Bonnie Sprinkling provided an overview of the staff report provided.

Committee discussion:

- Concerns as to the cost of fines outlined in schedule E
- Discussion on the authority to determine occupancies
- Further definitions in the proposed Schedule A
- Fire separation in small lot subdivisions
- Possibility of separating the "Open Air Fires" portion of Bylaw 292, *Fire Protection Services Bylaw* to be investigated.

Action Item: The Committee requested that staff include definitions as to classes of occupancies in proposed Schedule A.

STAFF

Public Input:

Derek Lewers, Sooke resident, addressed the Committee and spoke to additional changes he would like to see incorporated into Bylaw 575, including making the bylaw shorter and including a table of contents.

Mr. Lewers queried the difference between the *Offence Act* penalties and MTI penalties and the related charges for offenses listed in the Bylaw.

Mr. Lewers suggested that territorial jurisdiction should be included in the Bylaw, that Bylaw Enforcement should be defined, that the self-inspection form be included as a schedule to the Bylaw and that a section on occupancy permits, including the required fee be considered as additions to the Bylaw.

MOVED and seconded to direct staff to finalize the draft Bylaw 575, *Fire Protection Services Amendment Bylaw*, incorporating recommended changes;
AND TO provide the draft Bylaw to the members of the Committee and to the Sooke Firefighters Association for consideration prior to the Committee meeting;
AND FURTHER TO bring forward for consideration the draft Bylaw to the next Finance and Administration Committee meeting.
CARRIED

MOVED and seconded to authorize Mayor Milne, Councillor Rick Kasper and Fire Chief Steve Sorensen to review the Fire Department policies and operational guidelines to determine which items should become Council policies and which should remain as with the Fire Department.

CARRIED

6. Mayor's Task Force Report – Sooke Fire Department Survey 2012

Committee Discussion:

- Survey results are indicators of the level of satisfaction of Sooke Fire Rescue Service's members with various areas of SFRS operation. The Committee discussed incorporating these results into the review of SFRS operating guidelines.
- Attendance at SFRS fundraising activities does not count towards the required hours of training each year, but does count towards the 200 hours of volunteer work required for a tax credit.

Public Input:

Jason Dixon, Sooke resident, stated that the SFRS survey included past members who were recruited and served under very different administrations, which should be considered when interpreting the results.

MOVED and seconded to direct staff to prepare a report with recommendations to address the five basic areas of concern identified in the survey.

CARRIED

7. Minimum Firefighter Training Attendance Requirements

Chief Sorensen provided an overview of the written report submitted.

Committee Discussion:

- Discussion of means to retain volunteer firefighters and maintain high morale among members of Sooke Fire Rescue Services.
- Discussion of various reasons that volunteer firefighters leave the department. SFRS currently has only 23 active volunteers.
- Chief Sorensen is working to find alternate positions for members who are no longer interested in maintaining their certification and required training as firefighters and prefer to serve in training or support roles.

Action Item: Chief Sorensen to provide a written report on reasons why volunteer firefighters leave the department. **STAFF**

Public Input:

Bob Hudson, Sooke resident and SFRS member, addressed the Committee to suggest that more full-time firefighter positions would alleviate the burden on volunteer firefighters.

Vince Schutt, Sooke resident and SFRS member, addressed the Committee to predict that the result of lowered training requirements would be that fewer firefighters would respond to calls for fear that their peers were not adequately trained and would therefore put themselves and their fellow firefighters in danger.

Mr. Schutt also stated that firefighters in Port Renfrew will not enter structure fires at all due to a lack of trained volunteers, and that if SFRS shifted in such a direction, residents of Sooke would likely see this as a reduction in services.

Richard McLeod, Sooke resident and SFRS member, stated that as a volunteer firefighter, he does not feel that the training requirements are excessive.

Derek Lewers, queried the process for returning to Sooke Fire Rescue Services after an extended absence.

Cam Norris-Jones, Sooke resident and SRFS member, addressed the Committee to clarify that the BC Fire Commissioner's office recommends 100 hours of training per year for volunteer firefighters and Sooke only requires 63 hours per year. Mr. Norris-Jones stated that he believes that lowering training expectations is dangerous to firefighters and is a liability to the municipality.

Darcy Abell, Sooke resident and SFRS member, addressed the Committee to express his support for minimum firefighter training requirements in order to ensure the safety of all firefighters.

Vince Schutt, addressed the Committee again to state that he came to Sooke Fire Rescue Services with 20 years of firefighting experience and was put through recruit training, which he felt was a valuable experience in order to gain familiarity with SFRS and its operations.

MOVED and seconded to receive the Minimum Firefighter Training Attendance Requirements Report for information.

CARRIED

8. **Fire Department Fundraising Activities**

MOVED and seconded to receive the Fire Department Fundraising Activities Report for information.

CARRIED

9. **First Responder Call Classification**

Chief Sorensen provided an overview of the written report provided.

Committee Discussion:

- Discussion of the cost savings associated with not attending "Charlie" calls. The cost savings would be minimal as those responding are either volunteers or are already being paid to be on duty.

- Discussion of WorkSafe BC requirements on trained First responders and Industrial First Aid.

Action Item: Chief Sorensen will conduct a survey of SFRS members to gauge whether members feel that “Charlie” calls should be dropped. **STAFF**

Public Input:

Derek Lewers, addressed the Committee to clarify that BC Ambulance Services states that they meet their goal of responding to a call in Sooke within 9 minutes, 90% of the time and stated that often the Fire Department is not needed. Mr. Lewers provided comparisons of other Fire Departments, including Parksville and how they respond to various levels of medical calls. Mr. Lewers quoted statistics from the Sooke Fire Rescue Services Facebook page that indicates that more than 40% of the calls in the past five months have been First Responder/Medical calls. Chief Sorensen clarified that this is an anomaly and that on average, 40% of calls are medical calls.

Richard McLeod, addressed the Committee to clarify that First Responder/Medical calls are paged out to Career staff during the day and the Duty crew at night, leaving only 4 hours per day in which a medical call would go out to all 23 members.

Darcy Abell, addressed the Committee to stress that the BC Ambulance response times that are most important are not when they arrive on scene, but when they can leave the scene for hospital. Fire Department support at medical calls, including Charlie calls, allows for patients to reach the hospital faster.

Cam Norris-Jones, addressed the Committee to state that while Parksville may have a comparable fire department and demographic to Sooke, they have 5 ambulances that respond to medical calls. Mr. Norris-Jones provided statistics that indicate that Sooke’s ambulance and Paramedics are responding to calls outside of our boundaries over 66% of the time.

Mr. Norris-Jones further stated that the Fire Department’s support of Paramedics at Charlie calls allows for the Paramedic’s hands to stay on patients.

MOVED and seconded to receive the First Responder Call Classification Report for information.

CARRIED

10. 2013 Budget vs. Actuals Report

Michael Dillabaugh provided an overview of the written report submitted. Mr. Dillabaugh clarified that the report should indicate that the year to date amounts are as at May 30, 2013, not June 30, 2013 as written.

Committee Discussion:

- Discussion and clarification of overages in memberships and subscription, changes to CAO salary and rising banking fees

- Mr. Dillabaugh stated that staff will now provide monthly updates on budget vs. actuals

MOVED and seconded to receive the 2013 Budget vs. Actuals Report for information.

CARRIED

11. **Salary Comparison Follow-up from SOFI Report**

Michael Dillabaugh provided an overview of the written report submitted

MOVED and seconded to receive the Salary Comparison Follow-up from SOFI Report for information.

CARRIED

12. **2012 Detailed Development Cost Charges Report**

Michael Dillabaugh provided an overview of the written report submitted

Action Item: Staff to provide a follow-up report as to the amount of DCC's collected from 6 dwelling units on Rhodonite.

STAFF

MOVED and seconded to receive the 2012 Detailed Development Cost Charges Report for information.

CARRIED

13. **Public Input**

There was no further input from members of the public.

14. **Schedule Next Meeting: TUESDAY, September 3, 2013.**

15. **Adjournment**

The meeting adjourned at 9:03 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held **Tuesday**, September 3, 2013 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

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

Staff:

Gord Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant, recorder

Absent: Councillor Bev Berger, Lorne Christensen

Action

1. **Call to Order**

The meeting was called to order at 7:02 p.m.

2. **Approval of Agenda**

The agenda was approved with the following items as supplemental information:

- Bylaw No. 292, *Fire Protection Services Bylaw, 2007*
- Public Submission received July 9, 2013 from Derek Lewers as to proposed amendments to Bylaw No. 292

3. **Approval of Minutes:**

MOVED and seconded to approve the minutes of July 9, 2013 as circulated.

CARRIED

4. **Fire Protection Services Bylaw and Policy Review**

Chair Kasper reported that after discussion with the Mayor around the amendments to the Fire Protection Services Bylaw and the Fire Department Standard Operating Guidelines he would like to entertain that Committee members engage in some general discussion and comments over the documents they have received and that any decisions as to the Fire Protection Services Bylaw and Policy Review be considered at the next Committee meeting.

Fire Chief Sorensen overviewed the amendments made to Bylaw No. 292, *Fire Protection Services Bylaw, 2007* for the Committee.

ACTION ITEM: The Committee requested to see the previous frequency of inspections in parenthesis on the Schedule A for the next

Fire Chief

meeting

Committee discussion:

- Look into the District having an arbitration process for imposing District fines; the CRD Water Board has established a similar system
- People who are issued fines have the option to dispute the fine in court
- Concern that the District does not have the ability to have an arbitrator to deal with fines

Gord Howie reported that some municipalities have set up local adjudicators and that the system works well; the process is informal and the issuer of the fine is given an opportunity to provide an explanation as to why the fine was issued.

ACTION ITEM: Mr. Howie advised that he will provide further information to the Committee as to an adjudication process for fines.

CAO

Committee further discussed:

- Concerns as to travel expenses for people to attend court; ensure this is looked into carefully
- Ensure there is a provision in the Fire Protection Services Bylaw or another mechanism to lay out requirements or a process for blasting in the municipality within the non-burning times (especially during a provincial burning ban)

ACTION ITEM: The Committee requested that the Fire Chief provide further information at the next Committee meeting on a proposed amendment to Bylaw No. 292 for blasting regulations during non-burning times.

Fire Chief

Public Input:

Derek Lewers, Sooke resident addressed the Committee as to the suggestions that he made at the July 9, 2013 Committee meeting for Bylaw 292 and the Committee's resolution to incorporate recommended changes into the bylaw. Mr. Lewers asked for clarification whether it was the Committee's intent to include his suggestions into the bylaw.

**Corp
Services**

ACTION ITEM: Staff to look into incorporating Mr. Lewers recommendations from July 9, 2013 Committee meeting as noted on page 2 of the minutes.

Mr. Lewers further expressed concern as to a contradiction over Open Air Fires on page 13 section 34 and suggested that housekeeping changes be made to the Open Air Fires portion of the bylaw for clarity purposes and to reduce this portion of the bylaw.

Chair Kasper advised that the Committee was directed by Council to only review the first section of the bylaw, not the Open Air Fires component as this portion was reviewed and amended in 2012 and it was felt that this should not be repeated so soon after.

Fire Chief Sorensen provided an overview of the amendments to the Sooke Fire Rescue Services Standard Operating Guidelines Administrative Policies for the Committee,

Committee discussion:

- Some of the Policies included may not be relevant to Council and should be at the discretion of the Fire Department
- Ensure that the list of Policies provided to staff by the Mayor and Chair is reviewed to ensure everything on the list is included and those that are not relevant are removed
- Amend section 1.03 of the Discipline Policy to include “the member receives a copy of the violation report”
- Include “not to be used for personal use without prior approval” in the Vehicle Operations Standard Operating Guideline (SOG)
- Whether the same Discipline Policy should apply to both paid members and volunteer members who cover relief work for a paid member
- Concerns as to section 1.05 of the Discipline Policy in particular “Disclosure of Information”; as it is too broad and may require a more specific description such as disclosure of “Personal” Information
- FOIPPA training should be provided (FOIPPA Manual) to all members of the Fire Department
- Further clarification as to section 1.07 of the Discipline Policy and what “volunteers” fall under
- Whether a “Sexual Harassment” Policy exists and if so reference should be made to the Harassment Policy

Gord Howie confirmed that Council has Policy 7.13 *Anti-Harassment Policy, 2011*.

CAO

ACTION ITEM: Staff to confirm whether it would be in keeping to the Sooke Fire Rescue Department Discipline Policy to reference Policy 7.13 *Anti-Harassment Policy, 2011*.

Public Input:

Derek Lewers, Sooke resident addressed the Committee as to concerns with section 1.04 (f) of the Discipline Policy being ambiguous or vague, section 1.05 “Discreditable Conduct” requires further clarification. Mr. Lewers provided an excerpt from the *Police Act* defining discreditable conduct and also provided information on workplace harassment.

Mr. Lewers further advised of concerns as to the wording under Grievance Steps and the Third Stage of the Volunteer Member Grievance Policy stating that the “griever” should be provided the opportunity to go to Council with a grievance.

Mr. Lewers suggested that once the Policies and Standard Operating Guidelines are complete, each member should be provided copies and should be required to sign them acknowledging that they have read and

understand the policies.

Mr. Lewers also referred to section 1.07 of the Dress Code Standard Operating Guideline suggesting that an allowance be provided to the members in order to maintain their uniforms. Mr. Lewers inquired as to “facilities” in the Use of Fire Department Equipment, Facilities and Services SOG.

Committee further discussed:

- Ensure volunteers are provided packages as new members and have them sign off on the SOG's to acknowledge they understand the policies; this will provide protection of individual's rights
- Ensure wording under Vehicle Operations is cleaned up in order to reduce ambiguity
- Clarification as to “outside conduct” and how the Firefighter's Association feels about Conduct in the Policies
- Looking into previous court decisions on off-duty conduct

Public Input:

Bob Hudson, Sooke resident and SFRS member addressed the Committee as to concerns of who would be capable and responsible for training volunteers who do not understand the Policies and Standard Operating Guidelines.

**Corp
Services**

MOVED and seconded to postpone the Fire Protection Services Bylaw and Policy Review to the next Committee meeting.

CARRIED

5. **Sooke Fire Rescue Department Survey 2012 – Recruiting and Retention (Mayor's Task Force)**

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

Committee discussion:

- Ensure the Sooke Fire Rescue Department Survey is provided as an attachment to the staff report
- Concerns that the staff report does not reflect the results of the survey
- Staff report provides useful information that should be used to come up with a strategy to attract new volunteers
- Importance of maintaining a strong volunteer base and receiving input from the Association members
- Finding ways to make volunteering as a firefighter less onerous on volunteers
- Insurance requirements are met with Level 1 firefighting training; concerns as to costs associated with Level 2 firefighter training
- It takes 3 or 4 years to obtain a Level 2 firefighter and this is part of the reason that volunteers stay; need to be cautious with lowering training requirements as we may lose volunteers

Public Input:

Derek Lewers, Sooke resident addressed the Committee as to concerns of item G in the staff report “excess funding at year end”, item J in the staff report, “Paid on Call” stating that this has been an issue for a long time and he does not know if this should be up to the Association. Mr. Lewers advised that he sees great value in providing volunteers with bursaries and that this could be something the Committee look further into. Mr. Lewers would like to see Council work with local employers to support volunteers. Mr. Lewers advised that he is not aware of funding cuts with training or personnel protective gear.

Darcy Abell, Sooke resident and SFRS member addressed the Committee as to the Sooke Fire Department Survey 2012 – Recruiting and Retention Report stating that the report is very accurate and is a good summary of the current situation among the volunteers.

Derek Lewers, Sooke resident addressed the Committee as to fundraising being one of the biggest concerns among the volunteers outside of firefighting.

Chris McCrea, Sooke resident and SFRS member addressed the Committee as to the importance of firefighters having Level 2 firefighter training especially with some of the newer high-rise buildings in Sooke like the Prestige Hotel. Mr. McCrea further advised that most people want to do things that will be beneficial to them; they are looking for future opportunities such as jobs. Mr. McCrea reported that it takes approximately three years to complete Level 2 firefighter training.

ACTION ITEM: The Committee requested that staff provided further details on how to accommodate volunteer firefighters and provide further information as to Level 2 firefighter training. **Fire Chief**

MOVED and seconded to receive the Sooke Fire Rescue Department – Recruiting and Retention report for information.

CARRIED

6. **2013 Budget vs Actual Report as at June 30, 2013 and July 31, 2013**

Michael Dillabaugh provided an overview of the 2013 Budget vs. Actuals Report as at June 30th and July 31st, 2013 for the Committee.

Committee discussion:

- Significance of revenues down due to slowdown of the economy and economic conditions; Building Permit Revenues and DCC’s
- Clarification as to Annual Grants for Sooke Family Resource Centre, Sooke Food Bank Society, and Food CHI Initiative

Michael Dillabaugh clarified that the grants for Sooke Family Resource Centre, Sooke Food Bank Society and Sooke Family Resource Centre were amounts expended as per the Community Grant Program that were not specifically budgeted for but are still within the Community

Grant budget. Mr. Dillabaugh proposed that next year's annual grants should be one amount and be distributed based on that amount, similar to the bi-annual grants.

Public Input:

There was no input from members of the public.

MOVED and seconded to receive the 2013 Budget vs Actual Reports as at June 30, 2013 and July 31, 2013 for information.

CARRIED

7. 2013 Property Tax Collection Report

Michael Dillabaugh provided a summary of the staff report for the Committee.

Committee discussion:

- Penalties on outstanding current year taxes
- Penalties go into the General Revenue Fund
- 60 percent of taxes collected go to other agencies

Public Input:

There was no input from members of the public.

MOVED and seconded to receive the Property Tax Collection Report for information.

CARRIED

8. Public Input

Ellen Lewers, Sooke resident inquired as to the \$3,600 fee paid for the design concept of the Bike Skills Park. Staff confirmed that the fee was a 2012 expenditure and was paid from the Council Contingency fund.

Ms. Lewers also inquired as to the \$5,000 to \$6,000 for the bike park at SEAPARC; who is responsible for paying this and what per cent the District pays to SEAPARC. Ms. Lewers inquired as to the \$1,680 for the annual EDC membership in 2012 and asked for confirmation as to whether the \$3,600 fee for the design of the bike skills park included a business plan.

Mayor Milne confirmed that the cost for the bike skills park at SEAPARC was a SEAPARC expenditure and that the District pays approximately 70 per cent to SEAPARC while the CRD pays approximately 30 per cent. The \$3,600 fee for the bike skills park design concept plan does not include a business plan.

The Committee had the following discussion as to 2014 budget plans:

- Look globally at the operating parameters and setting the bar at inflation as a whole; staff to provide information on how to operate for the year
- Issue of the shortfall in revenues being carried forward next year
- Ask for Council direction on what the bench mark will be for next

- year
- Have departments look at how to budget within the global amount
- Incumbent on department heads within the organization to understand each other's issues and what goes on within the departments; ensure everyone is on the same page
- Include roads and infrastructure improvements within the budget in order to give the public comfort that they are getting something with their tax dollars.

MOVED and seconded to direct staff to provide a report to the Committee determining what the cost of living increase is and what the percentage would be.

Finance

CARRIED

9. **Schedule Next Meeting: October 7, 2013**

10. **Adjournment**

The meeting adjourned at 8:51 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held October 7, 2013 at 7:00 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

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

Staff:

Gord Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant, recorder

Absent: Lorne Christensen

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 items as New Business:

- Exempt Staff Wage Freeze
- Honorarium for Volunteer Firefighters

3. **Approval of Minutes:**

The minutes of September 3, 2013 were approved as circulated.

4. **Fire Protection Services Bylaw and Policy Review**

Fire Chief Sorensen provided an overview of the proposed amendments to the Fire Protection Services Bylaw, Council Policies for Sooke Fire Rescue Service and the Sooke Fire Rescue Service Standard Operating Guidelines for the Committee. .

Fire Chief Sorensen advised that the Sooke Firefighter's Association have requested that the words "and kitchen" be added immediately following "the Fire Fighters Lounge" to the Sooke Firefighters Association Standard Operating Guideline (1.01.15). It was noted by the Committee that SOG 1.01.16 (Use of Fire Department Equipment and Services) should also be amended to include the words "and kitchen."

Gord Howie provided a verbal report to the Committee as to the legality and process for fines. Mr. Howie advised that there are two systems for ticketing for local governments; the first is the municipal ticket

designation and the other is to issue tickets and if they are not paid there is a lengthy process of servicing notice and going through the courts system. The MTI system was developed to streamline the process for the municipality and the person who receives the ticket. Mr. Howie further advised that the Fire Protection Services bylaw is written to apply the MTI system.

The Committee noted that it was important to ensure that people are aware of the option to appeal the Municipal Ticket Information (MTI) system.

The Committee discussed and made the following suggestions as to the Fire Protection Services Bylaw:

- To amend page 14, item 9 s.16.1 to state the following”
“The District of Sooke may establish and supervise a self-inspection program for low risk categories to be administered through the Fire Chief.”
- To look at including a “catch all” phrase in the definition of “High Risk Activity”
- To amend page 16 item 11(c) to state the following:
“the fire safety plan must be approved in writing by the Fire Chief prior to commencing any high risk activity”
- To include a start use date in the footer of the Business Self Inspection Report (page 23)
- To provide further clarification as to “DGR” or “Danger” on Schedule E Restrictions on High Risk Activities of Bylaw No. 575 (page 22)
- Concerns as to “High Risk Activity” being extremely onerous on people; include “within 300 m of forest land or grass land on or after June 1 and before October 1” in s. 2 **DEFINITIONS**.

The Committee discussed and made the following suggestions as to Policy 14.6, *Sooke Fire Rescue Department Discipline Policy, 2013*:

- To ensure that when referencing Policies or senior legislation to include “District of Sooke” Policy No. 7.13, *Anti Harassment Policy, 2011* or BC Human Rights Code (page 29)
- Concerns as to a conflict with s. 1.08 of Policy 14.6 when referencing the “IAFF Collective Agreement” and SOG 1.01.13 Remuneration Rates for Volunteer Members section 1.01 (pages 29 and 42)
- To ensure clarity around volunteer firefighters not being impacted by the IAFF Collective Agreement

The Committee discussed the following as to Policy 14.7, *Volunteer Member Grievance Policy, 2013*:

- Concerns as to the process for the grievor to be able to appeal to the District of Sooke Council

The Committee inquired as to whether it would be feasible to have a Fire Protections Services Amendment Bylaw to recommend to Council for the next Committee meeting subject to the burning portion of the bylaw being revised.

Mr. Howie advised that staff will begin working on amendments to the bylaw and that it should be ready for October 29th, 2013.

Public Input:

Derek Lewers, Sooke resident addressed the Committee and provided suggestions for the Fire Protection Services Bylaw, Sooke Fire Rescue Council Policies and Standard Operating Guidelines. Mr. Lewers suggested that a Table of Contents be included in the Fire Protection Service Bylaw in order to provide users with a quick reference.

Mr. Lewers expressed concern as to “High Risk Activity” noting that it is too restrictive and could affect many trades, construction and yard maintenance businesses. Mr. Lewers suggested that regulations remain specific to blasting. Mr. Lewers also suggested that forest land and grass land be defined.

Mr. Lewers further expressed concern as to items on Schedule A (Frequency of Inspection), Schedule B (Fees), Schedule E (Restrictions on High Risk Activities) and the Business Self-Inspection Report.

Mr. Lewers spoke to Policy 14.6, *Sooke Fire Rescue Service Department Policy, 2013* and requested that further clarification be given to Abuse of Authority and Discreditable Conduct. Mr. Lewers provided suggested wording to the Committee for Improper off-duty conduct, disclosure of information and harassment. Mr. Lewers asked whether reference should be made to the IAFF Collective Agreement.

Mr. Lewers spoke to Policy 14.7, *Sooke Fire Rescue Volunteer Member Grievance Policy, 2013*. Mr. Lewers expressed concern as to “no stoppage of work” under “grievance steps,” number of members who make up the Grievance Committee and concerns as to what happens if the Grievance Committee disagrees with the Fire Chief.

Mr. Lewers provided further suggestions to the Committee for the Sooke Fire Rescue Department Standard Operating Guidelines.

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

- Look into having a Code of Conduct for volunteer firefighters to articulate what is and what is not acceptable
- Ensure a set “standard” to deal with conduct issues
- Concerns as to item 1.06 (5) “Request to resign” in the Discipline Policy
- Concerns as to item 1.07 and reference to the IAFF Collective Agreement in the Discipline Policy
- Look carefully at what is being said in “Grievance Steps” and use wording specific to volunteers
- Concerns as to “stoppage of work” in “Grievance Steps”
- Erring on the side of caution when establishing operating guidelines that may leave the District liable; also concerns of the onus being placed on the Fire Chief may have an impact on liability for the District (Authority and Definitions Guideline s. 1.02 (b))
- Fire Chief needs to have authority to establish policies and rules for the response of the Fire Department
- Concerns as to including the Council Expense Policy in the Travel Expenses Standard Operating Guidelines as the Policy may be updated from time to time and it may create a conflict between policies
- If volunteers had concerns over the Travel Expense Policy they would have come forward with them
- Ensuring the volunteers have a copy of the Council Expense Policy

The Committee requested that the Fire Chief look into whether the Firefighters Association has a Code of Conduct as it would be beneficial to include their terminology within the Sooke Fire Rescue Department Policies.

The Committee agreed by general consensus on the following proposed changes to the Sooke Fire Rescue Department Policies and Standard Operating Guidelines:

- That staff look into removing item 1.07 in its entirety from Policy 14.6 *Sooke Fire Rescue Department Discipline Policy, 2013*
- That staff look into whether the last sentence starting with “there” and ending with “procedures” can be removed from “Grievance Steps” of the Grievance Policy (page 31)
- That staff look into amending item 2.01 of the Grievance Policy by replacing the “other party” with “Fire Chief” (page 31)
- That staff look into amending item 3.00 References – Authority and Definitions by removing the following:
 - Bylaw No. 66, *False Alarm Bylaw, 2001*
 - Policy No. 14.4, *Open Air Fires Policy*

- That staff look into removing item 3 in the Fund Raising Policy in its entirety (page 45)

MOVED and seconded to forward the Fire Protection Services Bylaw and Policies back to staff for further update and amendments.

CARRIED

5. **New Business:**

Wage Freeze

David Matland addressed the Committee and members of the public as to an article he read in McLean's Magazine regarding the number of municipalities who are drowning in debt due to downloading from the federal and provincial governments and the municipality's costs for wages.

Chair Kasper reported that this item was discussed during the Committee's deliberations in 2012 and the former Chief Administrative Officer had advised that he had issued a no pay increase for the exempt staff for 2012. The Committee of the day and Council supported this.

Committee discussion:

- Support for a one year wage freeze vs. two year
- Concerns as to imposing this for the future Council
- Support for a two year wage freeze
- Concerns as to a significant short fall in District revenues
- Ensure that some level of leadership at a political level is shown to the community
- This issue was discussed at the UBCM Convention

MOVED and seconded to recommend that Council freeze the salaries for two years of exempt staff of the District of Sooke.

Council

CARRIED

Councillor Reay opposed the motion

Councillor Kasper reported that he had requested a staff organizational chart be provided to the Committee at this meeting which would show current staffing levels and wage costs associated with positions including benefits but has been subsequently advised that this information will be provided to the Committee in November.

Councillor Kasper addressed the Committee and members of staff on the importance of receiving as much accurate information as possible during the budget deliberations. Councillor Kasper further advised that wage amounts/benefit package information should be based on the actual number of people that are currently working for the District at this time.

Councillor Kasper commented that it is his hope that during budget deliberations this year, what can be presented to the public for taxation purposes truly reflects the actual costs of what Council wants to do in 2014.

Honorarium for Volunteer Firefighters

Councillor Haldane addressed the Committee and members of the public as to providing honorariums to volunteer firefighters to acknowledge the volunteers for their work.

Committee discussion:

- Working with the Firefighters Association on implementing a honorarium program for volunteer firefighters
- The honorariums would be from Council to the volunteers in appreciation for their time and dedication
- Concerns as to voting on an issue without having a staff report that provides options and details on the recommendation/motion
- Concerns as to how this will affect the budget
- This issue would be discussed by the Finance Committee during budget deliberations
- Ensuring the Committee is provided with the number of volunteers and the value the bursaries would amount to
- This program is about retention of volunteer firefighters

MOVED and seconded to recommend that Council approve in principal a \$1,000 honorarium to volunteer firefighters who meet the minimum service and training requirements to be a volunteer;

Council

AND THAT the honorarium be over and above the training allowance, clothing allowance and \$35,000 a year provided to the Firefighters Association.

CARRIED

Councillor Reay and Jim Mitchell opposed the motion

ACTION ITEM: The Committee requested that the Fire Chief provide the number of volunteer firefighters at the next meeting.

6. Public Input

Derek Lewers, Sooke resident addressed the Committee as to upcoming updates with the CREST radio system. Mr. Lewers advised that some VHF frequencies will become available with these changes and suggested that the Fire Chief and Councillor Reay (CREST Board member) work with CREST and bring up discussion as to opening up frequencies in order to return features back to volunteers that would provide additional communication tools and increase safety.

Mr. Lewers further addressed the Committee as to an Exit Interview Policy and also expressed concern as to the District of Sooke Purchasing Policy providing the Committee with suggested changes to section 28 "Prohibitions."

7. Schedule Next Meeting: Monday, November 4, 2013

8. **Adjournment**

The meeting adjourned at 9:11 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held November 4, 2013 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) arrived at 7:02 p.m.
David Matland
Jim Mitchell (Alternate)

Staff:

Gord Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant, recorder

Absent: Lorne Christensen

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: October 7, 2013**
MOVED and seconded to approve the minutes as amended on page 5.
CARRIED
4. **Fire Protection Services Bylaw and Policy Review**
Councillor Berger declared a conflict of interest with this agenda item as her husband is a volunteer firefighter for Sooke Fire Rescue Service and left the meeting at 7:02 p.m.

Bonnie Sprinkling provided a summary of the staff report for the Committee. Ms. Sprinkling advised that amendments to the Open Air Fires portion of the bylaw have not been made at this time as they will be addressed as a separate bylaw amendment at a later date in order to provide an opportunity for public consultation for the bylaw amendment.

Chair Kasper reported that the Committee had hoped to complete all the amendments to the Fire Protection Bylaw, including amendments to the Open Air Fires, but after meeting with Mr. Howie and Ms. Sprinkling and in keeping with time constraints and providing an opportunity for public input to the bylaw, the Committee should deal with the proposed amendments to the bylaw and forward their recommendations to Council and then continue with amendments to the Open Air Fires portion of the bylaw in January 2014 in order to ensure a public process.

Committee discussion:

- Consideration as to putting off the bylaw until all revisions including the burning portion have been complete
- Ensure latitude with self-inspections
- Clarification as to inspections for Bed and Breakfasts
- Including Bed and Breakfast on the Schedule A

Public Input:

Derek Lewers, Sooke resident, expressed his concerns as to postponing the revisions of the Open Air Fires portion of the bylaw to a later date and of concerns of how the bylaw will look with the amendments, concerns as to the provisions in the bylaw from the *Wildfire Act* for high risk activity. Mr. Lewers indicated that this section should be specific to “blasting”. Mr. Lewes also advised that the bylaw should include a table of contents and that Bed and Breakfasts should be included under Group C on the Schedule A of the bylaw (Frequency of Inspections).

MOVED and seconded to direct staff to include “Bed and Breakfasts” under the Lodging Houses - Group C Category of Schedule A (Frequency of Inspections).

CARRIED

Committee further discussed:

- Clarification as to “high risk activities” in the bylaw
- Clarification as to the use of “may” and “must” in section 16.1(self inspections) and whether this is a contradictory
- Concern as to whether it would cause room for error in making a recommendation to Council to move forward with the bylaw amendments to one portion of the bylaw and not including the amendments to the Open Air Fires portion of the bylaw
- Concern as to holding public input for the Open Air Fires in December as this would not be fair to the public
- Amendments to the Open Air Fires portion of the bylaw was not part of the original focus of this review
- Ensure that the public is involved in the review of the Open Air Fires portion of the bylaw
- There will be an opportunity for the Committee to review the Open Air Fires portion of the bylaw at a future date

Bonnie Sprinkling clarified that a table of contents and headings do not form part of a bylaw but would be included in the consolidated version of the Fire Protection Services bylaw.

Derek Lewers further addressed the Committee as to section 16.1 (c) seeking clarifications as to whether “Fire Chief” included a “designate” or “authorized person” for the Fire Chief. Mr. Lewers indicated that the use of the word “may” in section 16.1 (c) could mean that the fire department is not meeting their current obligations that have been put forward in the bylaw for self-inspections.

Ellen Lewers Sooke resident suggested that further clarification be made to section 16.1 for the self-inspection program.

MOVED and seconded to recommend that Council introduce and give first, second and third reading to Bylaw No. 575, *Fire Protection Services Amendment Bylaw (292-5)*.

Council

CARRIED

The Committee discussed the following as to Policy 14.5, *Sooke Fire Rescue Department Standard Operating Guidelines, 2013*:

- Look at including a statement that the Standard Operating Guidelines are approved by Council in section 2
- Clarification as to whether Council should be approving Standard Operating Guidelines
- Ensure that the Guidelines do not potentially put people at risk

Mr. Howie clarified that the Fire Department standard operating guidelines for operational matters would be established through the Council Policy No. 14.5, which states that this is what the guidelines look like and that the Committee and Council's main discussion is around setting policy for the levels of response.

The Committee agreed by general consensus to direct staff as to Policy 14.6, *Sooke Fire Rescue Department Discipline Policy, 2013*:

Staff

- Clarify and be consistent as to the definition of "narcotics" in all policies
- Ensure spelling correction for the word "Offence" on page 28

Derek Lewers suggested looking at the *Worker's Compensation Act* to see if there is a definition for "drugs and alcohol." Mr. Lewers inquired as to section 1.04 and whether items (b) and (d) state the exact same thing and whether these should be merged into an all encompassing line.

The Committee further discussed Policy 14.6:

- Definitions under section 1.05
- Ensure that there is some form of a benchmark when using disciplinary actions for insubordination
- Ensure that there is a qualifier for all offences to ensure the health and safety of the organization
- Confirmation that the Discipline Policy is inclusive of all members including the IAFF members

The Committee agreed by general consensus to direct staff as to Policy 14.6, *Sooke Fire Rescue Department Discipline Policy, 2013*:

Staff

- Clarify the definition of "insubordination"
- Clarify the definition for "Disclosure of Information" as there are two separate issues in the existing definition
- Clarify section 1.05 as to offences occurring "on duty" or "off duty"

MOVED and seconded to direct staff to remove the following disciplinary actions from section 1.06 of Policy 14.6, *Sooke Fire Rescue Department Discipline Policy, 2013*: **Staff**

- 3) Written Notice
- 5) Request to Resign

CARRIED

Derek Lewers asked for further clarification as to item 1.06 Disciplinary Action and whether the words “in the following order” should be included in this section.

The Committee agreed by general consensus to direct staff as to Policy 14.7, *Sooke Fire Rescue Department Volunteer Member Grievance Policy*: **Staff**

- Clarify section 5.00 “No Stoppage of Work or Change of Personnel” when a grievance procedure is in place and whether “work” is the appropriate word to use
- Re-word section 2.02 in order to provide an opportunity for the grievor to have representation from either inside or outside of the Firefighters Association.

Derek Lewers inquired as to including “to the satisfaction of both parties” in section 2.01 to provide further clarity. Mr. Lewers asked for clarification as to timelines in section 2.00 (Second Step) and suggested that in section 2.02 (b) the grievor be provided the opportunity to appoint a representative inside or outside of the Firefighters Association. Mr. Lewers inquired as to references to timing considerations with the grievance steps.

The Committee discussed the following as to the Sooke Fire Rescue Department Standard Operating Guidelines:

- Ensure that the Fire Department Standard Operating Guidelines remain the purview of the Fire Department and that the Committee not get involved in great length with the operating guidelines
- Clarification as to section 4 of the Vehicle Operations SOG
- Ensure that the Vehicle Operations SOG and the District’s Vehicle Use Policy are consistent with one another
- Confirmation as to whether the Standard Operating Guidelines are under the signature of the District’s Chief Administrative Officer

Derek Lewers spoke to the Vehicle Operations Standard Operating Guideline and queried whether item 4 was contradictory to item 1. Mr. Lewers suggested removing item 4 and provided suggested wording to replace item 1 in the Guideline. Mr. Lewers further addressed the Committee as to the importance of ensuring that the tax payers of Sooke are covered first when it comes to emergency response.

MOVED and seconded to direct staff to make the amendments to Policy 14.6, *Sooke Fire Rescue Department Discipline Policy, 2013* and Policy 14.7, *Sooke Fire Rescue Department Volunteer Member Grievance* **Staff**

Policy ;

AND TO bring the amended Polices back to the next Committee meeting.

CARRIED

Derek Lewers asked the Committee that consideration be given to a District of Sooke policy to establish recognition of honorary firefighters who have provided a number of years of service as a volunteer firefighter.

Councillor Berger returned to the meeting at 8:30 p.m.

5. **2014 Council Conferences**

Chair Kasper advised that he has been working with staff in compiling a list of what conferences Council historically attends. He has asked that Council confirm what conferences they plan on attending in 2014 in order to prepare a conference budget to include in the 2014 budget.

Committee discussion:

- AVICC was held in Sooke in 2013 therefore there were no costs incurred for Council expenses
- Ensure that Council stays within the budget for conferences
- Ensure that staff are advised well in advance if a Council member is going to cancel attending a conference

MOVED and seconded to recommend that Council approve the Council Travel/Conference and Education Budget for 2014 be capped at \$26,520 plus a 2 percent cost of living increase.

Council

CARRIED

MOVED and seconded to recommend that Council members confirm their attendance at the following 2014 Conventions and forums by the end of 2013:

Council

- Local Government Leadership Academy (LGLA) in Richmond, BC February 5th to 7th, 2014
- Association of Vancouver Island Coastal Communities (AVICC) Convention in Qualicum Beach, BC April 10th to 13th, 2014;
- Federation of Canadian Municipalities (FCM) Convention in Niagara Falls, Ontario May 30th to June 2nd, 2014; and
- Union of British Columbia Municipalities (UBCM) Convention in Whistler, BC September 22nd to 26th, 2014.

CARRIED

Public Input:

Ellen Lewers, Sooke resident inquired as to the benefits that Council members receive from the Local Government Leadership Academy in Richmond. Ms. Lewers further inquired as to whether Council members have a Policy in mind when attending the AVICC Convention and whether staff receives the same information that Council receives at the Conventions. Ms. Lewers asked how the Federation of Canadian Municipalities affects the District of Sooke and whether it is necessary for all members of Council to attend all of these events.

Chair Kasper explained that there are a large number of experts that attend these Conventions who speak on a wide range of issues, the information that is picked up by attending these events provides further insight with respect to issues that municipalities deal with such as budgets. Chair Kasper advised that there were a number of resolutions brought forward from the AVICC Convention that has helped this municipality.

Councillor Berger reported that the reason she attends the conventions is because a lot of the policy framework that Council deals with is provincially and federally mandated and it provides them with insight as to these regulations. Councillor Berger further advised that there are valuable sessions on topics and issues that they deal with as elected officials.

Mayor Milne further advised that the networking is one of the greater advantages to attending the Conventions such as the Mayor Caucus meeting. The Conventions provide Council members with the opportunity to be exposed to various courses and provide opportunities for networking. There is a lot of great information provided at the Conventions for elected officials who all have specific interests and he believes it is money well spent.

Councillor Reay reported that she has found that the Conventions provide an opportunity for elected officials to have a voice and to vote on issues at the provincial and federal level. Councillor Reay further advised that It is important because the resolutions that they vote on guide Policy in the future.

Derek Lewers, Sooke resident addressed the Committee as to concerns of the costs associated with the Conventions and how it affects the budget numbers as he spent a number of hours working with the Fire Chief in keeping the fire departments costs down. Mr. Lewers also expressed concerns that these Conventions are scheduled within 8 months of an election.

6. **2013 Budget vs Actual Report as at September, 2013**

Chair Kasper reported that the 2013 Budget vs Actual Report was brought forward to Council at the October 28th Regular Council meeting.

Committee discussion:

- Clarification as to the \$600,000 costs for the roundabout under the Engineering Department budget; costs were divided between 2013 and 2014
- Whether to costs associated with Church Road to Otter Point Road Connector in the Capital Plan included the costs for land acquisition
- Confirmation as to the Project Manager salary for the Connector to be funded out of the Capital Plan budget
- Clarification as to whether there will be an additional payment from Casino Revenue at the end of the year

- Whether the Casino Revenue payment is guaranteed funding

Public Input:

There was no input from members of the public.

MOVED and seconded to receive the 2013 Budget vs Actual Report as at September, 2013 for information.

CARRIED

7. Organizational Chart

Michael Dillabaugh provided a summary of the staff report and reviewed the Organizational Chart for the Committee.

Committee discussion:

- Clarification as to when the Committee will receive the dollar figures associated with the positions on the organizational chart
- Inactive positions that are redundant after two years; to not get bogged down with positions from the past that are redundant
- Ensure that information provided to the Committee for future discussion truly reflects the actual positions that are filled with bodies for meaningful work
- People need to recognize that the economy is not good and that people are having to leave Sooke to find work
- Taxpayers interests need to be taken into consideration
- Ensure that the Committee receives the costs applicable to each position during budget deliberations
- Clarification as to whether each of the Collective Agreements state that if laid off for a certain amount of time you have no right to recall
- Clarification as to the difference between CUPE inactive and CUPE vacant positions
- Clarification as to the benefit of leaving the inactive positions in place and whether it is onerous to renegotiate a position

Public Input:

There was no input from members of the public.

MOVED and seconded to receive the Organization Chart for information

CARRIED

8. Policy 5.6, *Purchasing and Disposal of Assets Policy, 2012*

Chair Kasper reported that he requested this item be brought forward to the Committee and that when this Policy was reviewed by the Committee in 2012 one of the recommendations included in the Policy was the establishment of preferred list of suppliers and potential businesses. Chair Kasper asked the Committee to provide some direction towards the process of establishing this list.

Michael Dillabaugh commented that staff has established a list of suppliers in areas where services are used regularly and where there is more than one supplier. Mr. Dillabaugh further reported that there are

other areas by virtue where there is only one or two suppliers out there or by virtue of the dollar figure associated with expenditure both high and low where a listing is not as practicable but where it is practicable staff is working towards a list of suppliers.

Chair Kasper asked if it was possible for staff to provide with the criteria in establishing the list and to make sure that we are in full compliance with section 17 of the Policy in particular section 17.2 where it refers to preference to local suppliers in regard to providing services. Chair Kasper advised that it is his hope that something could come back to the Committee to set out some criteria so there is a package that provides accurate comparisons.

Michael Dillabaugh advised that the criteria are in the Policy.

Chair Kasper inquired as to what the process is for determining the criteria. He expected that the District would have advertised to people in the particular categories.

Mayor Milne commented that we should keep the list small to ensure it contains people that would provide day to day services.

Public Input:

Derek Lewers, Sooke resident addressed the Committee as to concerns of the Committee getting into micro managing and that it is onerous on staff who are already very busy. Ms. Lewers added that he suggests the Committee make a recommendation to staff to add to the Purchasing Policy under the Prohibition section that those businesses that are not in compliance of District of Sooke bylaw are not able to bid or supply materials to the District until those infraction matters are dealt with.

MOVED and seconded to direct staff to look into an option for including a section under Prohibitions of Policy 5.6, *Purchasing and Disposal of Assets Policy, 2012* that businesses who are not in compliance with District of Sooke bylaws and policies are not permitted to bid or supply materials to the District of Sooke until those businesses are in good standing with the Municipality.

Staff

CARRIED

9. **Public Input**

Derek Lewers addressed the Committee as to an opportunity for cost savings with insurance of fleet vehicles. Mr. Lewers reported that the CRD are self insured for all fire, theft and comprehensive and any general liabilities go through ICBC. Mr. Lewers felt it was prudent to have staff investigate this with the Municipal Insurance Association as it could be a significant cost benefit to the municipality.

Mr. Howie reported that MIA is strictly liability insurance at this time but that they are looking to property and chattels insurance in the future. Mr. Howie further advised that with being self insured you have to ensure you have the funds to pay should you have a serious loss. Some

of the larger municipalities and regional districts in the province have sufficient funds in reserve to cover these types of losses.

Chair Kasper asked if it were possible to provide the Committee with the costs of the deductible per vehicle for the fleet package.

MOVED and seconded to direct staff to look into the existing deductible insurance costs for fleet vehicles and further look into information on self insuring of fleet vehicles;

Staff

ANDTHAT staff bring the information back to the Committee at a future meeting.

CARRIED

10. **Schedule Next Meeting: December 2, 2013**

Michael Dillabaugh advised that the proposed 2014-2018 Financial Plan will be going forward to the November 25th, 2013 Committee of the Whole meeting and will subsequently be brought forward to the Finance and Administration Committee for deliberations at the December 2nd meeting.

11. **Adjournment**

The meeting adjourned at 9:30 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held November 4, 2013 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) arrived at 7:02 p.m.
David Matland
Jim Mitchell (Alternate)

Staff:

Gord Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant, recorder

Absent: Lorne Christensen

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: October 7, 2013**
MOVED and seconded to approve the minutes as amended on page 5.
CARRIED
4. **Fire Protection Services Bylaw and Policy Review**
Councillor Berger declared a conflict of interest with this agenda item as her husband is a volunteer firefighter for Sooke Fire Rescue Service and left the meeting at 7:02 p.m.

Bonnie Sprinkling provided a summary of the staff report for the Committee. Ms. Sprinkling advised that amendments to the Open Air Fires portion of the bylaw have not been made at this time as they will be addressed as a separate bylaw amendment at a later date in order to provide an opportunity for public consultation for the bylaw amendment.

Chair Kasper reported that the Committee had hoped to complete all the amendments to the Fire Protection Bylaw, including amendments to the Open Air Fires, but after meeting with Mr. Howie and Ms. Sprinkling and in keeping with time constraints and providing an opportunity for public input to the bylaw, the Committee should deal with the proposed amendments to the bylaw and forward their recommendations to Council and then continue with amendments to the Open Air Fires portion of the bylaw in January 2014 in order to ensure a public process.

Committee discussion:

- Consideration as to putting off the bylaw until all revisions including the burning portion have been complete
- Ensure latitude with self-inspections
- Clarification as to inspections for Bed and Breakfasts
- Including Bed and Breakfast on the Schedule A

Public Input:

Derek Lewers, Sooke resident, expressed his concerns as to postponing the revisions of the Open Air Fires portion of the bylaw to a later date and of concerns of how the bylaw will look with the amendments, concerns as to the provisions in the bylaw from the *Wildfire Act* for high risk activity. Mr. Lewers indicated that this section should be specific to “blasting”. Mr. Lewes also advised that the bylaw should include a table of contents and that Bed and Breakfasts should be included under Group C on the Schedule A of the bylaw (Frequency of Inspections).

MOVED and seconded to direct staff to include “Bed and Breakfasts” under the Lodging Houses - Group C Category of Schedule A (Frequency of Inspections).

CARRIED

Committee further discussed:

- Clarification as to “high risk activities” in the bylaw
- Clarification as to the use of “may” and “must” in section 16.1(self inspections) and whether this is a contradictory
- Concern as to whether it would cause room for error in making a recommendation to Council to move forward with the bylaw amendments to one portion of the bylaw and not including the amendments to the Open Air Fires portion of the bylaw
- Concern as to holding public input for the Open Air Fires in December as this would not be fair to the public
- Amendments to the Open Air Fires portion of the bylaw was not part of the original focus of this review
- Ensure that the public is involved in the review of the Open Air Fires portion of the bylaw
- There will be an opportunity for the Committee to review the Open Air Fires portion of the bylaw at a future date

Bonnie Sprinkling clarified that a table of contents and headings do not form part of a bylaw but would be included in the consolidated version of the Fire Protection Services bylaw.

Derek Lewers further addressed the Committee as to section 16.1 (c) seeking clarifications as to whether “Fire Chief” included a “designate” or “authorized person” for the Fire Chief. Mr. Lewers indicated that the use of the word “may” in section 16.1 (c) could mean that the fire department is not meeting their current obligations that have been put forward in the bylaw for self-inspections.

Ellen Lewers Sooke resident suggested that further clarification be made to section 16.1 for the self-inspection program.

MOVED and seconded to recommend that Council introduce and give first, second and third reading to Bylaw No. 575, *Fire Protection Services Amendment Bylaw (292-5)*.

Council

CARRIED

The Committee discussed the following as to Policy 14.5, *Sooke Fire Rescue Department Standard Operating Guidelines, 2013*:

- Look at including a statement that the Standard Operating Guidelines are approved by Council in section 2
- Clarification as to whether Council should be approving Standard Operating Guidelines
- Ensure that the Guidelines do not potentially put people at risk

Mr. Howie clarified that the Fire Department standard operating guidelines for operational matters would be established through the Council Policy No. 14.5, which states that this is what the guidelines look like and that the Committee and Council's main discussion is around setting policy for the levels of response.

The Committee agreed by general consensus to direct staff as to Policy 14.6, *Sooke Fire Rescue Department Discipline Policy, 2013*:

Staff

- Clarify and be consistent as to the definition of "narcotics" in all policies
- Ensure spelling correction for the word "Offence" on page 28

Derek Lewers suggested looking at the *Worker's Compensation Act* to see if there is a definition for "drugs and alcohol." Mr. Lewers inquired as to section 1.04 and whether items (b) and (d) state the exact same thing and whether these should be merged into an all encompassing line.

The Committee further discussed Policy 14.6:

- Definitions under section 1.05
- Ensure that there is some form of a benchmark when using disciplinary actions for insubordination
- Ensure that there is a qualifier for all offences to ensure the health and safety of the organization
- Confirmation that the Discipline Policy is inclusive of all members including the IAFF members

The Committee agreed by general consensus to direct staff as to Policy 14.6, *Sooke Fire Rescue Department Discipline Policy, 2013*:

Staff

- Clarify the definition of "insubordination"
- Clarify the definition for "Disclosure of Information" as there are two separate issues in the existing definition
- Clarify section 1.05 as to offences occurring "on duty" or "off duty"

MOVED and seconded to direct staff to remove the following disciplinary actions from section 1.06 of Policy 14.6, *Sooke Fire Rescue Department Discipline Policy, 2013*: **Staff**

- 3) Written Notice
- 5) Request to Resign

CARRIED

Derek Lewers asked for further clarification as to item 1.06 Disciplinary Action and whether the words “in the following order” should be included in this section.

The Committee agreed by general consensus to direct staff as to Policy 14.7, *Sooke Fire Rescue Department Volunteer Member Grievance Policy*: **Staff**

- Clarify section 5.00 “No Stoppage of Work or Change of Personnel” when a grievance procedure is in place and whether “work” is the appropriate word to use
- Re-word section 2.02 in order to provide an opportunity for the grievor to have representation from either inside or outside of the Firefighters Association.

Derek Lewers inquired as to including “to the satisfaction of both parties” in section 2.01 to provide further clarity. Mr. Lewers asked for clarification as to timelines in section 2.00 (Second Step) and suggested that in section 2.02 (b) the grievor be provided the opportunity to appoint a representative inside or outside of the Firefighters Association. Mr. Lewers inquired as to references to timing considerations with the grievance steps.

The Committee discussed the following as to the Sooke Fire Rescue Department Standard Operating Guidelines:

- Ensure that the Fire Department Standard Operating Guidelines remain the purview of the Fire Department and that the Committee not get involved in great length with the operating guidelines
- Clarification as to section 4 of the Vehicle Operations SOG
- Ensure that the Vehicle Operations SOG and the District’s Vehicle Use Policy are consistent with one another
- Confirmation as to whether the Standard Operating Guidelines are under the signature of the District’s Chief Administrative Officer

Derek Lewers spoke to the Vehicle Operations Standard Operating Guideline and queried whether item 4 was contradictory to item 1. Mr. Lewers suggested removing item 4 and provided suggested wording to replace item 1 in the Guideline. Mr. Lewers further addressed the Committee as to the importance of ensuring that the tax payers of Sooke are covered first when it comes to emergency response.

MOVED and seconded to direct staff to make the amendments to Policy 14.6, *Sooke Fire Rescue Department Discipline Policy, 2013* and Policy 14.7, *Sooke Fire Rescue Department Volunteer Member Grievance* **Staff**

Policy ;

AND TO bring the amended Polices back to the next Committee meeting.

CARRIED

Derek Lewers asked the Committee that consideration be given to a District of Sooke policy to establish recognition of honorary firefighters who have provided a number of years of service as a volunteer firefighter.

Councillor Berger returned to the meeting at 8:30 p.m.

5. **2014 Council Conferences**

Chair Kasper advised that he has been working with staff in compiling a list of what conferences Council historically attends. He has asked that Council confirm what conferences they plan on attending in 2014 in order to prepare a conference budget to include in the 2014 budget.

Committee discussion:

- AVICC was held in Sooke in 2013 therefore there were no costs incurred for Council expenses
- Ensure that Council stays within the budget for conferences
- Ensure that staff are advised well in advance if a Council member is going to cancel attending a conference

MOVED and seconded to recommend that Council approve the Council Travel/Conference and Education Budget for 2014 be capped at \$26,520 plus a 2 percent cost of living increase.

Council

CARRIED

MOVED and seconded to recommend that Council members confirm their attendance at the following 2014 Conventions and forums by the end of 2013:

Council

- Local Government Leadership Academy (LGLA) in Richmond, BC February 5th to 7th, 2014
- Association of Vancouver Island Coastal Communities (AVICC) Convention in Qualicum Beach, BC April 10th to 13th, 2014;
- Federation of Canadian Municipalities (FCM) Convention in Niagara Falls, Ontario May 30th to June 2nd, 2014; and
- Union of British Columbia Municipalities (UBCM) Convention in Whistler, BC September 22nd to 26th, 2014.

CARRIED

Public Input:

Ellen Lewers, Sooke resident inquired as to the benefits that Council members receive from the Local Government Leadership Academy in Richmond. Ms. Lewers further inquired as to whether Council members have a Policy in mind when attending the AVICC Convention and whether staff receives the same information that Council receives at the Conventions. Ms. Lewers asked how the Federation of Canadian Municipalities affects the District of Sooke and whether it is necessary for all members of Council to attend all of these events.

Chair Kasper explained that there are a large number of experts that attend these Conventions who speak on a wide range of issues, the information that is picked up by attending these events provides further insight with respect to issues that municipalities deal with such as budgets. Chair Kasper advised that there were a number of resolutions brought forward from the AVICC Convention that has helped this municipality.

Councillor Berger reported that the reason she attends the conventions is because a lot of the policy framework that Council deals with is provincially and federally mandated and it provides them with insight as to these regulations. Councillor Berger further advised that there are valuable sessions on topics and issues that they deal with as elected officials.

Mayor Milne further advised that the networking is one of the greater advantages to attending the Conventions such as the Mayor Caucus meeting. The Conventions provide Council members with the opportunity to be exposed to various courses and provide opportunities for networking. There is a lot of great information provided at the Conventions for elected officials who all have specific interests and he believes it is money well spent.

Councillor Reay reported that she has found that the Conventions provide an opportunity for elected officials to have a voice and to vote on issues at the provincial and federal level. Councillor Reay further advised that It is important because the resolutions that they vote on guide Policy in the future.

Derek Lewers, Sooke resident addressed the Committee as to concerns of the costs associated with the Conventions and how it affects the budget numbers as he spent a number of hours working with the Fire Chief in keeping the fire departments costs down. Mr. Lewers also expressed concerns that these Conventions are scheduled within 8 months of an election.

6. 2013 Budget vs Actual Report as at September, 2013

Chair Kasper reported that the 2013 Budget vs Actual Report was brought forward to Council at the October 28th Regular Council meeting.

Committee discussion:

- Clarification as to the \$600,000 costs for the roundabout under the Engineering Department budget; costs were divided between 2013 and 2014
- Whether to costs associated with Church Road to Otter Point Road Connector in the Capital Plan included the costs for land acquisition
- Confirmation as to the Project Manager salary for the Connector to be funded out of the Capital Plan budget
- Clarification as to whether there will be an additional payment from Casino Revenue at the end of the year

- Whether the Casino Revenue payment is guaranteed funding

Public Input:

There was no input from members of the public.

MOVED and seconded to receive the 2013 Budget vs Actual Report as at September, 2013 for information.

CARRIED

7. Organizational Chart

Michael Dillabaugh provided a summary of the staff report and reviewed the Organizational Chart for the Committee.

Committee discussion:

- Clarification as to when the Committee will receive the dollar figures associated with the positions on the organizational chart
- Inactive positions that are redundant after two years; to not get bogged down with positions from the past that are redundant
- Ensure that information provided to the Committee for future discussion truly reflects the actual positions that are filled with bodies for meaningful work
- People need to recognize that the economy is not good and that people are having to leave Sooke to find work
- Taxpayers interests need to be taken into consideration
- Ensure that the Committee receives the costs applicable to each position during budget deliberations
- Clarification as to whether each of the Collective Agreements state that if laid off for a certain amount of time you have no right to recall
- Clarification as to the difference between CUPE inactive and CUPE vacant positions
- Clarification as to the benefit of leaving the inactive positions in place and whether it is onerous to renegotiate a position

Public Input:

There was no input from members of the public.

MOVED and seconded to receive the Organization Chart for information

CARRIED

8. Policy 5.6, *Purchasing and Disposal of Assets Policy, 2012*

Chair Kasper reported that he requested this item be brought forward to the Committee and that when this Policy was reviewed by the Committee in 2012 one of the recommendations included in the Policy was the establishment of preferred list of suppliers and potential businesses. Chair Kasper asked the Committee to provide some direction towards the process of establishing this list.

Michael Dillabaugh commented that staff has established a list of suppliers in areas where services are used regularly and where there is more than one supplier. Mr. Dillabaugh further reported that there are

other areas by virtue where there is only one or two suppliers out there or by virtue of the dollar figure associated with expenditure both high and low where a listing is not as practicable but where it is practicable staff is working towards a list of suppliers.

Chair Kasper asked if it was possible for staff to provide with the criteria in establishing the list and to make sure that we are in full compliance with section 17 of the Policy in particular section 17.2 where it refers to preference to local suppliers in regard to providing services. Chair Kasper advised that it is his hope that something could come back to the Committee to set out some criteria so there is a package that provides accurate comparisons.

Michael Dillabaugh advised that the criteria are in the Policy.

Chair Kasper inquired as to what the process is for determining the criteria. He expected that the District would have advertised to people in the particular categories.

Mayor Milne commented that we should keep the list small to ensure it contains people that would provide day to day services.

Public Input:

Derek Lewers, Sooke resident addressed the Committee as to concerns of the Committee getting into micro managing and that it is onerous on staff who are already very busy. Ms. Lewers added that he suggests the Committee make a recommendation to staff to add to the Purchasing Policy under the Prohibition section that those businesses that are not in compliance of District of Sooke bylaw are not able to bid or supply materials to the District until those infraction matters are dealt with.

MOVED and seconded to direct staff to look into an option for including a section under Prohibitions of Policy 5.6, *Purchasing and Disposal of Assets Policy, 2012* that businesses who are not in compliance with District of Sooke bylaws and policies are not permitted to bid or supply materials to the District of Sooke until those businesses are in good standing with the Municipality.

Staff

CARRIED

9. Public Input

Derek Lewers addressed the Committee as to an opportunity for cost savings with insurance of fleet vehicles. Mr. Lewers reported that the CRD are self insured for all fire, theft and comprehensive and any general liabilities go through ICBC. Mr. Lewers felt it was prudent to have staff investigate this with the Municipal Insurance Association as it could be a significant cost benefit to the municipality.

Mr. Howie reported that MIA is strictly liability insurance at this time but that they are looking to property and chattels insurance in the future. Mr. Howie further advised that with being self insured you have to ensure you have the funds to pay should you have a serious loss. Some

of the larger municipalities and regional districts in the province have sufficient funds in reserve to cover these types of losses.

Chair Kasper asked if it were possible to provide the Committee with the costs of the deductible per vehicle for the fleet package.

MOVED and seconded to direct staff to look into the existing deductible insurance costs for fleet vehicles and further look into information on self insuring of fleet vehicles;

Staff

ANDTHAT staff bring the information back to the Committee at a future meeting.

CARRIED

10. **Schedule Next Meeting: December 2, 2013**

Michael Dillabaugh advised that the proposed 2014-2018 Financial Plan will be going forward to the November 25th, 2013 Committee of the Whole meeting and will subsequently be brought forward to the Finance and Administration Committee for deliberations at the December 2nd meeting.

11. **Adjournment**

The meeting adjourned at 9:30 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

FINANCE AND ADMINISTRATION COMMITTEE MEETING

Meeting held December 2, 2013 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)
David Matland
Jim Mitchell (Alternate)

Staff:

Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Tina Hansen, Corporate Assistant, recorder

Absent: Lorne Christensen

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: November 4, 2013**

MOVED and seconded to approve the minutes of November 4, 2013 as circulated.

CARRIED

4. **Proposed 2014-2018 Five Year Financial Plan**

Michael Dillabaugh presented the proposed 2014-2018 Five Year Financial Plan to the Committee. Mr. Dillabaugh advised that the tax increase for 2014 that was in the 2013-2017 Five Year Financial Plan was 3.94%. As per Council direction, staff has worked to bring forward a proposed budget at the target of a 2% tax increase. The target has been attained in the presented document.

Mr. Dillabaugh further advised that Council's strategic priorities in the 2013-2014 Corporate Strategic Plan has been the primary guidance for the Five Year Financial Plan. Mr. Dillabaugh provided an overview of Council's strategic priorities; Fiscal Responsibility, Town Centre, Economic Revitalization and Community Planning and summarized projects and initiatives that were started in 2013 and are budgeted to be completed in 2014.

Part 1 – Departmental Financial Plan Presentations:

General Government – Corporate Services

Michael Dillabaugh addressed the Committee as to the roles and responsibilities of the Corporate Services Department advising that the Department has a broad range of responsibilities including managing elections, meeting legislative requirements and corporate administration.

Bonnie Sprinkling provided an overview of the following Corporate Services Department proposed expenditures for 2014:

- Specialty Supplies (Bylaw)
- Hospitality and Meals
- Travel
- Professional Development
- Legislative Dues/Subscriptions
- Memberships
- Advertising/Communications
- Records Management
- Conference Hosting
- Elections
- Public and Government Relations

Committee discussed:

- Concerns as to budget amounts for Council Travel/conferences/ education and Advertising/Communications under General Government Services and consideration to reducing these amounts due to the current economy
- That staff look into the budget actuals for the 2011 election to ensure that there are sufficient funds allocated in the Financial Plan for the 2014 election
- Whether objectives were achieved in Records Management with the co-op summer student

Public Input: There was no input from members of the public.

Finance Department and Common Services

Michael addressed the Committee as to the roles and responsibilities of the Finance Department advising that the department provides sound management of the District's financial assets and delivers exceptional customer service through timely, accurate information to stakeholders.

Mr. Dillabaugh provided an overview of the following Finance Department proposed expenditures for 2014:

- Finance and Information Technology – Travel
- Finance and Information Technology – Tax forms and supplies
- Property Tax Interest Expense
- Finance and Information Technology – Property Tax Stabilization contingency
- Common Services – Building Maintenance – Contracted Maintenance

- Common Services – Vehicle Fleet
- Contingency – Staffing Coverage
- Common Services – Office – Copy/Service Charges
- Common Services – Information Technology
- Staff IT Consulting/Backup
- Legal
- Staff IT/Software Training

Committee discussion:

- Consideration as to increasing the budget amount under Common Services – Copy/Service Charges as the 2013 actual for this budget item has exceeded the allocated funds
- Clarification as to the three individual areas under Finance for Information Technology; Common Services IT, Staff IT Consulting/Backup and Staff IT Software Training
- Whether other municipalities use similar software programs to the programs used by the District of Sooke
- Whether there would be cost saving opportunities for the District through purchasing/maintaining software programs jointly with other municipalities
- Clarification as to the \$10,000 increase in Software Licencing
- Clarification as to the \$15,000 budgeted amount for Staff IT Consulting/Backup
- Confirmation that the Staff IT Consulting/Backup would go out to tender

Public Input: There was no input from members of the public.

District of Sooke Debt

Michael Dillabaugh provided a summary of the staff report for the Committee.

Committee discussion:

- Whether there is an opportunity to renegotiate the interest rates; i.e. interest rate of 6.75% for the municipal/fire department building
- Clarification as to the lease through MFA for the Sooke Fire Fighter's Association gym equipment
- Gym equipment provides the opportunity for fire fighters to engage in a physical fitness program

Public Input: There was no input from members of the public.

Development Services - Planning Department

Michael Dillabaugh addressed the Committee as to the roles and responsibilities of the Planning Department advising that the Department offers professional planning advice to Council and provides information and guidance to Council and the public on development matters and applications. Mr. Dillabaugh reviewed the Planning Department expenditures for 2014 which also includes the Geographic Information Services for the District of Sooke.

Gerard LeBlanc addressed the Committee as to the importance of the

Tempest Land Management System advising that the system is managed through the IT and GIS Departments. Mr. LeBlanc reported that in 2014 staff will be looking at professional development in the area of tangible asset management. Tempest is a database for storing information related to land, zoning, land title information. etc.

Sewer Fund

Michael Dillabaugh provided an overview of the District of Sooke Sewer Fund in the Proposed 2014-2018 Five Year Financial Plan. Mr. Dillabaugh advised that the number of parcels in the Sewer Specified Area will be finalized in mid-January and once this has been done staff will have a more accurate revenue budget for the parcel tax and the sewer generation charges.

Mr. Dillabaugh further advised that the incremental increase in the parcel tax to repay the General Fund has been included in the budget and that an offsetting amount is budgeted as an expenditure as it is being transferred into the General Fund. A transfer in from surplus equal to this amount has also been budgeted in the general fund which helps offset tax increases for the five year repayment term.

Mr. Dillabaugh reported that the transfer from DCC Revenue is to cover the Principal repayment on the sewer system.

Mr. Dillabaugh overviewed expenditures in the Sewer Fund advising that the 2014 EPCOR operations fee is determined as per the amended Schedule A in the agreement.

Mr. Dillabaugh reported on the following Plans and non-capital improvements under Sewer Fund expenditures:

- \$5,000 for DCC Review
- \$7,500 for Flow Monitoring
- \$10,000 for onsite lift station modifications
- \$20,000 for Digester DO Probes
- \$20,000 for SBR Wasting – Additional Line & Valves

Mr. Dillabaugh advised that the \$67,000 AARF Contribution is the funding for the asset renewal fund for future expenditures within the agreement and that the \$60,000 for AARF Projects includes an Air Header Membrane Replacement and Emergency Responses.

Mr. Dillabaugh reported that sewer fund surplus will be transferred at the end of the year into the Reserve Fund that was set up in 2013 for future expenditures.

Committee discussion:

- Clarification as to whether funds going into the Reserve Fund are coming from sewer operations
- Clarification as to the DCC revenue amounts
- Clarification as to EPCOR operations as per the agreement and whether this includes staff wages
- Clarification as to the term of the EPCOR Contract
- Whether there would be a benefit to the District looking into the

municipality operating the sewer system once the 5 year term comes up for renewal

- Whether there is a break-down of operation costs in the Schedule A of the EPCOR contract

ACTION ITEM: Staff to provide a copy of the Schedule A of the EPCOR Contract to the Committee members.

Staff

Committee further discussed:

- Importance of forecasting on the depletion of the Reserve Fund if the revenues are not forthcoming; concern as to significant capital items being brought forward and not being able to afford them, have staff begin doing some forecasting
- Concerns as to the list of projects for \$60,000 and to have staff bring the list forward to the January meeting
- Concerns as to taking funds out of DCC's for the sewer system and concerns that this is shown as a surplus in the budget
- Look into the costs for the District to operate the sewer system
- Importance of having the reserve fund for future sewer expenditures
- Concerns that it would be premature to look into the municipality operating the sewer system as the contract expires in 2016; remain conscious of the idea as there will be carry over to the next Council

Public Input: There was no input from members of the public.

The following discussion ensued as to the proposed 2014-2018 Five Year Financial Plan:

Mayor Milne requested that staff look at the percentage increase in property taxes on page 10 of the Financial Plan to ensure that they are realistic. There may be some capital projects that require adjusting in order to bring these increases down.

Councillor Kasper inquired as to whether the 2015-2018 percentage increases were based on previous budget plans. Mr. Dillabaugh explained that these numbers are based on the Corporate Priorities and the Strategic Plan for 2013-2014 and the Development Cost Charges Bylaw, and are capital driven. There are also a number of other adjustments in the budget that cause the increase as well as there is standard inflation rate applied. Mr. Dillabaugh addressed the Committee as to the steps that are implemented into the Financial Plan.

Mayor Milne indicated that there are items in the Financial Plan that have not been identified by this Council (i.e. Murray Road widening) and could be adjusted down somewhat.

Chair Kasper advised that the District could look at putting together a budget that is projected on the rate of inflation and do its own forecasting to ensure an increase in the Financial Plan of no more than 2 percent each year. Chair Kasper spoke to concerns of increases in taxes in the Financial Plan that go beyond what inflation has been capped at.

Mr. Dillabaugh reported that these projects have been included in the budget

as they are in the current DCC bylaw but should be reviewed on a regular basis. These projects are something that can be looked at and discussed prior to the approval of the Financial Plan.

Mayor Milne advised that Council is not tied to the DCC bylaw in the budget process and that they should be looking at this project in order to reduce the increase in property tax amount each year in the budget and that it would be wise to set a goal for future Councils to look at.

5. **Fleet Vehicle Insurance – Self Insurance**

Michael Dillabaugh provided a summary of the staff report for the Committee.

MOVED and seconded to receive the Fleet Vehicle Insurance – Self Insurance report for information.

CARRIED

6. **Public Input:** There was no input from members of the public.

7. **Schedule Next Meeting: January 6, 2014**

The Committee discussed forwarding questions regarding the proposed 2014-2018 Five Year Financial Plan to Mr. Dillabaugh prior to Christmas in order to provide staff with appropriate time to prepare information for the January 6th, 2014 meeting.

The Committee discussed holding a second budget meeting in January following the meeting scheduled January 6th, 2014.

8. **Adjournment**

The meeting adjourned at 8:50 p.m.

Rick Kasper
Chair

Bonnie Sprinkling
Corporate Officer