



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING [BUDGET]
OF MUNICIPAL COUNCIL
TUESDAY, FEBRUARY 23, 2010

5:45 P.M.
COUNCIL CHAMBERS

PRESENT: Mayor Barbara Desjardins
Councillor Lynda Hundleby
Councillor Meagan Brame
Councillor Alison Gaul
Councillor Donald Linge
Councillor Randall Garrison
Councillor Bruce McIldoon

STAFF: Laurie Hurst, Chief Administrative Officer
Barb Snyder, Director of Development Services
Jeff Miller, Director of Engineering & Public Works
Scott Hartman, Director of Parks & Recreation Services
Robin Middleton, Director of Financial Services
Gord Anderson, Deputy Fire Chief
Mary Turner, Deputy Director of Financial Services
Marlene Lagoa, Sustainability Coordinator
Carollyne Evans, Corporate Administrator

1. **CALL TO ORDER**

Mayor Desjardins reconvened the Special Meeting of Council at 5:45 p.m.

2. **LATE ITEM**

Mayor Desjardins noted the Rise and Report from the February 22nd, 2010 *In Camera* meeting will be added to the end of the Agenda.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Brame, seconded by Councillor Hundelby that the Agenda be approved as amended.
The motion **CARRIED UNANIMOUSLY.**

4. **BUDGET ACCOMPLISHMENTS**

A/Director of Financial Services Turner stated that the Department Heads have arrived at a budget increase of 4.81% with no layoffs and providing the core services discussed at last night's budget meeting.

A/Director Turner clarified the Township's internal policy for casino funds is that they are used for one time projects or capital projects only. She added that the budget figures are based on the current assessment role until the completed revised roll is received March 31.

Questions and clarification were asked of staff on the following items in the Supplementary Staff Recommendations:

- (i) exempt staff wage increase –staff are proposing including a 2% contingency for exempt wage increase for 2010; union members receive 3%

Legislative

- (ii) Day care policy – Council is awaiting report
- (iii) Ipsos Reid customer satisfaction survey – different from the Ipsos Reid survey conducted for Parks & Recreation Services

Administration

- (iv) Community Charter Action planning – Esquimalt does not qualify because it is too small, however, the Sustainability Fund has dollars for community engagement and open houses
- (v) Experience Esquimalt advertising - positive impact
- (vi) Tourism initiatives – momentum will be lost if staff cannot follow through; there are no monies left from UBCM grant funding; extra hours requested for Communications Coordinator

Finance

- (vii) Payroll software – current Diamond system is obsolete; Avanti and Questica would allow generating reports in-house rather

than contracting out and relieve manually doing spreadsheets. Council suggested budgeting for this year and purchasing next year. Council requested to find out what other municipalities charge for property tax certificates

Municipal Archives

- (viii) Council asked for a report on possible locations for Archives with options, pros and cons

Fire Department

- (ix) TOIL for training – show as future core

Bylaw Enforcement

- (x) Increase to a full FTE for .6 FTE Jr. BEO – work increasing for municipal ticketing, bylaw enforcement, follow up with Vic PD ticket issues, enquiries and education on secondary suites. Council suggested .8 FTE
- (xi) Request for vehicle – Council suggested share with Engineering and monitor

Building Inspection

- (xii) Increase to full FTE for .6 FTE Jr. BI - agreement to do building inspections on 1st Nations lands; no longer do inspections for View Royal as they have 2 FTEs. Volume of building permits applied for has increased

Engineering

- (xiii) DCCs – Council stated costs must go back in budget; cannot defer any longer
- (xiv) Traffic study for bike lane [Admirals from Constance to Esquimalt Road] – can be deferred as the trail has not been built yet

Emergency Social Services

- (xv) Deputy Fire Chief Anderson handed out the core to core cost breakdown

Development Services

- (xvi) Annual TAGS Conference – unfortunate to cut as staff are world renowned for 2009 Graffiti Conference

Community Tourism

- (xvii) Distribution through BC Ferries – cannot measure benefit at this time; Council wished continued distribution on the Cohoe and Clipper

Centennial Celebrations Committee

- (xviii) Mayor Desjardins advised seed money is required to move the Committee forward and as much fundraising as possible will be done by the volunteers. The Centennial Art Scholarship must be left in the budget as Esquimalt made a commitment to fund.
- (xix) Council requested the Chairs to come forward and update

Council on the work of the Centennial Committee and its projects

Recreation Centre Administration

- (xx) Marketing Manager position – could defer while planning is underway. Director Hartman will put numbers together and bring forward a report to an In Camera meeting on how this position will impact other services and operations.
- (xxi) Craigflower islands – maintenance of 35 islands will require additional summer student and equipment; with the completion of Phase 2, additional staff resources and equipment will be required.

RECESS By general consent a short recess was taken at 7:30 p.m.

RECONVENE The Special Council meeting reconvened at 7:42 p.m.

- (xxii) Revenue opportunities – Council commented on the curling rink being used only 30% and innovation is needed to raise funds. Director Hartman is creating a business unit to create revenue. Under review are all recreation services and programs, event hosting opportunities, with focus on growth and expanding relationships.

Capital Funded by Operating

- (xxiii) Esquimalt Village Plan – an environmental study has been proposed to be done this year without budget impact and other processes can be done including developing marketing opportunities, pre-zoning for future developments, property appraisals, etc.
- (xxiv) Environmental assessment of PW Yard – property tested each year to ensure contamination has not migrated.

Supplemental Requested Funded by Casino Funds

- (xxv) Impact of HST – on expenditure side the Township will receive a bigger rebate so is a benefit. On the other hand, contract services will impact the budget an extra 25%.

Projected Reserve Fund & Account Balances

- (xxvi) No taxation is required
- (xxvii) Municipal Archives Trust Fund – request to bring back status of fund and bylaw
- (xxviii) Capital Projects Reserve Account – comfortable level is \$.5 million

2010 Capital Requests

- a) Vehicle purchases – draft green fleet purchasing policy coming forward to Council soon.
- b) GIS upgrades is critical for Engineering and Development Services as present system is very outdated.
- c) Building Access control – to finish off project
- d) Telephone system upgrade – to complete works started in 2009

- e) Storm sewer conversion program – works required to separate storm and sanitary manholes; grant funding not secured at this time
- f) Surveillance cameras at sports centre – policy will come forward at a later time for discussion
- g) Tennis courts on Colville/Esquimalt High School – safety issue for schools. Need to look into possibility of School District leveraging funds to repair track

CAO Hurst advised that the next Budget meeting will continue with budget options and revisions will be brought back as requested by Council.

Council requested that a specific public meeting be scheduled when the budget is close to being finalized and that as much advance notice as possible be given to advise residents of the meeting date.

PUBLIC QUESTION AND COMMENT PERIOD

Excluding items which are or have been the subject of a Public Hearing.

Call was made for public input and there was none.

RISE AND REPORT

- (1) Report from the *In Camera* Meeting of Council, February 22, 2010, Re: Fire Department Restructuring

Mayor Desjardins read the Rise and Report:

It was duly moved, seconded and carried:

That the Township of Esquimalt Council implement the Oak Bay Model for Esquimalt Fire Rescue;

And That the Chief Administrative Officer and employer representatives for the Township of Esquimalt be directed to enter into discussions with IAFF Local 4264, with the assistance of a mediator and without preconditions, to develop an implementation plan that will endeavour to avoid job loss for the current members of IAFF Local 4264.

15.

ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby that the meeting recess at 8:55 p.m. to reconvene March 15, 2010.
The motion **CARRIED UNANIMOUSLY.**

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS 15th DAY OF MARCH, 2010

CERTIFIED CORRECT:

CAROLLYNE EVANS
CORPORATE ADMINISTRATOR