



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING [BUDGET]
OF MUNICIPAL COUNCIL
TUESDAY, MARCH 8, 2011

5:47 P.M.
COUNCIL CHAMBERS

PRESENT: Mayor Barbara Desjardins [arrived at 7:03 p.m.]
Councillor Bruce McIldoon
Councillor Meagan Brame
Councillor Randall Garrison
Councillor Alison Gaul
Councillor Lynda Hundleby
Councillor Bruce McIldoon
Councillor Don Linge

STAFF: Laurie Hurst, Chief Administrative Officer
David Ward, Fire Chief
Barbara Snyder, Director of Development Services
Jeff Miller, Director of Engineering & Public Works
Scott Hartman, Director of Parks & Recreation Services
Karen Blakely, Director of Financial Services
Mary Turner, Deputy Director of Financial Services
Carollyne Evans, Corporate Administrator

1. CALL TO ORDER

Acting Mayor McIlldoon called the meeting to order at 5:47 pm.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

MOTION: That the agenda be approved.
MOVED/ SECONDED. Councillor Brame/Councillor Linge.
CARRIED UNANIMOUSLY.

4. (a) CORE SUMMARY

Each Department Head presented a power point overview of their core services and answered questions from Council.

(1) FIRE RESCUE

Dave Ward, Fire Chief, responded that:

- Work is in the planning stages to bring the Neighbourhood Emergency Program and Block Watch Program together.
- Overtime costs in Fire Rescue are on budget.

(2) ENGINEERING AND PUBLIC WORKS

Jeff Miller, Director of Engineering and Public Works, responded that:

- The priority for the snow clearing schedule begins with hills and arterials along bus routes.
- The snow clearing budget appears to be on budget although the full year cost is weather dependent.
- Work for others has remained fairly constant and the Township is reimbursed with a percentage for overhead built into the estimate.

(3) DEVELOPMENT SERVICES

Barbara Snyder, Director of Development Services, responded that:

- The Bylaw Enforcement Officers work Monday to Friday from 8:30 a.m. to 4:30 p.m. with one full-time Officer and one part-time Officer who works three days a week. They do not work on weekends. The Victoria Police Department is available to enforce vehicles obstructing driveways and other such matters.
- Development Services uses a combination of MS Word and MapGuide to produce graphics; we do not have any graphics software and the MapGuide system is old and needs to be replaced or significantly upgraded.
- When complaints are received against secondary suites or

- Staff does not enforce temporary structures at this time and this matter is under review.

Councillor Garrison stated he has received compliments on the pleasant, efficient and fast service delivered by Development Services and that it is a pleasure doing business with Esquimalt.

(4) FINANCE

Karen Blakely, Director of Financial Services and Mary Turner, Deputy Director, responded that:

- A new GIS application was purchased in 2010 but requires consulting services to convert it over to the Township's database. Suggestion to hire a Co-op student through Camosun College or University of Victoria is a good option for long-term work, but is not a viable resource for this type of short-term work requiring a lot of work up front.

(5) PARKS AND RECREATION

Scott Hartman, Director of Parks and Recreation Services, responded that:

- An educational component on Species at Risk protection at Macaulay Point Park is being developed for the public along with a full public relations strategy.
- The Department is also working with DND on options to maintain the integrity of the protected areas from potential damage caused by mountain bikers and irresponsible dog owners and their pets.
- Bylaw enforcement for park areas is contracted to the CRD. A presentation on the entire plan will be brought to Council sometime in April once a negotiated agreement with the DND is finalized.
- The number of programs is down this year due to restructuring and fine-tuning of programs. In the marketplace this recreation facility's numbers are high for its size and the size of this community, with more of the attendees coming from outside municipal boundaries.
- No increase is planned at this time for the Life Program.

(6) CORPORATE SERVICES

Carollyne Evans, Manager of Corporate Services, received questions on sustainability initiatives that Marlene Lagoa, Sustainability Coordinator, will answer at Council's next budget meeting on March 22, 2011:

- The initiatives appear project focused rather than on reducing GHG emissions to achieve carbon neutrality in 2012.
- Concern was raised if the Sustainability Reserve Fund is used for purchasing carbon neutral offsets and an explanation of how the

Mayor Desjardins joined the meeting at 7:03 p.m.

RECESS **MOTION:** That Council take a short recess at 7:03 p.m.
MOVED/SECONDED Acting Mayor McIldoon/Councillor Hundleby.
CARRIED UNANIMOUSLY.

RECONVENE The meeting reconvened with Mayor Desjardins in the Chair.

(b) 2011 BUDGET OVERVIEW

Karen Blakely and Mary Turner, Director and Deputy Director of Financial Services respectively, provided a high level power point presentation of the budget with respect to fund accounting, revenue and expenditure classifications, capital expenditures, funding reserves, reserve accounts and municipal debt. The details of each will be presented to Council at the March 22 and 23, 2011 Budget meetings.

Ms. Blakely and Ms. Turner presented the Budget Challenges. Laurie Hurst, Chief Administrative Officer, along with Ms. Blakely and Ms. Turner responded to questions:

- The increase for police services of \$475,048 is the cost sharing allocation that includes the 2 community liaison officers requested in 2010 and the 6 new positions added for 2011 and is based on BC Assessment Authority values.
- The increase for police services without the cost sharing allocation of the 8 positions noted above is \$241,478 based on Public Works & Government Services Canada [PW&GSC] accepted values [PILT], not on BC Assessment Authority values.
- Other taxing agencies bill the Township based on PILT accepted values, not BC Assessment Authority values. In 2010 BC Assessment changed factors used in determining PILT property values. PW&GSC paid on lower values. The Township has used the lower values in calculating its percentage of policing costs. The City of Victoria disagrees with using this value.
- The Township is appealing how the 2010 assessment and expects to have to appeal 2011 values.
- Staff is not able to discern what services in the police budget are not used by Esquimalt unless staff has access to the complete budget and can analyze it line by line.
- It would be a reasonable strategy to set monies aside in a contingency fund for additional policing costs should they be needed.

(C) EARLY APPROVALS

Ms. Hurst, Ms. Blakely and Ms. Turner clarified the early approval requests.

- The accounting software version for payroll will no longer be supported and needs to run on the next version.

- Staff recommended making a policy change and budgeting for software upgrades each year to alleviate IT issues and eliminate early approvals for one time requests.
- Staff are reviewing the Machinery and Equipment Reserve Fund to increase the funding allocation on a regular basis.

MOTION: That Esquimalt Council approve the early budget commitments as presented by Financial Services.

MOVED/SECONDED. Councillor Linge/Councillor Brame.

CARRIED UNANIMOUSLY.

5. (a) FINANCIAL SUSTAINABILITY POLICIES AND OBJECTIVES – OVERVIEW

Ms. Blakely gave an overview of the financial sustainability policies and objectives.

(b) FINANCIAL SUSTAINABILITY POLICIES AND OBJECTIVES – DETAILED DISCUSSION

Council asked for clarification on debt management. Ms. Hurst explained that the municipality receives a Liability Service Certificate from the Province on the municipality's borrowing limit. Borrowing bylaws have to be approved by the Inspector of Municipalities.

The Permissive Tax Exemption Bylaw 2738, 2010 was reviewed and the following suggestions made:

- To add a section promoting social development to consider initiatives such as for beautification.
- To add that Staff explore partnership opportunities in addition to grants.
- To add a section for tax exemptions for property owners and Council for heritage renovations and upgrade of heritage facilities.
- For Staff to come back with items to enhance permissive tax exemptions. Concern was expressed that priorities could be distorted.
- For Staff to research how the municipality can offer incentives to stimulate development, encourage greater turnaround of projects, increase tax growth, and how can we give greater tax breaks for a fixed period of time. The District of Sooke was referred to as an example. Concern was raised that over the past two years Esquimalt businesses have been getting more vulnerable and are struggling with tax increases.

Staff will research and bring back information on heritage revitalization, downtown revitalization, business improvement areas and other options for stimulating commercial growth from the Community Charter and Local Government Act, along with a draft version of the input from the business owners at the March 21st, 2011 meeting and the input from the Public Forum on Taxation scheduled on March 31, 2011, to the April 4, 2011 Council meeting.

6. PUBLIC INPUT

There was no public input.

7. ADJOURNMENT

MOTION: That the Regular Meeting of Council be adjourned at 8:24 p.m. MOVED/SECONDED. Councillor Hundleby/Councillor Gaul.
CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS 22ND DAY OF MARCH, 2011

CERTIFIED CORRECT:

LAURIE HURST
DEPUTY CORPORATE ADMINISTRATOR