



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
SPECIAL MEETING [BUDGET]
OF MUNICIPAL COUNCIL
MARCH 6 AND 7, 2012**

**5:45 P.M.
COUNCIL CHAMBERS**

PRESENT:

Mayor Barbara Desjardins
Councillor Meagan Brame
Councillor Dave Hodgins
Councillor Lynda Hundleby
Councillor Robert McKie
Councillor Tim Morrison
Councillor David Schinbein

STAFF:

Laurie Hurst, Chief Administrative Officer
Bill Brown, Director of Development Services
Jeff Miller, Director of Engineering and Public Works
Scott Hartman, Director of Parks & Recreation Services
David Ward, Fire Chief
Mary Turner, Deputy Director of Finance Services & IT
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

Mayor Desjardins called the Special [Budget] Meeting of Council to order at 5:45 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

MOTION: Moved by Councillor McKie/Councillor Brame:
That the Agenda be approved as circulated.

CARRIED UNANIMOUSLY.

4. **2012 BUDGET - OPTIONS**

The Chief Administrative Officer provided a Power Point presentation summarizing the 2012 Budget. After further review, staff has put forward recommendations at a 4.42%, 3.61% and 2.56% tax increase scenarios. Staff were recommending a target tax increase of 3.61% by assuming the following:

- No increase to Local Grants and a (one time) Core Adjustment to contributions;
- \$50,000 less into Contingency Fund;
- Surplus from 2011 – Audit will not be until end of March; however have estimated \$100,000 surplus.

The CAO pointed out that a 3.61% tax increase allows the municipality to complete all projects, no decrease to service levels and be financially healthy.

Council comments (*Response in italics*):

- How do policing cost issues work into this Budget? *Policing costs in the Budget for officers Esquimalt is responsible for, and an adjustment for "funding formula";*
- Support for request from Centennial Celebrations Select Committee for \$180,000; however should seek grants and sponsorships to decrease this Budget amount;
- What are options for Traffic Calming on Old Esquimalt Road? *If Council denies the Capital Works Supplemental request for speed humps, would research other options at direction of Council;*
- Want to have support for Strategic Priorities in the Budget; *Strategic Priorities not completely covered if Council approves only a 2.56% tax increase.*

5. **CONSIDERATION OF 2012 – 2016 SUPPLEMENTAL OPERATING AND CAPITAL REQUESTS AND FUNDING**

The CAO advised that the next step would be to review the Supplemental requests by individual line item.

Legislative/Administration

The Corporate Officer presented the General Government Supplemental Requests and responded to Council's questions.

Council comments *(Response in italics):*

- Is Council Calendar and email systems accomplishing what it needs to do? *Will have review and information in Quarterly Departmental Reports about making improvements to this system;*
- Pay for Acting CAO of \$7,000? *Council Policy PER-05 allows for compensation for Acting positions (more than a week) of 5% increase to regular rate of pay; \$7,000 supplemental is due to the pay increases for 2011 and 2012;*
- In discussing tax increases versus services with the public, issue of Local Grants comes up, and whether to continue to fund them at the same level or look at decreasing them; *Total amount in Local Grants for 2011 was \$114,000.*

Finance

The Acting Director of Finance and Information Technology presented the Finance and Grants to Other Organizations Supplemental Requests and responded to questions from Council.

Protective Services

The Fire Chief presented the Fire Supplemental Requests for 2012 and responded to questions from Council.

Transportation Services

The Director of Engineering and Public Services presented the Transportation Services and Environmental Health Services Supplemental Requests and responded to Council's questions.

Council comments *(Response in italics):*

- Traffic count every 2 years – military recently conducted one; CRD looked at major transportation corridors – check for this information first;
- Traffic Study for bike lanes on Lampson – because of the hills, how many cyclists would use?
- Road Study for Lyall Street – review 2005 Study that was shelved;
- Recycling charges/new contract – legal contract for four more years – CRD looking at “organics” as each municipality is doing something different.

Recreation & Cultural Services

The Director of Parks and Recreation Services presented the Recreation and Cultural Services Supplemental Requests for 2012 and responded to questions from Council.

The Special [Budget] Meeting recessed at 7:59 pm and reconvened at 8:08 pm with all members of Council present.

Supplemental Staff Requests

The CAO presented the Supplemental Staff requests and responded to Council's questions.

Council comments *(Response in italics):*

- What about shared Bylaw Enforcement Services across jurisdictions, or look at contracting out these services? *Have had shared services (with Building Inspection) but need more active system - currently 156 bylaw enforcement complaints pending.*

6. PUBLIC INPUT

Linda Schaumleyffel, resident, commented that it was great to put a sidewalk on Wordsley Street, but not on the north side, as people use the south side of the street. She noted that to build a sidewalk on the north side would be cheaper but in the long run, will need a sidewalk on the south side of Wordsley Street.

The Director of Engineering and Public Works pointed out that this sidewalk project is listed under the Capital sidewalk program which operates under two parameters: How to increase conductivity and lowest cost possible. He advised that there would be an increased cost to build a sidewalk on the south side of Wordsley Street because would have to blast rock outcrop.

Lorne Argyle, resident, advised that another centennial was being celebrated today – Oreo Cookies are 100 years old, and Canadians consume 25% of the market share of Oreo cookies.

John Noyes, resident, expressed his appreciation to Council and staff for a great job on the 2012 Budget. He also suggested that more Centennial banners should be placed along Craigflower Road between Tillicum and Arm Streets.

Nick Kovak, resident, expressed concern with the backlog of bylaw enforcement issues. He added that bylaw enforcement is important and the municipality needs a full time Bylaw Enforcement Officer to enforce bylaws and collect potential revenue.

7. MOVE TO IN CAMERA

MOTION: Moved by Councillor Hundleby/Councillor Brame:

That Council hold a Special *In Camera* on Tuesday, March 6, 2012 commencing at 9:00 p.m. pursuant to Section 90 of the *Community Charter* to discuss:

- Litigation or potential litigation affecting the municipality; and
- Labour relations and other employee relations;

in accordance with Section 90 (1) (c) and (g) of the *Community Charter*, and that the Notice of Special Council meeting be waived pursuant to Section 127(4) of the *Community Charter*, and that the *general public be excluded*.

CARRIED UNANIMOUSLY.

8. **RECESS AND RECONVENE**

MOTION: Moved by Councillor Brame/Councillor Schinbein:
That the Regular Meeting of Council be recessed at 9:00 p.m. on
March 6, 2012.

CARRIED UNANIMOUSLY.

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Special [Budget] Meeting of Council reconvene at 5:49 p.m.
on Wednesday, March 7, 2012 with all members of Council present.

CARRIED UNANIMOUSLY.

STAFF: Laurie Hurst, Chief Administrative Officer
Bill Brown, Director of Development Services
Jeff Miller, Director of Engineering and Public Works
Scott Hartman, Director of Parks & Recreation Services
David Ward, Fire Chief
Mary Turner, Deputy Director of Finance Services & IT
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

9. **CONSIDERATION OF 2012 – 2016 SUPPLEMENTAL OPERATING
AND CAPITAL REQUESTS AND FUNDING (CONTINUED)**

2012 Capital Requests

The Chief Administrative Officer (CAO) presented the General Government and Information Technology Capital requests and responded to Council's questions.

Council comments (*Response in italics*):

- Does upgrade to Council Chambers include audiovisual taping equipment? *No, this would be separate project;*
- Many companies going to "tablet" use – has this option been explored? *CAO to find out if this option has been investigated.*

The Fire Chief presented the Protective Services Capital requests and responded to Council's questions.

Council comments (*Response in italics*):

- General replacement – could one generator operate multiple sites? *Specific to load requirement, and need for transfer switch to turn on generator; for multiple sites, would require a "mobile" generator;*
- Galley renovation? *Need to upgrade the facility with larger fridge, stove, cupboards and larger kitchen space for emergency planning.*

The Director of Engineering and Public Works presented the Engineering & Transportation Services Capital requests and responded to Council's questions. The Director of Parks and Recreation Services provided comments, from Parks perspective.

Council comments (*Response in italics*):

- Replace Engineering car (Unit 139) with electric car? *Will do cost comparison for vehicle purchase/replacement;*
- Decommissioning of seawall at Dellwood – need additional information; *Is a liability concern – suggesting to close off area to traffic via cul-de-sac; concrete walkway would be broken and stairs removed;*
- Concern for amount of money budgeted for traffic calming on Old Esquimalt Road (\$70,000);
- Staff report requested on potential for advertising at bus shelters; *CAO to direct staff to draft a policy re: advertising;*
- Input from neighbourhood – want sidewalk constructed on south side of Wordsley Street – need more public consultation on where sidewalk is needed; *Because of rock outcrop that must be removed on south side of Wordsley Street, estimate would be \$40,000 for sidewalk construction on south side of Wordsley Street.*

10. RECESS AND RECONVENE

Mayor Desjardins recessed the Special [Budget] meeting at 7:59 pm. The meeting reconvened at 8:10 pm with all members of Council present.

11. CONSIDERATION OF 2012 – 2016 SUPPLEMENTAL OPERATING AND CAPITAL REQUESTS AND FUNDING (CONTINUED)

2012 Supplemental Staff Requests

The CAO presented the Supplemental staff requests for 2012 and responded to questions from Council.

Council comments (*Response in italics*):

- Request for review of Communications Coordinator's job description – with full time position, may be an expansion of duties and responsibilities; *Report back to Council with options.*
- Option of contracting out of new IT position? *Report back to Council with options and alternatives (including contracting out and a co-op student);*
- All staff positions are tied to Council's Strategic Priorities – should look at a “long term plan” of shared services.

MOTION: Moved by Councillor Morrison/Councillor Hundleby:

That the Supplemental staff requests for 2012 Budget be approved in principle conditional upon staff bringing back a report to Council with options and alternatives regarding the staffing of these (4) positions.

CARRIED (Councillor Hodgins opposed).

Mayor Desjardins requested that Council returned to the “flagged” items in the 2012 Supplemental Operating and Capital requests for discussion.

Pay for Acting CAO:

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Supplemental request for "Pay for Acting CAO" in the amount of \$7,000 be retained in the 2012 Budget.

CARRIED (Councillors McKie and Schinbein opposed).

MOTION: Moved by Councillor Morrison/Councillor Hodgins:
That Council Policy No. PER-05 (Terms & Conditions of Employment of Officers and Exempt Employees) be reviewed by staff and a report brought to Council with options regarding "acting pay".

CARRIED (Mayor Desjardins and Councillors Brame and Hundleby opposed)

Grants to Other Organizations:

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the "Grants-Intermunicipal-Social Services" be 0% increase for 2012; and that \$2115 be taken out of "Grants-Local" and be included with "Membership Fees – Tourism Victoria".

DEFEATED (Councillors Brame, Hundleby, and McKie in favour)

MOTION: Moved by Councillor Hodgins/Councillor Schinbein:
That "Grants to Other Organizations" be decreased 50% (to \$54,467 for 2012).

DEFEATED (Councillor Hodgins in favour).

MOTION: Moved by Councillor Morrison that further discussion on "Grants to Other Organizations" be tabled pending additional information to Council.

There was no seconder for Councillor Morrison's motion.

MOTION: Moved by Councillor Brame/Mayor Desjardins:
That the Supplemental Request for \$604 for "Grants-Intermunicipal-Social Services" and \$3,644 for "Grants-Local" be removed from the 2012 Budget and "Grants to Other Organizations" be reduced by 20%.

CARRIED (Councillors Schinbein, Hundleby and Hodgins opposed).

MOTION: Moved by Councillor Brame/Councillor McKie:
That Council directs staff not to follow Council Policy No. ADMIN-32 – Local Grants for 2012 because of the previous adopted motion regarding "Grants to Other Organizations".

CARRIED UNANIMOUSLY.

MOTION: Moved by Councillor Brame/Councillor Morrison:
That staff review Permissive Tax Exemptions for 2012 and report to Council.

CARRIED UNANIMOUSLY.

EXTENSION OF SPECIAL [BUDGET] MEETING TIME:

MOTION: Moved by Councillor Brame/Councillor McKie:
That Council approve an extension to the meeting to 10:15 p.m.

CARRIED (Councillors Hodgins and Schinbein opposed).

Professional Services – traffic study for bike lanes on Lampson:

MOTION: Moved by Councillor Brame/Councillor McKie:

That the 2012 Supplemental Budget request for “Professional Services – traffic study for bike lanes on Lampson” in the amount of \$30,000, and “Professional Services – road study for Lyall Street” in the amount of \$40,000 be deferred to the 2013 Budget as supplemental requests.

CARRIED (Councillor Hodgins opposed).

Recycling charges – increase to reflect new contract:

MOTION: Moved by Councillor Schinbein/Councillor Morrison:

That staff review the recycling contract, for alternatives and options, prior to the expiry of the current recycling contract and report to Council.

CARRIED UNANIMOUSLY.

Upgrade Council Chambers Audiovisual Equipment:

MOTION: Moved by Councillor Morrison/Councillor Hodgins:

That \$60,000 be placed in the M&E Reserve Fund for upgrades to Council Chambers audiovisual equipment for 2012 Capital Budget.

CARRIED UNANIMOUSLY.

Generator Replacement:

MOTION: Moved by Councillor Schinbein/Councillor McKie:

That the 2012 Budget Capital request for a “generator replacement” in the amount of \$110,000 be retained in the 2012 Budget; and that staff look into combining two municipal generators into one, prior to any monies being spent.

DEFEATED (Councillor Schinbein in favour).

EXTENSION OF SPECIAL [BUDGET] MEETING HOURS:

MOTION: Moved by Councillor Morrison/Councillor McKie:

That Council approve an extension to the meeting to 10:30 pm.

CARRIED (Councillors Schinbein, Hundleby and Hodgins opposed).

Galley renovation:

MOTION: Moved by Councillor Schinbein to remove the \$35,000 2012 Budget Capital request for a galley renovation to the Public Safety building.

There was no seconder for this motion.

Traffic calming on Old Esquimalt Road:

MOTION: Moved by Councillor Hundleby/Councillor Hodgins:

That the \$70,000 Capital request for traffic calming on Old Esquimalt Road be left in the 2012 Budget; and that staff provide options for traffic calming on Old Esquimalt Road in a report to Council.

CARRIED (Mayor Desjardins opposed).

Sidewalk Construction Program (2010-2018):

Staff were requested to conduct public consultation on the location of the sidewalk proposed for Wordsley Road and provide a report to Council.

12. PUBLIC INPUT

Jason Ross pointed out that the Township of Esquimalt was one of a few municipalities that do not provide a “direct audio feed” in its Council Chamber.

13. ADJOURNMENT

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Special [Budget] Meeting adjourn at 10:38 p.m.

CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS 2nd DAY OF APRIL, 2012

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER