

DISTRICT OF SAANICH
 MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING
 FINANCIAL PLAN
 HELD IN THE COUNCIL CHAMBERS
 SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
TUESDAY, APRIL 21, 2015 AT 7:00 PM

Present: **Chair:** Mayor Atwell
Council: Councillors Brice, Brownoff, Derman, Haynes, Murdock, Plant, Sanders and Wergeland
Staff: Carrie MacPhee, Director of Legislative Services; Valla Tinney, Director of Finance; Paul Arslan, Senior Manager, Financial Services; and Lynn Merry, Senior Committee Clerk

PUBLIC INPUT:
 Nil

5280-20
 2015 Financial Plan

2015 FINANCIAL PLAN

Joint report of the Acting Chief Administrative Officer and the Director of Finance dated April 14, 2015 for information.

The Director of Finance advised that there are two revisions to the proposed financial plan that impact the tax increase; the adjustment to the infrastructure replacement in the amount \$255,000 was incorporated into the plan and a reduction in the non-market revenue to 400,000.

 Councillor Plant entered the meeting at 7:15 p.m.

5660-25
 Community or Social Service Grants

2015 GRANT REQUESTS – COMMUNITY OR SOCIAL SERVICE GRANTS, NEIGHBOURHOOD MATCHED PROJECT GRANTS AND SUSTAINABILITY GRANTS

Referrals from the March 3, 2015 and March 17, 2015 Special Committee of the Whole Financial Plan meetings.

Council discussed the 2015 grant requests. The following proposed grant allocations were referred to the immediately following Council meeting for consideration and approval.

Community or Social Service Grants

<u>Organization</u>	<u>Grant</u>
Big Brothers Big Sisters of Victoria Capital Region	\$0
Bipolar Disorder Society of BC	0
Cedar Hill Golf Club Ladies' Division	5,000
City of Victoria – Canada Day	1,000
Community Social Planning Council of GV	20,900
Crisis Intervention & Public Info Society of GV	10,000
Dee's Orphan Kitten Fund	0
Gorge Tillicum Community Association	7,000
Goward House Society	25,000
GV Bike to Work Society	4,500

Greater Victoria Development Agency	30,000
GV Visitors & Convention Bureau (Tourism Victoria)	36,000
Greater Victoria Volunteer Society	12,041
Haliburton Community Organic Farm Society	4,999
Help Fill a Dream Foundation of Canada	0
Horticulture Centre of the Pacific	130,000
InspireHealth Society	0
Maritime Museum of BC Society	15,000
Peninsula Streams Society	10,000
Saanich Heritage Foundation	42,000
Saanich Marine Rescue Society	3,000
Saanich Volunteer Services Society	58,368
Silver Threads Service for Seniors	59,225
SportHost Victoria	2,500
St. John Ambulance	4,000
Swan Lake Christmas Hill Nature Sanctuary Society	15,000
VI South Film and Media Commission	35,700
Victoria Advanced Technology Council	5,000
Victoria & VI Greek Community Society	2,000
Total:	\$538,233

 Councillor Haynes declared pursuant to Section 85 of the Council Procedure Bylaw, that he is not entitled to participate in the discussion of the grant application for the Prospect Lake & Water Users Community as he is a member of the organization. Councillor Haynes left the meeting at 8:31 p.m.

Prospect Lake & Water Users Community	\$3,500
---------------------------------------	---------

 Councillor Haynes returned to the meeting at 8:32 p.m.

Councillor Sanders declared pursuant to Section 85 of the Council Procedures Bylaw, that she is not entitled to participate in the discussion of the grant application for the Shelbourne Community Kitchen Society as she is a Director of the organization. Councillor Sanders left the meeting at 8:32 p.m.

Shelbourne Community Kitchen Society	\$5,000
--------------------------------------	---------

 Councillor Sanders returned to the meeting at 8:33 p.m.

5660-35
Neighbourhood
Matched Project
Grants

Neighbourhood Matched Project Grants

<u>Organization</u>	<u>Grant</u>
Broadmead Area Residents' Association	3,000
Prospect Lake & District Community Association	3,000
Residents Association of Strawberry Vale, Marigold & Glanford	2,600
Cordova Bay Association for Community Affairs	1,000
Total:	\$9,600

5660-25
Sustainability
Grants

Sustainability Grants

<u>Organization</u>	<u>Grant</u>
Capital Region Food & Agriculture Initiatives Roundtable	7,000
Community Social Planning Council of GV	0
Evergreen	0
Fish Eye Project Society	3,900
Friends Uniting for Nature Society	0
Gorge Tillicum Community Association	4,999
Greater Victoria Cycling Coalition	4,000
LifeCycles Project Society	10,000
Synergy Sustainability Institute	0
Victoria Rowing Society	0
World Fisheries Trust	0
Total:	\$29,899

5280-20
CREST

2015 CREST LEVY

Report of the Director of Finance dated April 13, 2015 recommending Council approve the 2015 CREST Levy of \$492,626.

Councillor Wergeland declared pursuant to Section 85 of the Council Procedure Bylaw, that he is not entitled to participate in the discussion of the CREST Levy as he is a member of the CREST Board of Directors. Councillor Wergeland left the meeting at 9:07 p.m.

MOVED by Councillor Derman and Seconded by Councillor Brownoff: "That it be recommended that Council approve the 2015 CREST Levy of \$492,626."

CARRIED

Councillor Wergeland returned to the meeting at 9:08 p.m.

2120-30
Cadboro Bay
BIA

CADBORO BAY VILLAGE BUSINESS IMPROVEMENT ASSOCIATION – ANNUAL FUNDING REQUEST AND TAXATION LEVY

Report of the Director of Finance dated April 13, 2015 recommending Council approve the 2015 Cadboro Bay Village Business Improvement Association funding request and property taxation levy of \$20,000.

MOVED by Councillor Brownoff and Seconded by Councillor Derman: “That it be recommended that Council approve the 2015 Cadboro Bay Business Improvement Association funding request and property taxation levy of \$20,000.”

CARRIED

5280-20
2015 Budget

2015 DEPARTMENTAL BUDGETS – POLICE DEPARTMENT
Report of the Chief Constable dated March 13, 2015.

The Chief Constable presented and responded to questions from Council in relation to the report from the Saanich Police Board dated March 13, 2015, which outlines possible budget reduction scenarios to the 2015 budget submission.

MOVED by Councillor Derman and Seconded by Councillor Plant: “That Council approve budget reduction scenario #1 as outlined in the report from the Saanich Police Board dated March 13, 2015, which reduces the 2015 budget by \$109,000.”

CARRIED

with Mayor Atwell and Councillor Wergeland OPPOSED

4300-02
Council
Remuneration

2015 COUNCIL REMUNERATION
Report of the Director of Finance dated April 13, 2015.

MOVED by Councillor Derman and Seconded by Councillor Wergeland: “That it be recommended that the 2015 Council remuneration be approved in accordance with the survey results outlined on page 1 of the report of the Director of Finance dated April 13, 2015.”

CARRIED

Some members of Council expressed concern regarding the two remuneration comparative charts provided.

MOVED by Councillor Plant and Seconded by Councillor Murdock: “That the Finance, Audit and Personnel Standing Committee be requested to review the Council Remuneration and Expenses policy in relation to the municipalities used as comparators in determining remuneration and make recommendations to Council for 2016 budget deliberations.’

CARRIED

5600-01
One-Time
Resource
Requests

2015 ONE-TIME RESOURCE REQUESTS
Report of the Director of Finance dated April 14, 2015 recommending that Council consider the one-time resource requests and their recommended funding sources and pass a resolution for incorporation into the Financial Plan Bylaw.

Council considered the one-time resource requests outlined in the report of the Director of Finance dated April 14, 2015.

MOVED by Councillor Plant and Seconded by Councillor Brice: “That it be recommended that Council approve the one-time resource request for a Council Governance Review in the amount of \$100,000.”

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Plant: “That it be recommended that Council approve the one-time resource request for Webcasting Council Meetings in the amount of \$150,000.”

Council requested that staff report back with pricing for proposed options 2 and 3.

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Brownoff: “That it be recommended that Council approve the one-time resource request for Police Board Budget (recruit pre-hire) in the amount of \$288,200.”

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Plant: “That it be recommended that Council approve the one-time resource request for an Employee Survey in the amount of \$50,000.”

MOVED by Councillor Plant and Seconded by Councillor Haynes: “That the motion be amended to include that before the employee survey is distributed to employees, the survey will be reviewed by the Finance, Audit and Personnel Standing Committee to ensure it meets Council’s objectives.”

**The Amended Motion was DEFEATED
with Councillors Brice, Brownoff, Derman, Murdock, Sanders and Wergeland
OPPOSED**

**The Main Motion was CARRIED
with Councillor Wergeland OPPOSED**

MOVED by Councillor Plant and Seconded by Councillor Haynes: “That it be recommended that Council approve the one-time resource request for an Older Adults Recreation Strategy in the amount of \$25,000.”

CARRIED

MOVED by Councillor Brice and Seconded by Councillor Derman: “That it be recommended that Council approve the one-time resource request for Playground Improvements in the amount of \$12,300.”

CARRIED

MOVED by Councillor Derman and Seconded by Councillor Brownoff: “That it be recommended that Council approve the one-time resource request for Panama Flats (short term maintenance) in the amount of \$20,000.”

CARRIED

MOVED by Councillor Sanders and Seconded by Councillor Brownoff: “That it be recommended that Council approve the one-time resource request for the Municipal Hall 50th Birthday Celebration in the amount of \$8,000.”

CARRIED

MOVED by Councillor Plant and Seconded by Councillor Derman: “That it be recommended that Council approve the one-time resource request for purchase of three additional Parks vehicles and two additional Creeks & Waterways vehicles in the amount of \$245,000.”

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Brice: “That it be recommended that Council approve the one-time resource request for Department Operations Centre equipment in the amount of \$10,000.”

CARRIED

MOVED by Councillor Derman and Seconded by Councillor Sanders: “That it be recommended that Council approve the one-time resource request for apparatus equipment for backup Rescue Engine in the amount of \$126,000.”

CARRIED

5280-20
2015 Financial
Plan

2015 FINANCIAL PLAN

The Director of Finance provided an opportunity to Council to discuss any other item to be added to or removed from the Financial Plan.

MOVED by Councillor Plant and Seconded by Councillor Haynes: “That it be recommended that funds from the accumulated surplus be used to lower the proposed tax rate to 3.99%.”

In response to questions from Council, the Director of Finance stated:

- It is not recommended to use surplus funds to lower the tax rate.
- Surplus funds are generally used for one-time purchases; reducing tax rates using surplus funds is funding an ongoing expenditure.
- Saanich does have a balanced budget but generally does end up with a surplus due to vacancies or cost savings; the annual surplus from 2014 not allocated through one-time resource requests is approximately \$200,000.

**The Motion was DEFEATED
with Councillors Brice, Brownoff, Derman, Sanders and Wergeland
OPPOSED**

1110-30
Financial Plan
Bylaw

REVENUE, TAX AND TAX EXEMPTION POLICIES AND OBJECTIVES

Report of the Director of Finance dated April 14, 2015 recommending that Council approve the policies and objectives for inclusion in the 2015 – 2019 Financial Plan Bylaw.

MOVED by Councillor Derman and Seconded by Councillor Haynes: “That the meeting continue past 11:00 p.m.”

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Wergeland: “That it be recommended that Council approve the revenue, tax and tax exemption policies and objectives for inclusion in the 2015 – 2019 Financial Plan Bylaw as follows:

- A. The Municipality will continue to pursue revenue diversification to minimize the overall percentage of revenue raised from property taxes wherever possible. The objective is to continue maintaining reasonable tax burden by maximizing other revenue sources, lowering the cost of municipal services and shifting the burden to user fees and charges where feasible;**
- B. The Municipality will continue to set tax rates to ensure tax stability by maintaining the proportionate relationship between classes and uniform annual tax increases. The 2015 – 2019 Draft Strategic Plan target for the proportion of business property tax revenue is set at a minimum of 21%, consistent with prior years; and**
- C. The Municipality will continue to support local organizations through permissive tax exemptions. The objective is to consider exemptions individually on their merits, in context with the Saanich Strategic Plan.”**

CARRIED

5280-20
Financial Plan

2015 OPERATING, CAPITAL, WATER AND SEWER BUDGETS

MOVED by Councillor Haynes and Seconded by Councillor Wergeland: “That it be recommended that Council approve the 2015 Operating, Capital, Water and Sewer budgets, incorporating all previous motions.”

CARRIED

Adjournment On a motion from Councillor Derman, the meeting adjourned at 11:03 p.m.

.....
CHAIR

I hereby certify these Minutes are accurate

.....
MUNICIPAL CLERK

DISTRICT OF SAANICH
 MINUTES OF THE SPECIAL COUNCIL MEETING
 HELD IN THE COUNCIL CHAMBERS
 SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
TUESDAY, APRIL 21, 2015 AT 11:04 PM

Present: **Chair:** Mayor Atwell
Council: Councillors Brice, Brownoff, Derman, Haynes, Murdock, Plant, Sanders and Wergeland
Staff: Carrie MacPhee, Director of Legislative Services; Valla Tinney, Director of Finance; Paul Arslan, Senior Manager, Financial Services; and Lynn Merry, Senior Committee Clerk

RECOMMENDATIONS AND REFERRALS FROM COMMITTEES

5660-20
 Community Association
 Operating Grants

2015 GRANT REQUESTS – COMMUNITY ASSOCIATIONS AND DRY GRAD
From the March 17, 2015 Special Committee of the Whole Financial Plan meeting.

MOVED by Councillor Brice and Seconded by Councillor Derman: “That Council approve the following:

The 2015 Community Association Operating Grants as outlined in the report from the Director of Finance dated March 10, 2015, as follows:

<u>Organization</u>	<u>Grant</u>	<u>Insurance</u>
Blenkinsop Valley Community Association	\$1,100	\$500
Broadmead Area Residents’ Association	1,000	500
Cadboro Bay Residents Association	1,100	500
Camosun Community Association	0	0
Cordova Bay Association	1,100	500
Falaise Community Association	1,100	500
Friends of Mount Douglas Park Society	1,100	500
Gordon Head Residents’ Association	1,650	500
Gorge Tillicum Community Association	1,650	500
Mount Tolmie Community Association	1,100	500
Mount View Colquitz Community Association	1,100	500
North Quadra Land Use Protection Association	1,100	500
P.I.S.C.E.S.	1,100	0
Prospect Lake & District Community Association	1,100	500
Quadra Cedar Hill Community Association	1,650	500
Residents Assoc. of Strawberry Vale, Marigold & Glanford	1,650	500
Rithet’s Bog Conservation Society	1,100	0
Royal Oak Community Association	1,100	500
Total:	\$20,800	\$7,500

and;

5660-25
Dry Grad
Grants

The 2015 Dry Grad applications from the Claremont All Night Dry Grad Committee and from the St. Andrews Regional High School After-Grad Committee up to an amount of \$1,880, as outlined in the report from the Director of Finance dated March 10, 2015.”

CARRIED

5660-25
Greater
Victoria Public
Library

GREATER VICTORIA PUBLIC LIBRARY (GVPL) – 2015 BUDGET REQUEST
Referral from the March 3, 2015 Special Committee of the Whole Financial Plan meeting that Council consider the GVPL 2015 budget request in the amount of \$5,263,910. Report of the Director of Finance dated April 13, 2015 recommending Council approve the 2015 Greater Victoria Public Library Operating Budget.

MOVED by Councillor Derman and Seconded by Councillor Brice: “That Council approve the 2015 Greater Victoria Public Library (GVPL) Operating Budget in the amount of \$5,263,910, as outlined in the report of the Director of Finance dated April 13, 2015.”

CARRIED

5660-25
Swan Lake
Christmas Hill
Nature
Sanctuary

SWAN LAKE CHRISTMAS HILL NATURE SANCTUARY SOCIETY – MANAGEMENT CONTRACT

Referral from the March 3, 2015 Special Committee of the Whole Financial Plan meeting that Council consider the Society’s 2015 management fee request in the amount of \$340,000. Report of the Director of Finance dated April 13, 2015 recommending Council approve the 2015 Swan Lake Christmas Hill Nature Sanctuary contract fee of \$340,000.

MOVED by Councillor Brice and Seconded by Councillor Haynes: “That Council approve the 2015 Swan Lake Christmas Hill Nature Sanctuary contract fee of \$340,000.”

CARRIED

RECOMMENDATIONS

From the Special Committee of the Whole Financial Plan Meeting held April 21, 2015.

5660-25
Community or
Social Service
Grants

2015 GRANT REQUESTS – COMMUNITY OR SOCIAL SERVICE GRANTS, NEIGHBOURHOOD MATCHED PROJECT GRANTS AND SUSTAINABILITY GRANTS

MOVED by Councillor Derman and Seconded by Councillor: “That Council approve the following:

2015 Community or Social Services Grants:

<u>Organization</u>	<u>Grant</u>
Big Brothers Big Sisters of Victoria Capital Region	\$0
Bipolar Disorder Society of BC	0
Cedar Hill Golf Club Ladies’ Division	5,000
City of Victoria – Canada Day	1,000
Community Social Planning Council of GV	20,900

Crisis Intervention & Public Info Society of GV	10,000
Dee's Orphan Kitten Fund	0
Gorge Tillicum Community Association	7,000
Goward House Society	25,000
GV Bike to Work Society	4,500
Greater Victoria Development Agency	30,000
GV Visitors & Convention Bureau (Tourism Victoria)	36,000
Greater Victoria Volunteer Society	12,041
Haliburton Community Organic Farm Society	4,999
Help Fill a Dream Foundation of Canada	0
Horticulture Centre of the Pacific	130,000
InspireHealth Society	0
Maritime Museum of BC Society	15,000
Peninsula Streams Society	10,000
Saanich Heritage Foundation	42,000
Saanich Marine Rescue Society	3,000
Saanich Volunteer Services Society	58,368
Silver Threads Service for Seniors	59,225
SportHost Victoria	2,500
St. John Ambulance	4,000
Swan Lake Christmas Hill Nature Sanctuary Society	15,000
VI South Film and Media Commission	35,700
Victoria Advanced Technology Council	5,000
Victoria & VI Greek Community Society	2,000
Total:	\$538,233

Councillor Haynes declared pursuant to Section 85 of the Council Procedure Bylaw, that he is not entitled to participate in the discussion of the grant application for the Prospect Lake & Water Users Community as he is a member of the organization. Councillor Haynes left the meeting at 11:04 p.m.

Prospect Lake & Water Users Community **\$3,500**

Councillor Haynes returned to the meeting at 11:05 p.m.

Councillor Sanders declared pursuant to Section 85 of the Council Procedures Bylaw, that she is not entitled to participate in the discussion of the grant application for the Shelbourne Community Kitchen Society as she is a Director of the organization. Councillor Sanders left the meeting at 11:05 p.m.

Shelbourne Community Kitchen Society **\$5,000**

Councillor Sanders returned to the meeting at 11:06 p.m.

and

5660-35
Neighbourhood
Matched
Project Grants

the 2015 Neighbourhood Matched Project Grants:

<u>Organization</u>	<u>Grant</u>
Broadmead Area Residents' Association	3,000
Prospect Lake & District Community Association	3,000
Residents Association of Strawberry Vale, Marigold & Glanford	2,600
Cordova Bay Association for Community Affairs	1,000
Total:	\$9,600

5660-25
Sustainability
Grants

and

the 2015 Sustainability Grants:

<u>Organization</u>	<u>Grant</u>
Capital Region Food & Agriculture Initiatives Roundtable	7,000
Community Social Planning Council of GV	0
Evergreen	0
Fish Eye Project Society	3,900
Friends Uniting for Nature Society	0
Gorge Tillicum Community Association	4,999
Greater Victoria Cycling Coalition	4,000
LifeCycles Project Society	10,000
Synergy Sustainability Institute	0
Victoria Rowing Society	0
World Fisheries Trust	0
Total:	\$29,899."

CARRIED

5280-20
CREST

2015 CREST LEVY

Councillor Wergeland declared pursuant to Section 85 of the Council Procedure Bylaw, that he is not entitled to participate in the discussion of the CREST Levy as he is a member of the CREST Board of Directors. Councillor Wergeland left the meeting at 11:07 p.m.

MOVED by Councillor Haynes and Seconded by Councillor Brice: "That Council approve the 2015 CREST Levy of \$492,626."

CARRIED

 Councillor Wergeland returned to the meeting at 11:08 p.m.

2120-30
 Cadboro Bay
 BIA

CADBORO BAY VILLAGE BUSINESS IMPROVEMENT ASSOCIATION – ANNUAL FUNDING REQUEST AND TAXATION LEVY

MOVED by Councillor Haynes and Seconded by Councillor Brownoff: “That Council approve the 2015 Cadboro Bay Business Improvement Society funding request and property taxation levy of \$20,000.”

CARRIED

4300-02
 Council
 Remuneration

2015 COUNCIL REMUNERATION

MOVED by Councillor Wergeland and Seconded by Councillor Brownoff: “That the 2015 Council remuneration be approved in accordance with the survey results outlined on page 1 of the report of the Director of Finance dated April 13, 2015.”

CARRIED

5600-01
 One-Time
 Resource
 Requests

2015 ONE-TIME RESOURCE REQUESTS

MOVED by Councillor Derman and Seconded by Councillor Brice: “That Council approve the one-time resources requests, as follows:

Council Governance Review	\$100,000
Webcasting Council Meetings	150,000
Police Board Budget (recruit pre-hire)	288,200
Employee Survey	50,000
Adults Recreation Strategy	25,000
Playground Improvements	12,300
Panama Flats (short term maintenance)	20,000
Municipal Hall 50th Birthday Celebration	8,000
Purchase of three additional Parks vehicles	95,000
Purchase of two additional Creeks & Waterways vehicles	150,000
Department Operations Centre equipment	10,000
Apparatus equipment for back up Rescue Engine	126,000
Total:	\$1,034,500.”

CARRIED

1110-30
Financial Plan
Bylaw

REVENUE, TAX AND TAX EXEMPTION POLICIES AND OBJECTIVES

MOVED by Councillor Brice and Seconded by Councillor Derman: “That Council approve the revenue, tax and tax exemption policies and objectives for inclusion in the 2015 – 2019 Financial Plan Bylaw as follows:

- A. The Municipality will continue to pursue revenue diversification to minimize the overall percentage of revenue raised from property taxes wherever possible. The objective is to continue maintaining reasonable tax burden by maximizing other revenue sources, lowering the cost of municipal services and shifting the burden to user fees and charges where feasible;**
- B. The Municipality will continue to set tax rates to ensure tax stability by maintaining the proportionate relationship between classes and uniform annual tax increases. The 2015 – 2019 Draft Strategic Plan target for the proportion of business property tax revenue is set at a minimum of 21%, consistent with prior years; and**
- C. The Municipality will continue to support local organizations through permissive tax exemptions. The objective is to consider exemptions individually on their merits, in context with the Saanich Strategic Plan.”**

CARRIED

5280-20
Financial Plan

2015 OPERATING, CAPITAL, WATER AND SEWER BUDGETS

MOVED by Councillor Haynes and Seconded by Councillor Wergeland: “That Council approve the 2015 Operating, Capital, Water and Sewer budgets, incorporating all previous motions.”

CARRIED

Adjournment On a motion from Councillor Brownoff, the meeting adjourned at 11:20 pm.

.....
MAYOR

I hereby certify these Minutes are accurate.

.....
MUNICIPAL CLERK