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
WEDNESDAY, APRIL 26, 2017 AT 6:03 P.M.

Present:

Chair: Mayor Atwell
Council: Councillors Brice, Brownoff, Haynes (6:12 p.m.), Murdock (6:10 p.m.), Plant, Sanders and Wergeland
Staff: Paul Thorkelsson, Chief Administrative Officer; Valla Tinney, Director of Finance; Paul Arslan, Senior Manager, Financial Services; and Andrea Park, Senior Committee Clerk

PUBLIC INPUT
K. Harper, Bonaire Place, stated:
- The budget process could begin earlier with input to staff on Council’s priorities.
- The proposed Saanich tax lift is double the increase received by pensioners.
- Sewage costs could be separated from other utilities.
- Unsustainable taxes impact the affordability of housing.
- Supports Option 4 in the Chief Administrative Officer’s report dated April 19, 2017.

2017 BUDGET REDUCTION SCENARIOS
Report of the Chief Administrative Officer (CAO) dated April 19, 2017 recommending that Council finalize the 2017 budget by selecting from the options outlined in the report.

The Chief Administrative Officer and the Director of Finance responded to questions from Council.

MOVED by Councillor Murdock and Seconded by Councillor Sanders:
“That it be recommended that Council approve Budget Reduction Option No. 1, as outlined in the report from the Chief Administrative Officer dated April 19, 2017, subject to further examining the proposed staff positions.”

MOVED by Councillor Plant and Seconded by Councillor Haynes; That the motion be amended to increase the contingency reduction proposed under Budget Reduction Option No. 1, to $400,000.”

Councillor Plant stated:
- The contingency could be reduced by $400,000 based on past usage.

The Amendment to the Motion was DEFEATED with Mayor Atwell and Councillors Brice, Brownoff, Murdock, Sanders and Wergeland OPPOSED
MOVED by Councillor Brice and Seconded by Councillor Haynes:
“That the motion be amended to approve the following staff positions from those recommended in the above CAO’s report:
(a) Procurement Specialist
(b) IT Security/Privacy Specialist
(c) In-House Municipal Solicitor
(d) 50% of Building Service Workers Hours.”

The Amendment to the Motion was CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Plant:
“That the motion be amended to approve the following positions in the CAO’s report:
(a) Planner 1 (two positions)
(b) Planning Technician
(c) Planning Graphics Technician.”

The Amendment to the Motion was DEFEATED due to a TIE VOTE with Councillors Brice, Brownoff, Sanders and Wergeland
OPPOSED

Councillor Brice stated:
- There may be another way to accomplish the outstanding planning projects, such as the update of Local Area Plans, without permanently increasing the staffing.

Councillor Brownoff stated:
- Another Planner position is needed to meet the demands on the department.

Councillor Haynes stated:
- Council could consider approving half of the total amount budgeted for planning positions or using one-time funds for this purpose.

In response to comments from the Council, the CAO stated that staff require clear direction on the specific proposed positions in the Planning Department rather than just reducing the overall amount.

MOVED by Councillor Haynes and Seconded by Councillor Brownoff:
“That the motion be amended to add one Planner 1 position be approved.”

The Amendment to the Motion was CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Plant:
“That the motion be amended to add one Planning Technician position be approved.”

The Amendment to the Motion was CARRIED
MOVED by Councillor Plant and Seconded by Councillor Haynes: “That the motion be amended that one Planning Graphics Technician position be approved.”

The Amendment to the Motion was DEFEATED with Mayor Atwell and Councillors Brice, Brownoff, Murdock, Sanders and Wergeland OPPOSED.

MOVED by Councillor Wergeland and Seconded by Councillor Plant: “That the motion be amended that one Police Research and Policy Analyst position be approved.”

The Amendment to the Motion was DEFEATED due to a TIE VOTE with Councillors Brice, Brownoff, Murdock and Sanders OPPOSED.

MOVED by Councillor Haynes and Seconded by Councillor Plant: “That the motion be amended that one Plan Checker 1 position be approved.”

The Amendment to the Motion was DEFEATED with Mayor Atwell and Councillors Brice, Brownoff, Murdock, Sanders and Wergeland OPPOSED.

MOVED by Councillor Plant and Seconded by Councillor Wergeland: “That the motion be amended that Tree Risk Abatement resources be approved.”

The Amendment to the Motion was DEFEATED with Councillors Brice, Brownoff, Haynes Murdock, Sanders and Wergeland OPPOSED.

In response to questions from Council, the Director of Finance stated:
- Reducing the contingency fund by $400,000 would have reduced the average homeowner’s taxes by $5.
- Approving all of the proposed new staff positions would have added $2 to the homeowner’s taxes.

Councillor Brice stated:
- We have done the best we can and any further reductions would not be logical.

Councillor Wergeland stated:
- He supports the revised budget. Cutting our services could become necessary if further reductions are sought.
- A major rethink of the budget process cannot be done at this late stage.

Councillor Brownoff stated:
- Saanich is a large municipality with a complicated budget; our citizen surveys show that the majority are happy with our services.
- We will probably see an increase in development in Saanich in future.
- Supports the 3.53% tax lift.
Councillor Haynes stated:
- It is more a question of rethinking our processes than of saving a few dollars.

Councillor Murdock stated:
- He supports the revised budget and appreciates the efforts of staff in getting us to this point in a difficult budget year.
- Process improvements would enable Council to debate the issues more deeply.

Councillor Sanders stated:
- She supports the proposed budget and thanks staff for their work assisting Council to achieve this point.

Mayor Atwell stated:
- An earlier in-depth discussion of budgeting options would be helpful.
- There are no cuts to staffing in this budget and Council has supported the addition of critical new positions.

The Main Motion, as Amended, was then Put and CARRIED

Recess

MOVED by Councillor Brice and Seconded by Councillor Plant: “That the meeting recess for five minutes.”

CARRIED

The meeting reconvened at 8:48 p.m.

1410-04
Report – Finance

5600-01
One-time Resource Requests

ONE-TIME RESOURCE REQUESTS
Report of the Director of Finance dated April 19, 2017 recommending that Council approve acquisition of listed capital requests totalling $630,000 funded from Reserve Funds; consider the one-time resource requests funded from surplus and pass a resolution for incorporation into the final Financial Plan and associated bylaw; and approve transfer of the remaining 2016 surplus to the IT Infrastructure and Facility Replacement Reserve Fund.

The Chief Administrative Officer and the Director of Finance responded to questions from Council. The Chief Constable and the Deputy Fire Chief also responded to questions.

MOVED by Councillor Brice and Seconded by Councillor Haynes: “That it be recommended that Council approve acquisition of listed capital requests totalling $630,000 funded from Reserve Funds.”

CARRIED

MOVED by Councillor Brice and Seconded by Councillor Haynes: “That it be recommended that Council approve all of the one-time resource requests funded from surplus totaling $1,238,520.”

CARRIED
MOVED by Councillor Brice and Seconded by Councillor Plant: “That it be recommended that the unallocated 2016 annual surplus be appropriated for future consideration by Council.”

Councillor Haynes stated:
- Council might consider funding outstanding projects from the 2016 surplus such as those regarding secondary suites, administrative efficiencies around development permits, Environmental Development Permit Areas, updating Local Area Plans, the Shelbourne Valley Local Area Plan, and Municipal Hall parking lot issues.

Councillor Plant stated:
- A report on possible uses of the surplus could be considered at a future strategic planning session.

The CAO stated:
- Many of the outstanding projects mentioned have already been prioritized for reports to Council and will come forward as they are completed.
- Unfunded projects arising from the Strategic Plan will also be presented for Council’s consideration at a final strategic planning session.

The Motion was then Put and CARRIED

Adjournment

On a motion from Councillor Brownoff, the meeting adjourned at 9:25 p.m.

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CHAIR

____________________________
MUNICIPAL CLERK
**RECOMMENDATIONS AND REFERRALS FROM SPECIAL COMMITTEE OF THE WHOLE FINANCIAL PLAN MEETINGS**

**4300-02**  
**Council Remuneration**

From the March 28, 2017 Special Committee of the Whole Financial Plan meeting.

Motion was amended at the May 8, 2017 Council meeting.

MOVED by Councillor Plant and Seconded by Councillor Haynes: “That Council approve the 2017 remuneration of $40,617.55 for Councillors and $101,105.66 for the Mayor in accordance with the survey conducted under Council policy and outlined in the report of the Director of Finance dated March 20, 2017.”

CARRIED

**5280—20**  
**2017 Budget**

**1110-30**  
**Financial Plan Bylaw**

**REVENUE, TAX AND TAX EXEMPTION POLICIES AND OBJECTIVES**

From the March 28, 2017 Special Committee of the Whole Financial Plan meeting.


CARRIED

**5660-25**  
**Dry Grad Grants**

**2017 HIGH SCHOOL DRY GRAD GRANTS**

From the April 3, 2017 Special Committee of the Whole Financial Plan meeting.

MOVED by Councillor Brownoff and Seconded by Councillor Plant: “That Council approve the 2017 Dry Grad applications up to the amount of $4,655 as outlined in the report from the Director of Finance dated March 6, 2017.”

CARRIED

**5660-25**  
**Community and Social Service Grants**

**2017 OPERATING GRANTS**

**COMMUNITY OR SOCIAL SERVICE GRANTS**

From the April 3, 2017 Special Committee of the Whole Financial Plan meeting.

MOVED by Councillor Plant and Seconded by Councillor Haynes: “That Council approve the following Community and Social Service Grants in the amounts indicated:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Hill Golf Club - Ladies Division</td>
<td>5,000</td>
</tr>
<tr>
<td>Spirit of Canada 150 (City of Victoria)</td>
<td>1,000</td>
</tr>
<tr>
<td>Community Social Planning Council of Greater Victoria</td>
<td>20,900</td>
</tr>
<tr>
<td>Crisis Intervention &amp; Public Information Society of Greater Victoria</td>
<td>10,000</td>
</tr>
<tr>
<td>Gorge Canada Day Picnic Committee of Gorge Tillicum Community Association</td>
<td>7,000</td>
</tr>
</tbody>
</table>
SPECIAL COMMITTEE OF THE WHOLE MEETING MINUTES  
April 26, 2017

<table>
<thead>
<tr>
<th>Organization</th>
<th>Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goward House Society</td>
<td>20,000</td>
</tr>
<tr>
<td>Greater Victoria Volunteer Society (Volunteer Victoria)</td>
<td>12,041</td>
</tr>
<tr>
<td>Greater Victoria Bike to Work Society</td>
<td>4,500</td>
</tr>
<tr>
<td>Greater Victoria Visitor and Convention Bureau (Tourism Victoria)</td>
<td>24,000</td>
</tr>
<tr>
<td>Haliburton Community Organic Farm Society</td>
<td>14,000</td>
</tr>
<tr>
<td>Horticulture Centre of the Pacific</td>
<td>130,000</td>
</tr>
<tr>
<td>Maritime Museum of BC Society</td>
<td>10,000</td>
</tr>
<tr>
<td>Peninsula Streams Society (PSS)</td>
<td>10,000</td>
</tr>
<tr>
<td>Saanich Heritage Foundation</td>
<td>47,000</td>
</tr>
<tr>
<td>Saanich Marine Rescue Society</td>
<td>10,000</td>
</tr>
<tr>
<td>Saanich Volunteer Services Society</td>
<td>58,368</td>
</tr>
<tr>
<td>Silver Threads Service</td>
<td>59,225</td>
</tr>
<tr>
<td>SportHost Victoria</td>
<td>2,500</td>
</tr>
<tr>
<td>Vancouver Island South Film and Media Commission</td>
<td>25,000</td>
</tr>
<tr>
<td>Victoria and Vancouver Island Greek Community Society</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$472,534.</strong></td>
</tr>
</tbody>
</table>

CARRIED

Councillor Sanders declared pursuant to Section 91 of the Council Procedure 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 9:27 p.m.

MOVED by Councillor Plant and Seconded by Councillor Wergeland: “That Council approve a grant in the amount of $5,000 to the Shelbourne Community Kitchen Society.”

CARRIED

Councillor Sanders returned to the meeting at 9:28 p.m.

2017 COMMUNITY PROJECT GRANTS
SUSTAINABILITY GRANTS
From the April 3, 2017 Special Committee of the Whole Financial Plan meeting.

MOVED by Councillor Plant and Seconded by Councillor Brice: “That Council approve the following 2017 Sustainability Grant requests:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Project</th>
<th>Grant Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Regional Food and Agriculture Initiative Roundtable (CRFAIR)</td>
<td>Savour Saanich Focus within the Flavour Trails Program</td>
<td>10,000</td>
</tr>
</tbody>
</table>
Creatively United for the Planet  6th Annual Creatively United for the Planet Earth Week Community Festival & Sustainability Showcase  2500

Garry Oak Ecosystems Recovery Team (GOERT)  GOERT New Local Funding Model and Habitat Stewardship Project  2500

LifeCycles Project Society  Saanich Based Fruit Tree Project  10,000

Saanich Sunday Farmer’s Market Society  New Saanich Sunday Farmer’s Market  4,000

The Bateman Foundation  Urban Sanctuary Project – Travelling Exhibit  2500

Total $31,500.”

CARRIED

2017 OPERATING GRANTS
COMMUNITY ASSOCIATION OPERATING GRANTS
From the April 3, 2017 Special Committee of the Whole Financial Plan meeting.

MOVED by Councillor Haynes and Seconded by Councillor Plant: “That the following 2017 Community Association Operating Grants be approved:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant</th>
<th>Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blenkinsop Valley Community Association</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Broadmead Area Residents Association</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Cadboro Bay Residents Association</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Camosun Community Association</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Cordova Bay Assn. for Community Affairs</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Falaise Community Association</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Friends of Mt. Doug Park Society</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Gordon Head Residents Association</td>
<td>1,650</td>
<td>500</td>
</tr>
<tr>
<td>Gorge Tillicum Community Association</td>
<td>1,650</td>
<td>500</td>
</tr>
<tr>
<td>Mt. Tolmie Community Association</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Mt. View Colquitz Community Association</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>North Quadra Community Association</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>P.I.S.C.E.S.</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Prospect Lake &amp; District Community Assoc.</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Quadra Cedar Hill Community Association</td>
<td>1,650</td>
<td>500</td>
</tr>
<tr>
<td>Residents of Strawberry Vale, Marigold &amp; Glanford Community Association</td>
<td>1,650</td>
<td>500</td>
</tr>
<tr>
<td>Rithet’s Bog Conservation Society</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Royal Oak Community Association</td>
<td>1,100</td>
<td>500</td>
</tr>
<tr>
<td>Total</td>
<td>$22,000</td>
<td>$9,000.00</td>
</tr>
</tbody>
</table>

CARRIED
MOVED by Councillor Brice and Seconded by Councillor Brownoff: “That Council approve the 2017 Swan Lake Christmas Hill Nature Sanctuary Management Fee in the amount of $369,750.”
CARRIED

MOVED by Councillor Brownoff and Seconded by Councillor Wergeland: “That Council approve the 2017 Cadboro Bay Village Business Improvement Association funding request and property taxation levy in the amount of $20,000.”
CARRIED

MOVED by Councillor Brice and Seconded by Councillor Sanders: “That Council approve the 2017 CREST Levy in the amount of $673,465.”
CARRIED

Councillor Wergeland returned to the meeting at 9:31 p.m.

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RECOMMENDATIONS
From the Special Committee of the Whole Financial Plan Meeting held April 26, 2017.

MOVED by Councillor Haynes and Seconded by Councillor Brownoff: “That Council approve Budget Reduction Option No. 1 contained in the report of the Chief Administrative Officer dated April 19, 2017 subject to reducing the recommended positions to the following:
(a) Procurement Specialist
(b) IT Security/Privacy Specialist
(c) Municipal Solicitor
(d) One Planner 1
(e) Planning Technician
(f) 50% of the Building Service Workers Hours.”

CARRIED

5600-01
One-Time Resource Requests

2017 ONE-TIME RESOURCE REQUESTS

MOVED by Councillor Wergeland and Seconded by Councillor Haynes:

1) That Council approve acquisition of listed capital requests totalling $630,000 funded from Reserve Funds;
2) That Council approve all of the one-time resource requests funded from surplus totaling $1,238,520;
3) That the unallocated 2016 annual surplus be appropriated for future consideration by Council.”

CARRIED

Adjournment

On a motion from Councillor Brice, the meeting adjourned at 9:35 p.m.

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MAYOR

I hereby certify these Minutes are accurate.

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MUNICIPAL CLERK