

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held April 4, 2011 at 4:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Janet Evans  
Councillor Sheila Beech (4:38 pm)  
Councillor David Bennett  
Councillor Bev Berger  
Councillor Ron Dumont  
Councillor Maja Tait (4:50 pm)

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer  
Sue-Lin Tarnowski, Deputy Director of Finance  
Al Fontes, Manager of Operations  
Elisabeth Nelson, Municipal Engineer  
Gerard LeBlanc, Planner  
Steve Sorensen, Fire Chief  
Lisa Urlacher, Council Clerk

**ABSENT:**

Councillor Herb Haldane

1. **Call to Order**

The meeting was called to order at 4:09 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.

**CARRIED**

3. **Consolidated District of Sooke Draft Financial Plan 2011-2015**

Sue-in Tarnowski provided an overview of the revisions to the financial plan as recommended in previous meetings. Ms. Tarnowski advised that an increase of 3.94% for the municipal portion is reflected which results in a \$38 increase in municipal property tax for the average household. The total revenue increase is approximately \$243,000. The following is a summary of the changes:

- Protective services breakdown of FTE as requested
- SEDC increase \$35,000 based on work plan as resolved on March 28, 2011
- Development permit revenue \$50,000 forecast
- \$7,000 expensed from SPA reserve as a result of March 28, 2011 recommendation
- Records Management digital conversion
- Addition of the accessible walkway slope stabilization
- 2015 Capital - Road and sidewalk improvement program for Eustace and Rhodonite

A discussion ensued as to the consolidated financial plan involving questions and comments from members of Council and staff.

The Committee requested that staff bring forward a report regarding the hydrometric maintenance purpose and cost.

A discussion ensued as to legal costs, the committee requested that it be reduced by \$30,000 over the next 5 years. It was noted that as a result of reducing legal costs the decrease of \$20,000 for the Rainwater Management Plan Study and the duplication amount of \$10,000 in IT bringing the tax increase for 2011 to 2.99%

The Committee discussed staff researching within other municipalities when seeking advice and that a Council resolution be required prior to seeking legal advice. The Committee requested that staff bring forward a legal policy for Council consideration.

**MOVED** that the Committee of the Whole receive and review the proposed 2011-2015 Financial Plan;

**AND THAT** the Committee of the Whole recommend that Council approve the 2011-2015 Financial Plan as amended.

**CARRIED**

**Public Input:**

David Mallett, resident, expressed support to reduce legal costs, conferences hosting and commented on the networking benefits of members of Council attending conferences. Mr. Mallet commented on the recent sidewalk painting.

Ellen Lewers, resident, commented on the cost of seeking legal advice when most issues can be handled by staff. Ms. Lewers commented on the increase in population verses the increase in households and the effects on policing costs and fire services. Ms. Lewers commented on Hydro increases. Ms. Lewers inquired as to boat launch insurance costs and maintenance and asked for clarification as to conference bookings and hosting. Ms. Lewers inquired as to the \$400,000 expenditure in 2014 for the Fire Department.

4. **2011-2015 Financial Plan – Ancillary Bylaws**

Sue Lin Tarnowski provided an overview of the staff report regarding the housekeeping amendments for the following bylaws for consideration concurrently with the 2011-2015 Financial Plan Bylaw:

- Bylaw No. 486, *Capital Asset Replacement Reserve Fund Bylaw, 2011*
- Bylaw No. 487, *Sooke Core Sewer Specified Area Cost Recovery Amendment Bylaw (150-5)*
- Bylaw No. 488, *Fees Bylaw, 2011*
- Bylaw No. 490, *Development Procedures Bylaw*

The Committee discussed the changes and asked that staff notify the Sooke builder's Association in regards to the Development Procedures Bylaw.

**MOVED** that the Committee of the Whole recommend that Council consider the following bylaws as amended concurrently with the 2011-2015 Financial Plan Bylaw:

- Bylaw No. 486, *Capital Asset Replacement Reserve Fund Bylaw, 2011*;
- Bylaw No. 487, *Sooke Core Sewer Specified Area Cost Recovery Amendment*
- *Bylaw (150-5)*;
- Bylaw No. 488, *Fees Bylaw, 2011*
- Bylaw No. 490, *Development Procedures Bylaw*

**CARRIED**

5. **Adjournment**

The meeting was adjourned at 6:14 p.m.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Bonnie Sprinkling**  
**Corporate Officer**