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COMMITTEE OF THE WHOLE MEETING AGENDA

March 21, 2011 at 4:00 pm

In Council Chamber

2225 Otter Point Road, Sooke, BC

Item No.	Item	Page No.
1.	Call to Order	
2.	Approval of the Agenda	
3.	Purchase of Engineering Vehicles	
	a) Staff Report	
	b) Public Input	
4.	Review of the District of Sooke Draft Financial Plan 2011-2015	
	a) Staff Report – see separate Financial Plan	
	b) Public Input	



File No. 1000 – 1280
01 - General

REPORT FOR DIRECTION
Committee of the Whole Meeting
Meeting Date: March 21, 2011

To: Evan Parliament, Chief Administrative Officer
From: Sue-Lin Tarnowski, Acting Director of Finance
Date: March 14, 2011
Re: **Purchase of Engineering vehicles**

SUGGESTED ACTION:

THAT COMMITTEE OF THE WHOLE receive this report on the purchase of engineering vehicles for information.

Executive Summary:

In the 2010 – 2014 Five Year Financial Plan, an expenditure of \$35,000 was budgeted for the purchase of a vehicle for the Engineering department. In addition to the purchase, Unit #209 from the Fire Department was scheduled for replacement and it was planned to be the second vehicle for the Engineering department.

Background:

In October 2010, the Fire Chief was approached by the Shirley Fire Department Chief inquiring about the upcoming disposal of Sooke fire department vehicles. The Shirley Fire Chief had been received legal advice that he should no longer use his personal vehicle to respond to emergency calls. Unit 209 was scheduled for replacement in 2011 in the 2010 -2014 Five Year Financial Plan and the vehicle was to be transferred to the Engineering Department as a second vehicle. Knowing that Unit 209 was soon to be replaced, an agreement was reached with Shirley Fire Department for their purchase of Unit 209 for \$10,000.00 with the intent that the proceeds from the sale be applied towards the purchase of the second Engineering vehicle.

Quotes were obtained in December 2010 for the purchase of a replacement truck for Unit 209 as well as a utility vehicle for the Engineering Department. Soliciting for bids at the end of a calendar year resulted in extremely competitive quotes, with a local dealer offering the best deal for a 2003 ¾ ton work truck and a 2006 ½ ton four-door pickup truck in the amount of \$35,000 plus tax. The purchase of two trucks for Engineering improved

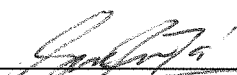
operation efficiency with one truck being utilized as an operational vehicle and a second truck being utilized as a utility truck with the capacity to carry small tools and equipment. The winning bid for the Unit 209 replacement was obtained from Jenner Chevrolet for \$28,000.00 plus tax. The total for the three vehicles is approximately \$67,000, well below the \$80,000 allocated in the 2011 budget.

The delivery for the vehicles was scheduled to be for January 2011 but the Engineering vehicles were delivered at the end of December 2010, making the purchase a 2010 expenditure. With the only Regular Council meeting scheduled for December 13, 2010, staff was unable to bring a report to Council in December.

Financial Impacts:

As the expenditure was budgeted in 2011 and not 2010, the expense of \$35,307.25 will have to be funded from general fund operating surplus. The surplus will be reimbursed in 2011 when the 2011 – 2015 Five Year Financial Plan is adopted. This is strictly an accounting formality due to the delivery date of the vehicles.


Respectfully,



Sue-Lin Tarnowski

Approved for Council Agenda

Manager



Evan Parliament, CAO



File No. 1700

DIRECTION REQUEST
Committee of the Whole
Meeting Date: March 21, 2011

To: Evan Parliament, Chief Administrative Officer
From: Sue-Lin Tarnowski, Acting Director of Finance
Date: March 16, 2011
Re: **2011 – 2015 Financial Plan**

SUGGESTED ACTION:

THAT COMMITTEE OF THE WHOLE receives and reviews the proposed 2011 -2015 Financial Plan.

Executive Summary:

On February 14, 2011 at the Committee of the Whole meeting, Council was introduced to an overview of the proposed 2011 – 2015 Financial Plan. Based on the attached proposed plan, staff is recommending to the Committee of the Whole a 3.70% increase in property taxes for the municipal portion of the tax bill. This represents an estimated \$36 increase in municipal property taxes for the average residential home.

Background

The District of Sooke experienced robust development activity in 2010 which resulted in an annual building and plumbing permit revenue of \$572,415. However, staff is fully cognisant that the global economic recovery is still fragile and have forecasted relatively conservative building and plumbing revenue of \$545,000 for 2011. Staff has also conducted an internal review of human capital resources and are proposing two new staff positions:

- Building Department Clerk starting in July 2011
- Senior Engineering Technologist starting in July 2011

One of our current full-time support staff has also indicated her preference to work 0.6 FTE starting in July 2011. Staff is proposing reallocating the support staff member to

the Fire Department to provide clerical support to both the Fire Department and Emergency Social Services.

In accordance with the Revenue, Tax and Budget Policy 5.5, we strive to achieve the 15% target set out in the policy. The transfer to the Capital Program for 2011 is at 6.3%. However, staff is proposing establishing a Capital Asset Replacement Reserve to transfer funds into the reserve to fund future capital infrastructure replacement. The establishment of this reserve will provide the District will a more predictable future funding source.

Funding for key initiatives has been allocated based on the strategic directions as identified and approved by Council in the 2011 Strategic Plan.

1. Well Planned, Sustainable Community

- \$75,000 funding for the development of an Agricultural Plan
- \$20,000 funding for the development of a Downtown Parking Plan
- \$75,000 funding for the development of a Solid Waste Management Plan
- A further \$20,000 funding for the completion of the Zoning Bylaw review
- \$5,000 funding for the development of a Affordable Housing strategy

2. Responsible Stewardship of the Environment

- \$350,000 funding for the installation of a round-about on Sooke Road to reduce vehicle idling and green house gas emission

3. Proactive Improved Infrastructure

- \$135,000 to resurface Maple Avenue to be performed in conjunction with Capital Regional District Water Department's water main upgrade
- \$50,000 for culvert replacement
- \$22,700 for installation of new public garbage receptacles, street lighting and glass transit shelters
- \$2,980,000 funding for the construction of an alternative connector road from Phillips Road to Charters Road

4. Diverse and Vibrant Local Economy

- \$5,000 funding for the establishment of a community radio
- \$10,000 funding for marketing conference space and convention hosting
- \$35,000 funding for promoting and marketing the Sooke region in conjunction with Rogers' Sportsnet
- \$260,000 for the road right-of-way purchase to construct Waterview Street, Sooke's future main road to the harbour.

5. Sustainable Financial Management

- Establishment of the Capital Asset Replacement Reserve matches the District's needs for investment in capital with available financial resources and to minimize borrowing. The purpose of the Reserve is for replacement of ageing infrastructure with funding transfer equivalent to a percentage of the total asset values.

Attached Documents:

1. 2011 – 2015 Financial Plan
(See separate package)

Approved for Council Agenda

Manager



Evan Parliament, CAO


Sue-Lin Tarnowski