

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 21, 2011 at 4:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

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

ABSENT: Councillor Ron Dumont

1. **Call to Order**

The meeting was called to order at 4:06 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Purchase of Engineering Vehicles**

Sue-Lin Tarnowski provided an overview of the staff report as to the expenditure of vehicles purchased in 2010 from the general fund operating surplus which will be reimbursed in 2011.

MOVED to receive the report on the purchasing of engineering vehicles for information.
CARRIED

4. **Review of the District of Sooke Draft Financial Plan 2011-2015**

Sue-Lin Tarnowski gave an overview of the five-year financial plan which is intended to be in line with the 2011 Strategic Plan. The proposed average residential tax increase is 3.7% (municipal portion) which is estimated to be an approximate \$35 increase on an average residential home. The increase will generate an additional \$200,000 of revenue

A discussion ensued involving questions and comments from members of Council and staff. The following is a summary of the discussion.

General Government Services

- Clarification of Property Tax Stabilization Contingency - appeal for properties resulting in a decreased assessment
- Proposed 10% increase in BC Hydro costs
- Proposed increase in legal cost
- Proposed decrease in audit cost
- Proposed increase in off site storage - archiving
- Proposed increase in insurance contingency - additional insurance on top of deductible.
- Tangible capital asset evaluation
- Proposed increase of \$25,000 for election training
- The Committee inquired as to breaking down legal costs

Protective Services

- Proposed new RCMP member 2012
- Proposed increase in source information – TIP line
- Explanation as to training costs consolidated to education

The Committee asked that the 1.17 FE explanation be noted as a crib note at the bottom of the page. Also noted was that Staff will inquire as to CREST increases.

The Committee discussed offsetting business licence revenue for an additional inspector position for 2012. Staff will investigate options.

Engineering

- Proposed new staff (.5) - engineering technologist with ASAT CT experienced design skills
- Proposed increase in conferences, membership and training and the requirement of credits
- Proposed new Building Clerk position
- Proposed increase as to the addition of \$ 3,000 for sharrow implementation
- Clarification as to the measuring station of Nott's Brook Hydrometric maintenance for accurate measuring for the storm water management plan
- Clarification of Rainwater management plan study - individual plans contracted out 8-10 left
- Crossing guards and CRD contribution
- Proposed increase of ornamental lighting with the creation of new subdivisions
- Inquiry as to providing stormwater quality management being done in-house by a qualified staff member

The Committee asked that staff look into offsetting the new engineering services position with the design work contracting budget amount.

The Committee asked that staff communicate with the Ministry of Transportation to coincide line painting with the beginning of the school years.

The Committee asked that Ministry of Transportation be advised of the unsafe condition of Highway 14 unfinished upgrades.

Development Services

- Proposed new staff
- Increase in advertising costs – amending the bylaw to increase the fee for cost recovery
- Quarterly reporting
- Community radio line item
- Conference hosting line item - 2011 Communities in Bloom, 2012 Tourism Vancouver Island and 2013 AVICC
- Conference center payment based on occupancy permit

Staff will inquire as to the issuance of Prestige occupancy permit.

Recreation and Cultural Services

- Need crisis and Information and Sooke Residents in Need line item
- Proposed increase for Canada Day celebration
- Safe Halloween line item
- Proposed garbage can increase
- Toxic round up event

Fiscal Services

Sue-Lin Tarnowski provided an overview of debt payments and transfers to own funds.

Revenue Sources

- Licence and permit revenue – historical data for forecasting
- Development Cost Charges
- Capital grant revenue

Sewer

Sue-Lin Tarnowski gave an overview of the Sewer Operating Fund and the Committee discussed the parcel tax increase to \$515 and the deficit in 2012 for the charge in fund balance.

Public Input

There was no public participation.

5. **Adjournment**

The meeting was adjourned at 6:00 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer