

MINUTES of a meeting of ESTIMATES COMMITTEE of the Municipal Council of The Corporation of the District of Oak Bay, held in the Council Chambers, Oak Bay Municipal Hall, 2167 Oak Bay Avenue, Oak Bay, B.C., on Tuesday, April 5, 2011.

PRESENT: Chairman, Councillor N. B. Jensen
Councillor H. Braithwaite
Councillor A. R. Cassidy
Councillor P. Copley
Councillor J. D. Herbert
Councillor T. Ney

STAFF: Municipal Administrator, M. Brennan
Municipal Clerk, L. Hilton
Municipal Treasurer, P. Walker
Fire Chief, G. Adam
Deputy Fire Chief, D. Cockle
Interim Chief Constable. D. Egan
Police Board Member John Mochrie

Chairman Jensen called the meeting to order at 5:30 p.m.

1. 2011-131 MUNICIPAL TREASURER, March 31, 2011
Re 2011Municipal Budget

The Municipal Treasurer provided an overview of the 2011 budget as outlined in her memorandum to Estimates Committee, and drew attention to some adjustments that had been made since the budget was distributed. In particular, she said, an increase in investment income and a decrease in the wage contingency fund has been made. Taking into account those changes, for the average residential property, the budget represents an increase of 4.27% in the municipal portion of the property tax bill, including the solid waste charge, noted Ms. Walker.

FIRE DEPARTMENT OPERATING AND CAPITAL BUDGET:

Chief Adam was in attendance to answer questions regarding the operating budget and capital request to replace the fire station windows, the cost of which was already included in the estimates budget.

POLICE DEPARTMENT OPERATING AND CAPITAL BUDGET:

Chief Egan and Police Board Member John Mochrie provided an overview of the request for an additional position for an Administrative Assistant to the Office of the Chief Constable, noting it follows a recommendation made in both the Filmer and Graham reports that were commissioned by the Oak Bay Police Board.

There was consensus to include the position in the budget, at a cost of \$38,281 for the remainder of the year.

EMERGENCY PROGRAM OPERATING BUDGET:

Attention was drawn to the request for the addition of a half time Emergency Program Manager, and Chief Adam and Deputy Chief Cockle answered questions from the Committee in this regard.

It was acknowledged that the amount of time required of the Deputy Chief in relation to running the Emergency Program was not sustainable, and there was consensus to include the position in the budget.

BUILDING AND PLANNING OPERATING BUDGET:

The Director of Building and Planning was invited to outline his request to increase the hours of the Bylaw Compliance Official position to full time. Mr. Thomassen advised that the additional hours would provide assistance to him and the Building Inspector with answering questions at the counter and relieving some of the workload associated with large numbers of building and development variance permits that are being processed.

While some concerns were raised regarding expanding the hours of the Bylaw Compliance Official position to assist with building permit work, it was the majority view of the Committee to include the additional hours in the budget.

Attention was drawn to the temporary part-time secretary position for the Building and Planning and Engineering Departments, which is included in the Estimates budget, and Mr. Thomassen advised that the need for additional secretarial help would be re-evaluated at the end of the year, noting the position has been filled to the end of December.

2. 2011-132 MUNICIPAL TREASURER, March 31, 2011
Re Strategic Community Investment Fund Letter

Ms. Walker provided an overview of her memorandum with respect to the Strategic Community Investment Fund, and her recommendation to reserve a portion of the payment.

MOVED by Councillor Herbert

Seconded by Councillor Braithwaite, That it be recommended to Council that 2/3 of the Strategic Community Investment Funds be reserved for use in 2012 and 2013, with the remaining funds to be brought into revenue for 2011.

CARRIED

SUMMARY OF ADJUSTMENTS:

<u>Description</u>	<u>Increase to Taxes</u>	<u>Decrease to Taxes</u>
Small Equipment	\$10,600	
Transfer from Capital Works Reserve		\$10,600
Spring Cleanup Week Savings		\$493
Payroll Accrual		\$17,000
Interest Income		\$25,000
Police Admin. Assistant Position	\$38,281	
Half Time Emergency Program Manager Position	\$20,094	
Bylaw Compliance Official to Full-Time	\$17,700	
Conferences and Meetings		\$2,750
Sub-Total	\$86,675	\$55,843

Net Impact on Levy	\$30,832
Pre-Meeting General and Debt Levy	\$16,796,454
Revised General and Debt Levy	\$16,827,286
% Change from Prior Year Levy	5.23%

Ms. Walker noted that after factoring in the adjustments, the increase for the average residential property is 4.69%.

There was consensus to conclude the meeting and continue review of the budget at the next Estimates Committee meeting scheduled for April 13, 2011.

ADJOURNMENT:

The meeting adjourned at 8:10 p.m.

Certified Correct

Municipal Clerk

Chairman