

Minutes of the Committee of the Whole (COTW) Meeting of the District of Lantzville held on Monday, October 16, 2017, at 6:00 pm at the District of Lantzville Office, 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT: **Council:** Mayor Colin Haime
Councillor Bob Colclough
Councillor John Coulson
Councillor Will Geselbracht
Councillor Denise Haime
Councillor Dot Neary (arrived 6:02 pm)
Councillor Mark Swain

Staff: Ronald Campbell, Chief Administrative Officer
Trudy Coates, Director of Corporate Administration
Fred Spears, Director of Public Works
Frank Limshue, Community Planner
John Marment, Acting Fire Chief

Mayor Haime called the meeting to order at 6:00 pm.

ADOPTION OF THE AGENDA

MOVED and SECONDED, THAT the Committee of the Whole adopts the October 16 & 17, 2017 meeting agenda, as presented.

CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD – Nil

Councillor Neary joined the meeting at 6:02 pm.

APPROVAL OF MINUTES

MOVED and SECONDED, THAT the Committee of the Whole approves the September 18, 2017 Committee of the Whole meeting minutes, as presented.

CARRIED UNANIMOUSLY

NEW BUSINESS

1. 2018 – 2022 Five Year Financial Plan

a) PowerPoint Presentation and Review of the Five Year Financial Plan

The CAO gave a PowerPoint presentation and staff spoke to the financial plan, the presentation and the agenda items, and responded to questions about the:

- Financial Plan Binder Introduction and Corporate Mission, Values and Strategic Priorities
- 2018–2022 Financial Plan Summary (Tab 1 of 2018–2022 Financial Plan Binder)
- Comparative Information (Tab 2)
- 2018–2022 Non-Core Operating Budget (Tab 3)
- 2018–2022 General Operating Fund (Tab 4)
- 2018–2022 Sewer Operating Fund (Tab 5)
- 2018–2022 Water Operating Fund (Tab 6)
- 2018–2022 Capital Budget (Tab 7)
- 2018–2022 Reserve Level Details (Tab 8)

Council requested staff:

- provide Council members with an electronic copy of the budget with detail as in the past
- provide Council with a reconciliation of Surplus
- provide Council with an updated list of tasks for the Deputy Director of Financial Services position

- provide options for use of the \$10,000 for the long-term plan for Costin Hall and Heritage Church, requested in 2017 by Council to be included for 2018
- explanation of where Corporate Administration vacation coverage was previously charged
- advise Council why gas tax is shown as the funding source for 2020 Harper Road Asphalt Replacement when there is still money (\$701,309) shown available in the Roads Capital Works Reserve for 2020.

ii) **2018–2022 Financial Plan Deviation Explanations** – For Information

PUBLIC CLARIFICATION/INPUT PERIOD

- Liz Wiley, 7292 Harby Road East, commented, and asked for clarification, on payments by utilities (Telus, Hydro, etc.), why there are two School Districts referenced, and about increased sewer costs.

MOTION TO RECESS TO RECONVENE OCTOBER 17, 2017

MOVED and SECONDED, THAT the Committee recesses the meeting to reconvene on Tuesday, October 17, 2017 at 6:00 pm in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC.

CARRIED UNANIMOUSLY

Meeting recessed: 8:35 pm

Meeting resumed: 6:00 pm, Tuesday, October 17, 2017, with all of Council in attendance. Also in attendance, R. Campbell, T. Coates, F. Spears, F. Limshue, L. Sowerby and J. Marment.

Mayor Haime called the meeting to order at 6:00 pm.

1. **2018 – 2022 Five Year Financial Plan**

a) **PowerPoint Presentation and Review of the Five Year Financial Plan**

The Mayor asked if members of Council had any comments at this time; hearing none, the CAO proceeded with the review of the Financial Plan.

The CAO responded to Council requests for information on October 16th noting:

- electronic copy will be distributed on the Director of Financial Services' return
- staff distributed the 2017 Opening Surplus Balances; Council requested a report on the changes in surplus (a continuity schedule)
- staff distributed an updated list of tasks for the Deputy Director of Financial Services position
- plans to meet with Council at a COTW to obtain Council direction on what they would like to achieve through the budget Council added in 2017 for a 2018 public consultation process regarding the future of Costin Hall
- funding for the Director of Corporate Administration vacation coverage appears to have been from vacant positions' salaries, and staff will follow up with the Director on her return
- the Director of Public Works reported on the intent to replenish the Roads Capital Works Reserve; staff to follow up with the Director on her return.

The CAO circulated a report on work by staff today to reduce line items to fund Non-Core Projects funded by Property Tax for the increase to Admin Casual Hours and the Director of Corporate Administration Vacation Coverage.

Council requested staff:

- request for an explanation on how to appropriate when the fund is in a deficit position, e.g. sewer fund; and the plan on how we got into a deficit and how to get the fund out of deficit
- include in discussions with Seaside Community Society about the Washroom Renovation Costin Hall, the option for a gender neutral washroom.

MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs staff to amend the Financial Plan Capital Budget Summary, Tab 7, to move line item 8 Mens Washroom Renovation Costin, planned for 2020, to include in 2018 with a budget of \$11,220 and to move line item 12 Install Drop Ceiling at Costin Hall, planned for 2021, to include in 2018 with a budget of \$10,000.

The COTW agreed, by unanimous consent, to a Call for Division of the Question.

THAT the Committee of the Whole recommends THAT Council instructs staff to amend the Financial Plan Capital Budget Summary, Tab 7, to move line item 8 Mens Washroom Renovation Costin, planned for 2020, to include in 2018 with a budget of \$11,220.

CARRIED UNANIMOUSLY

THAT the Committee of the Whole recommends THAT Council instructs staff to amend the Financial Plan Capital Budget Summary, Tab 7, to move line item 12 Install Drop Ceiling at Costin Hall, planned for 2021, to include in 2018 with a budget of \$10,000.

Opposed: Mayor Haime and Councillors Coulson, Haime and Neary

DEFEATED

MOVED and SECONDED, THAT the Committee of the Whole recommends to Council THAT Council instructs staff to amend the 2018 – 2022 Financial Plan Non-Core Special Request Items, Tab 3 - General Government section, to move line item 15 Grant In Aid amount of \$2,500, back into the Core budget.

CARRIED UNANIMOUSLY

MOVED and SECONDED, THAT the Committee of the Whole recommends to Council THAT Council approves the 2018 – 2022 Financial Plan Non-Core & Carry Forward Special Request Items, Tab 3, excluding line item 8 Increase to Legal Budget, line item 12 12-month Deputy Director of Finance, line item 14 Fire Association Fireworks Funding, line item 15 Grant-in-Aid, line item 16 Increase to Admin Casual Hours, line item 17 Director of Corporate Admin Vacation Coverage, and line item 22 Zoning Bylaw Review that will be considered separately.

CARRIED UNANIMOUSLY

MOVED and SECONDED, THAT the Committee of the Whole recommends to Council THAT Council approves the 2018 – 2022 Financial Plan Non-Core Special Request Item - General Government section, line item 8 Increase to Legal Budget for 2018, as amended increasing by \$15,000, from \$17,000 to \$32,000 with the additional \$15,000 being funded from surplus.

MOVED and SECONDED, THAT the Committee of the Whole amends the motion on the floor to strike “from surplus” and replace with “from taxes”.

DECLARATION OF CONFLICT

Mayor Haime noted that he was unable to discuss this item as he is currently involved in a legal action for which the District is funding the other side; he declared a conflict and immediately left the meeting at 7:10 pm.

Councillor Haime declared a conflict too and immediately left the meeting at 7:10 pm.

Councillor Coulson also declared a conflict and immediately left the meeting at 7:10 pm.

Councillor Colclough assumed the Chair as Acting Mayor.

MOTION ON THE FLOOR

THAT the Committee of the Whole amends the motion on the floor to strike “from surplus” and replace with “from taxes”.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED

THAT the Committee of the Whole recommends to Council THAT Council approves the 2018 – 2022 Financial Plan Non-Core Special Request Item - General Government section, line item 8 Increase to Legal Budget for 2018, as amended increasing by \$15,000, from \$17,000 to \$32,000 with the additional \$15,000 being funded from taxes.

CARRIED UNANIMOUSLY

Staff confirmed that this will result in a total 2018 Legal Budget of \$65,000.

Mayor Haime and Councillors Coulson and Haime returned to the meeting at 7:25 pm, and Mayor Haime resumed as the meeting Chair.

The COTW requested line item 12 be discussed at a Closed meeting.

MOVED and SECONDED, THAT the Committee of the Whole recommends to Council THAT Council remove from the 2018 – 2022 Financial Plan Non-Core Special Request Items – General Government section, line item 14 Fire Association Fireworks Funding at \$4,500 for 2018 – 2022.

MOVED and SECONDED, THAT the COTW amends the motion by striking “for 2018 – 2022” and inserting “for 2019- 2022 but leave it in for 2018 to allow time to consider options.”

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED

THAT the Committee of the Whole recommends to Council THAT Council remove from the 2018 – 2022 Financial Plan Non-Core Special Request Items – General Government section, line item 14 Fire Association Fireworks Funding at \$4,500 for 2019-2022 but leave it in for 2018 to allow time to consider options.

CARRIED UNANIMOUSLY

MOVED and SECONDED, THAT the Committee of the Whole recommends to Council THAT Council remove from the 2018 – 2022 Financial Plan Non-Core Special Request Item – General Government section, line item 16 Increase to Admin Casual Hours for 2018 – 2022.

Opposed: Councillors Colclough, Geselbracht, Neary, and Swain

DEFEATED

MOVED and SECONDED, THAT the Committee of the Whole recommends to Council THAT Council accepts the staff's proposal distributed October 17, 2017, for reductions to fund line items 16 and 17, and approves the 2018 – 2022 Financial Plan Non-Core Special Request Item – General Government section, line item 16 Increase to Admin Casual Hours and line item 17 Director of Corporate Admin Vacation Coverage for 2018 – 2022.

Opposed: Mayor Haime and Councillors Coulson, Haime and Swain

DEFEATED

MOVED and SECONDED, THAT the Committee of the Whole hold a meeting on Wednesday, October 25, 2017 at 7:00 pm in the Council Chamber, Municipal Hall.

CARRIED

INTRODUCTION OF LATE ITEMS – Nil

PUBLIC CLARIFICATION/INPUT PERIOD – Nil

ADJOURNMENT

MOVED and SECONDED, THAT the Committee of the Whole adjourns the meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 8:10 pm

ORIGINAL SIGNED

Trudy Coates, Director of Corporate Administration

Confirmed this 25th day of October, 2017.

ORIGINAL SIGNED

Colin Haime, Mayor