

**MINUTES OF THE
SPECIAL GOVERNANCE & PRIORITIES COMMITTEE MEETING
HELD MONDAY, NOVEMBER 9, 2015, 12:30 P.M.**

1. THE CHAIR CALLED THE MEETING TO ORDER AT 12:30 P.M.

Committee Members Present: Mayor Helps in the Chair; Councillors, Loveday, Lucas, Madoff and Young.

Absent for a Portion of the Meeting: Councillors Coleman and Isitt

Staff Present: J. Johnson – City Manager; P. Bruce – Fire Chief; K. Hamilton – Director of Citizen Engagement & Strategic Planning; J. Jenkyns – Deputy City Manager; C. Coates – City Clerk; F. Work – Director of Engineering & Public Works; S. Oak – Assistant Manager of Human Resources; J. Tinney – Director of Sustainable Planning & Community Development; J. O'Connor – Manager of Financial Planning; C. Mycroft – Assistant to City Manager; L. Maxwell – Recording Secretary.

2. APPROVAL OF THE AGENDA

2.1 Approval of the Agenda

Action: It was moved by Councillor Madoff, seconded by Councillor Alto, that the Agenda of the November 9th, 2015, Special Governance & Priorities Committee meeting be approved.

CARRIED UNANIMOUSLY 15/GPC

3. ADOPTION OF MINUTES

3.1 Minutes from the Special Meeting held on October 29, 2015

Action: It was moved by Councillor Alto, seconded by Councillor Loveday, that the Minutes of the Special Meeting held October 29th, 2015 be adopted.

Councillor Thornton-Joe advised that a correction to the minutes is required as she is shown as absent, when she was in fact present.

Amendment: It was moved by Councillor Thornton-Joe, seconded by Councillor Loveday, that the minutes be corrected as noted.

On the amendment:
CARRIED UNANIMOUSLY 15/GPC

On the main motion as amended:
CARRIED UNANIMOUSLY 15/GPC

3. FINANCIAL PLAN PRESENTATIONS

Committee received a report dated October 22nd, 2015 from Finance providing information on the 2016 Draft Financial Plan. This report was received for information at the Governance & Priorities Committee of October 22nd, 2015. The Director of Finance advised that each department will present Committee with an overview of their financial plan.

Presentations will continue on November 12 and 20 until each department has presented their capital and operating budgets to Committee. Committee is asked to review and discuss the proposed budget, and provide any direction to staff.

Councillor Isitt joined meeting at 12:39.

Susanne Thompson, Director of Finance, provided Committee with a presentation on their services, a summary of their operating budget and their proposed initiatives for 2016.

Committee discussed:

- Proposed Technology improvements.
- Goals and timelines for the open data portal.
- Clarity on data given for new business licences.

Paul Bruce, Chief of the Victoria Fire Department, presented Committee with the proposed budget for the Victoria Fire Department. The presentation included an overview of services provided by the department; a summary of their operating budget and their proposed initiatives for 2016.

Committee discussed:

- Costs of current dispatch center.
- Potential for amalgamated dispatch centre within the capital region.
- Long term staffing goals and FTE (Full-time Equivalent) assessments and changes.
- Breakdown of services rendered and projected numbers of calls for service.
- Information regarding service agreements and costs on assets such as the steamer and fire boat.
- Public education, enforcement, and calls for service regarding beach fires.
- Relationship with BC Ambulance Service and Fire Department

Councillor Coleman joined meeting at 1:19.

Jonathan Tinney, Director of Sustainable Planning & Community Development, presented Committee with the proposed budget for Sustainable Planning & Community Development. The presentation included an overview of services provided by the department; a summary of their operating budget and their proposed initiatives for 2016.

Committee discussed:

- Expenditures, revenues, and fee structure for plumbing and electrical inspections.
- Review and revision of building bylaw.
- Work plan for heritage conservation and grade manipulation.
- Processing times for development applications.
- Best practices for fee structures.
- Concerns regarding plan search fees.

Action: It was moved by Mayor Helps seconded by Councillor Alto, that Committee recommends that Council direct staff to report back on whether the plan search fee is an established bylaw, and what would the implications be of removing the fee.

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- Pros and cons for removing the plan search fee.
- Process of receiving rezoning application packages for Planning and Land Use Committee.
- Full development of development tracking software in 2016.

Sherry Olak, Assistant Manager of Human Resources, presented Committee with the proposed budget for Human Resources. The presentation included an overview of services provided by the department; a summary of their operating budget and their proposed initiatives for 2016.

Committee discussed:

- Early returns to work initiative & reorienting staff into work earlier after injury.
- Percentages of grievances with regards to promotions.
- Employee and Family Assistance Program
- Opportunities for employment for those experiencing homelessness.

Action: It was moved by Councillor Thornton-Joe, seconded by Councillor Alto, that Committee recommends that Council direct staff to report back on opportunities for funding part-time, casual employment opportunities for those experiencing homelessness or those with disabilities.

- How this proposal may impact the City's strategic plan, the City Manager stated that staff will advise and report back in the new year.

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Christopher Coates, City Clerk, presented Committee with the proposed budget for Legislative and Regulatory Services. The presentation included an overview of services provided by the department; a summary of their operating budget and their proposed initiatives for 2016.

Committee discussed:

- Contracted services within the department.
- Reducing print costs and paper usage.
- Operation of the Archives department, and the digitalization of Archives.
- Length of contract and defining service level with Animal Control.
- Implementation of a consistent corporate philosophy regarding records management and freedom of information, making it more accessible to the public.

3. ADJOURNMENT

Action: It was moved by Councillor Loveday, seconded by Councillor Alto, that the Special Governance & Priorities Committee meeting of November 9th, 2015, be adjourned at 2:26 p.m.

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Mayor Helps, Chair