

**MINUTES OF THE
SPECIAL GOVERNANCE & PRIORITIES COMMITTEE MEETING
HELD THURSDAY, FEBRUARY 23, 2015, 1:30 P.M.**

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

Committee Members Present: Mayor Helps in the Chair; Councillors Alto, Coleman, Loveday, Lucas, Thornton-Joe and Young.

Absent for a Portion of the Meeting: Councillor Isitt

Absent: Councillor Madoff

Staff Present: J. Johnson – City Manager; K. Hamilton – Director of Civic Engagement & Strategic Planning; J. Jenkyns – General Manager of the Victoria Conference Centre; D. Kalynchuk – Director of Engineering & Public Works; J. MacDougall – Acting Director of Parks & Recreation; S. Thompson – Director of Finance; R. Woodland – Director of Legislative & Regulatory Services; T. Zworski – City Solicitor; C. Mycroft – Executive Assistant to the City Manager; C. Havelka – Recording Secretary.

2. APPROVAL OF THE AGENDA

2.1 Approval of the Agenda

Action: It was moved by Councillor Coleman, and seconded by Councillor Thornton-Joe, that the Agenda of the February 23, 2015, Special Governance & Priorities Committee meeting be approved.

CARRIED UNANIMOUSLY 15/GPC144

3. FINANCIAL PLAN PRESENTATIONS

3.1 Victoria Conference Centre

The General Manager of the Victoria Conference Centre (VCC) provided Committee with a PowerPoint Presentation that summarized the services and budget of the VCC.

Committee discussed:

- Concerns regarding the method used to itemize revenue sources at the VCC and requesting that it be itemized differently.
- The vacancy rates and projected revenues for retail stores at the VCC and Crystal Garden.
- The VCC parkade and the fees that Robbins Parking receives.
- Generating events in arts and culture and tracking economic impacts related to such events.
- Noting the governance models and meeting spaces of other conference centres and concerns regarding the viability and governance of the VCC.

3.2 Human Resources

The Acting Director of Human Resources provided Committee with a PowerPoint Presentation that summarized the services and budget of Human Resources.

Committee discussed:

- The departments that are covered through the GVLRA assessment.
- Proposed initiatives for the employee recognition program.
- Information regarding the projected expense for arbitrations.

3.3 Legal Services

The City Solicitor provided Committee with a PowerPoint Presentation that summarized the services and budget of Legal Services.

Councillor Isitt joined the meeting at 2:06 p.m.

Committee discussed:

- The proposed increase in legal fees targeted to help planning initiatives;
 - Information on how Legal Services helps to expedite development projects;
 - Providing a report with information on proposed expenses from Legal and Development Services.
- Information regarding the surplus shown in contracted services and circumstances that require additional resources.
- An inquiry regarding the suggestion that a fund be developed to help Council members with legal advice.

Action: It was moved by Councillor Loveday, seconded by Councillor Thornton-Joe that Committee recommends that Council direct staff to provide a report on the feasibility of providing a fund for Council members to access for conflict of interest or other legal issues, and review best practices in other municipalities.

Mayor Helps advised that this can come after budget consultations.

CARRIED UNANIMOUSLY 15/GPC145

Councillor Loveday withdrew from the meeting at 2:19 p.m. and returned at 2:21 p.m.

3.4 Victoria Fire Department

The Fire Chief provided Committee with a PowerPoint Presentation that summarized the services and budget of the Fire Department.

Committee discussed:

- The fire boat expenditure required to maintain harbour fire services.
- Fire services for the Inner Harbour;
 - The City is the default responder for the harbour and staff are having discussions with Transport Canada in terms of expectations of fire services.
 - Reviewing all services provided by the Fire Department and presenting that information to Council.
- Council's role in terms of emergency management and providing operational training for Council.
- Emergency services and addressing issues through the review of VEMA.
- Issues with oil tanks and ensuring preventative measures are in place.
- Consolidating dispatch services and different models for providing the dispatch service.

Action: It was moved by Councillor Young, seconded by Councillor Loveday that Committee recommends that Council direct staff to explore the integration of Fire Department dispatch services with other Fire Departments and/or Police Departments.

CARRIED UNANIMOUSLY 15/GPC146

3.5 Corporate

The Director of Finance provided Committee with a PowerPoint Presentation that summarized the Corporate services and budget.

Committee discussed:

- Details regarding capital allocations for the Save on Foods Memorial Arena.
- Information regarding the miscellaneous consulting budget.
- The suggestion there be an ongoing increase for senior and community centre grants.

Action: It was moved by Councillor Isitt, seconded by Mayor Helps, that Committee recommends that Council direct staff to report on options for providing an inflationary increase to the direct award grants to senior and community centres.

CARRIED UNANIMOUSLY 15/GPC147

Committee discussed:

- A desire for socially responsible investing.
- Reviewing the policy that exempts the Province from paying property taxes on two Provincial buildings.
- How funding for youth programs is allocated.
- The amount it costs to administer business licences compared to the amount recovered.

Action: It was moved by Mayor Helps, seconded by Councillor Alto, that Committee recommends that Council direct staff to report on the cost differential between revenues and expenditures administering Business Licences.

Mayor Helps said that depending on the results of this report, she'd like to consider charging a one-time fee for business licences.

CARRIED UNANIMOUSLY 15/GPC148

3.6 Recommendations

The Director of Finance provided Committee with a series of recommendations with respect to the Financial Plan and Strategic Plan.

Action: It was moved by Councillor Alto, seconded by Councillor Coleman, that Committee recommends that Council:

1. Direct staff to align the Financial Plan with the Strategic Plan upon completion of public consultation.
2. Direct staff to bring forward the Five-year Financial Plan Bylaw, 2015 for first reading prior to commencing public consultation.
3. Direct staff to bring forward bylaws outlining solid waste and water utility user fee increases to the February 26 Council meeting for first three readings.
4. Approve transferring \$500,000 of non-market change revenue to the Buildings and Infrastructure Reserve and direct staff to bring forward options for the use of the remainder once public consultation has been completed.
5. Direct staff to bring forward options for the use of 2014 surplus once public consultation has been completed.
6. Direct staff to bring forward options for funding supplementary budget requests once public consultation has been completed.
7. Direct staff to include in the draft financial plan funding from reserves and user fees for the Water Meter Replacement project.
8. Direct staff to include in the draft financial plan funding for the LED street light replacement project once Council has made a decision regarding grant applications for the Federal Gas Tax Fund Strategic Priorities Fund.
9. Allocate \$300,000 of the annual gas tax funding to the Storm Drain Brick Main project and direct staff to bring forward options for the allocation of the remainder once Council direction has been given regarding the Federal Gas Tax Fund Strategic Priorities Fund grant applications.
10. Direct staff to implement the actions regarding outstanding Council motions as outlined in this report.
11. Approve the direct-award grants as outlined in this report

Amendment: It was moved by Councillor Coleman, seconded by Councillor Isitt, that Committee amend the motion as follows:

That Council:

1. Direct staff to bring forward recommendations to Council for the alignment of the Financial Plan with the Strategic Plan upon completion of public consultation.
2. Direct staff to bring forward the Five-year Financial Plan Bylaw, 2015 for first reading prior to commencing public consultation.
3. Direct staff to bring forward bylaws outlining solid waste and water utility user fee increases to the February 26 Council meeting for first three readings.
4. Approve transferring \$500,000 of non-market change revenue to the Buildings and Infrastructure Reserve and direct staff to bring forward options for the use of the remainder once public consultation has been completed.
5. Direct staff to bring forward options for the use of 2014 surplus once public consultation has been completed.
6. Direct staff to bring forward options for funding supplementary budget requests once public consultation has been completed.
7. Direct staff to include in the draft financial plan funding from reserves and user fees for the Water Meter Replacement project.
8. Direct staff to include in the draft financial plan funding for the LED street light replacement project once Council has made a decision regarding grant applications for the Federal Gas Tax Fund Strategic Priorities Fund.
9. Allocate \$300,000 of the annual gas tax funding to the Storm Drain Brick Main project and direct staff to bring forward options for the allocation of the remainder once Council direction has been given regarding the Federal Gas Tax Fund Strategic Priorities Fund grant applications.
10. Direct staff to implement the actions regarding outstanding Council motions as outlined in this report.
11. Approve the direct-award grants as outlined in this report.

Committee discussed the points in the motion.

On the amendment:
CARRIED UNANIMOUSLY 15/GPC149

On the main motion as amended:
CARRIED UNANIMOUSLY 145/GPC150

4. ADJOURNMENT

Action: It was moved by Councillor Coleman, seconded by Councillor Alto, that the Special Governance & Priorities Committee meeting of February 23, 2015, be adjourned at 3:26 p.m.

CARRIED UNANIMOUSLY 15/GPC151

Mayor Helps, Chair