



AMENDED AGENDA
GOVERNANCE & PRIORITIES COMMITTEE
MEETING OF MARCH 13, 2014, AT 9:00 A.M.
COUNCIL CHAMBERS
CITY HALL, 1 CENTENNIAL SQUARE

Page

CALL TO ORDER

APPROVAL OF THE AGENDA

CONSENT AGENDA

ADOPTION OF MINUTES

1. Minutes from the Meeting held February 13, 2014
2. Minutes from the Meeting held February 27, 2014
- 2A. Late Item:
Minutes from the Special Meeting held February 6, 2014

DELEGATION

3. Greater Victoria Public Library 2014 Budget 3 - 24
--Maureen Sawa, CEO
--Linda Robertson, Deputy CEO

DECISION REQUEST

4. Canadian Award for Financial Reporting Excellence 25
--B. Warner, Director of Finance
5. Attendance at GLOBE 2014 Conference 27
--Mayor Fortin
6. 517 Fisgard Street - Statutory Right of Way 29 - 31
--R. Woodland, Director of Legislative & Regulatory Services

NEW BUSINESS

---MOTION

---COUNCILLOR INQUIRY

---COUNCILLOR SHARING

RECESS

MOTION TO CLOSE THE MARCH 13, 2014 GOVERNANCE & PRIORITIES COMMITTEE MEETING TO THE PUBLIC (To consider the following items in a closed meeting of Governance & Priorities Committee, the following motion is required: "That Governance & Priorities Committee convene a closed meeting that excludes the public under Section 12(6) of the Council Bylaw for the reason that the following agenda items deal with matters specified in Sections 12(3) and/or (4) of the Council Bylaw.")
Section 12 (3) (e) - the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the City.

Section 12 (3) (c) – Labour relations or employee relations

Section 12 (3) (g) – litigation or potential litigation affecting the City

Section 12 (3) (i) - information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

CLOSED MEETING

CONSENT AGENDA - CLOSED MEETING

ADOPTION OF THE CLOSED MINUTES

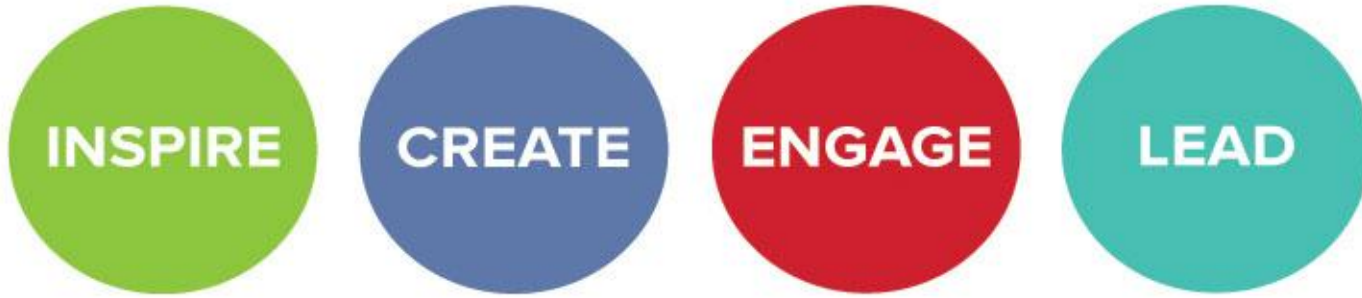
- 7. Minutes from the Closed Meeting held February 13, 2014
- 8. Minutes from the Closed Meeting held February 27, 2014
- 8A. Late Item:
Minutes from the Special Closed Meeting held March 6, 2014

DECISION REQUEST

- 9. Land / Lease Renewal
--R. Woodland, Director of Legislative & Regulatory Services
- 10. Confidential Third Party Business Information
--K. Friars, Director of Parks, Recreation & Culture
- 11. Land / Proposed Disposition
--S. Baker, Executive Director of Economic Development
- 12. Labour Relations (Verbal)
--J. Johnson, City Manager

CONSIDERATION TO RISE & REPORT

ADJOURNMENT

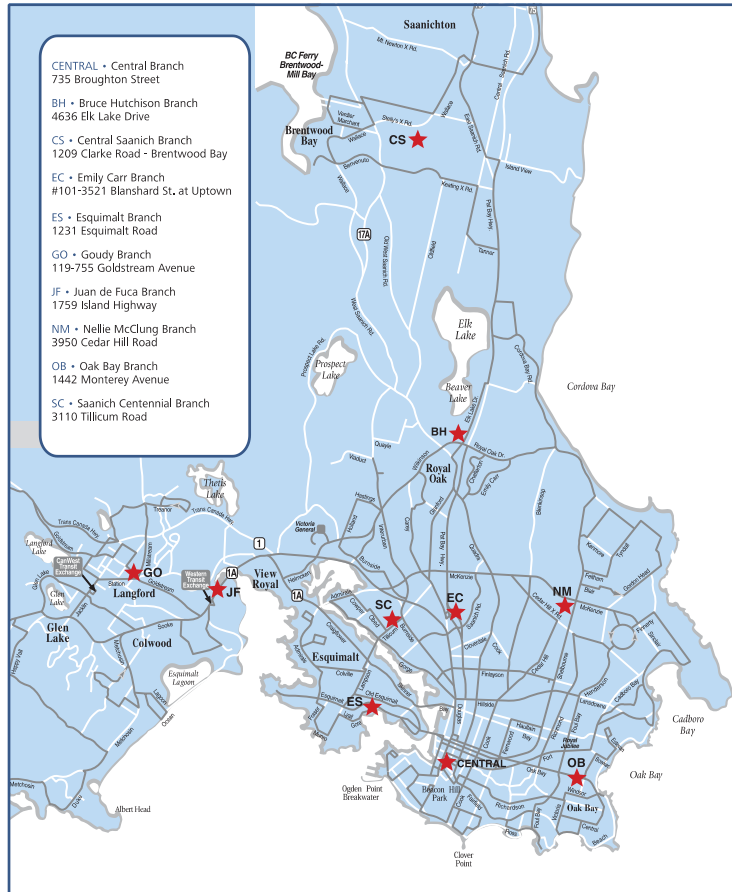


2014 Final Operating Budget City of Victoria

March 13, 2014



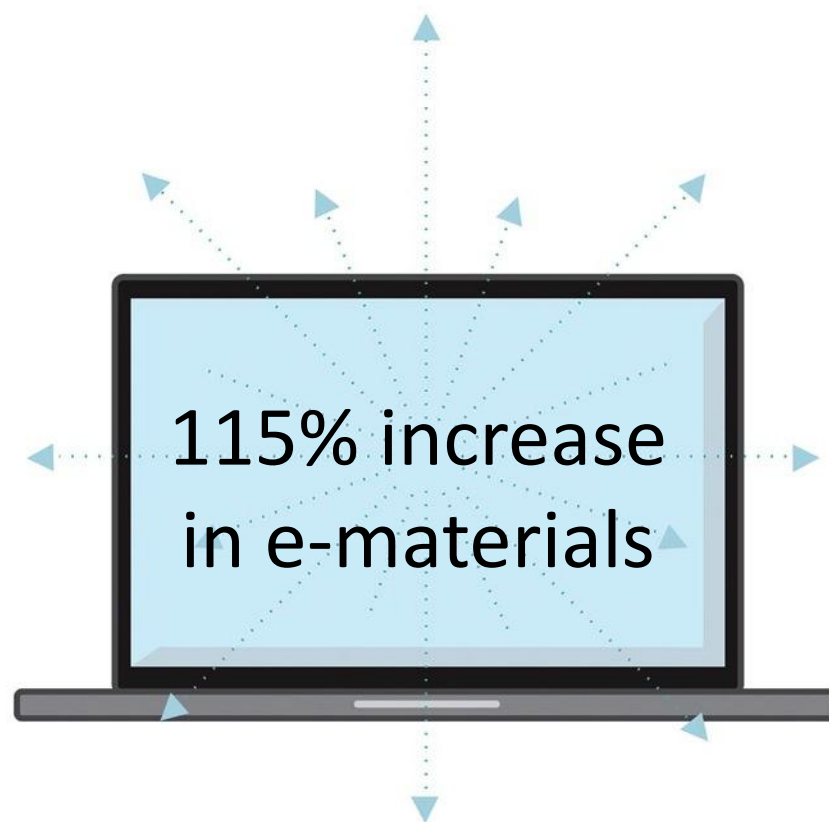
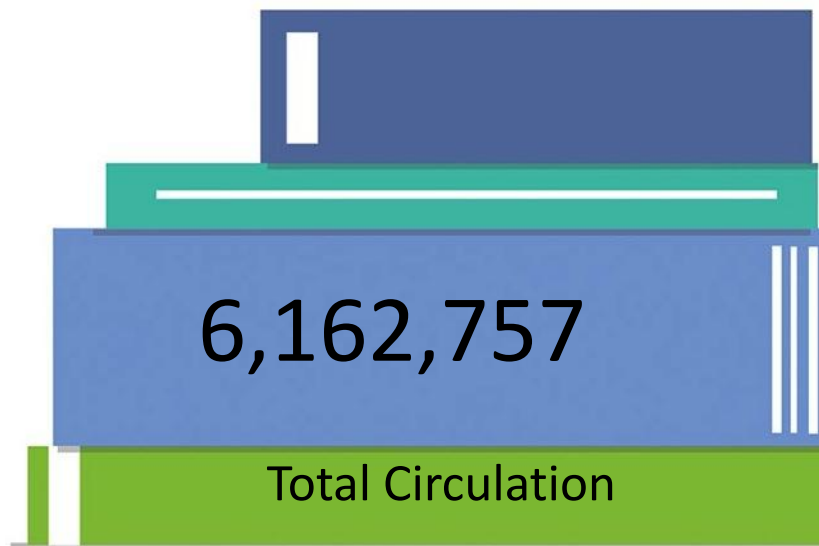
A shared library system



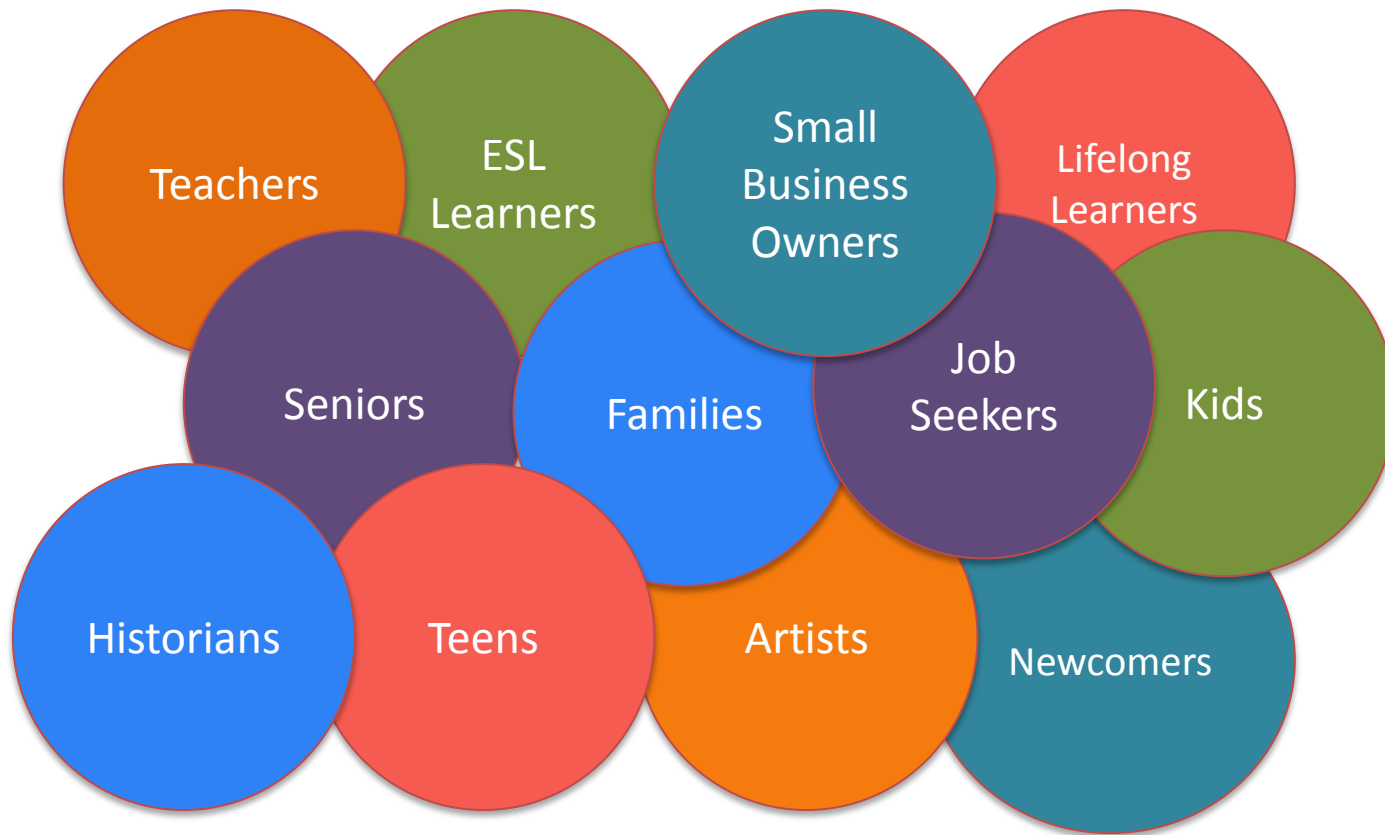
2011-2014 Strategic Plan



2nd highest circulation per capita in Canada

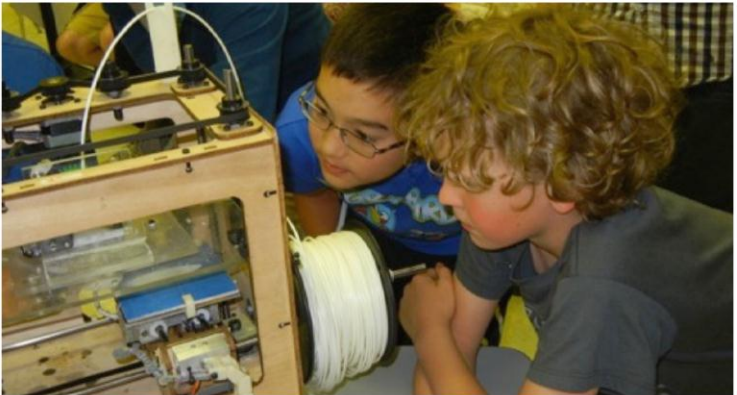


Essential community hub



Victorians love their library







- Declining revenues
- Aging infrastructure
- Salaries & benefits





- Innovation
- Internal Resourcing
- Integration



Best deal in town



2014 Final Budget

Municipality	2013 Share	2013 Requisition	2014 Share	2014 Requisition	Contribution Increase		Per Capita Increase	Per Capita Total
Central Saanich	5.28%	\$775,173	5.28%	\$800,068	\$24,895	3.21%	\$ 1.54	\$ 49.47
Colwood	4.82%	705,564	4.78%	722,244	16,680	2.36%	\$0.99	\$44.49
Esquimalt	5.58%	804,994	5.58%	831,626	26,632	3.31%	\$1.51	\$47.15
Highlands	0.72%	105,397	0.71%	107,281	1,884	1.79%	\$0.81	\$47.88
Langford	9.54%	1,396,568	9.61%	1,452,127	55,559	3.98%	\$1.78	\$48.28
Metchosin	1.67%	244,448	1.63%	246,276	1,828	0.75%	\$0.34	\$47.99
Oak Bay	6.46%	931,826	6.54%	974,639	42,813	4.59%	\$2.39	\$54.42
Saanich	34.44%	4,938,870	34.35%	5,122,315	183,445	3.71%	\$1.61	\$44.93
Victoria	28.59%	4,139,943	28.61%	4,282,286	142,343	3.44%	\$1.69	\$52.62
View Royal	2.90%	425,758	2.91%	436,931	11,173	2.62%	\$1.12	\$44.85
Total Municipal Contributions	100.00%	\$14,468,541	100.00%	\$14,975,793	\$507,252	3.51%	\$1.61	\$48.28



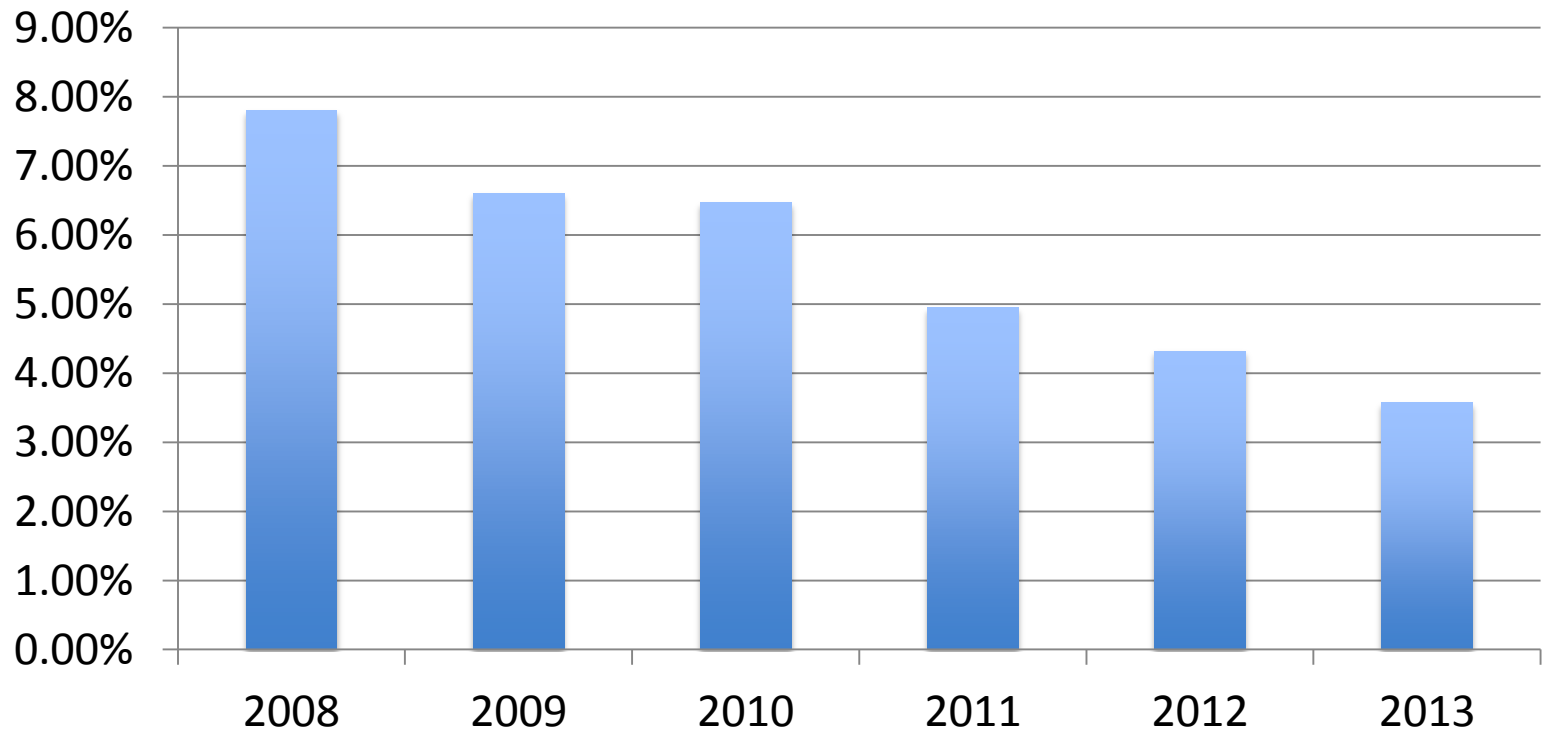
2014 Municipal Contribution

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Metchosin	1.67%	244,448	1.63%	246,276	1,828	0.75%	\$0.34	\$47.97
Oak Bay	6.46%	931,826	6.54%	974,639	42,813	4.59%	\$2.39	\$54.42
Saanich	34.44%	4,938,870	34.35%	5,122,315	183,445	3.71%	\$1.61	\$44.93
Victoria	28.59%	4,139,943	28.61%	4,282,286	142,343	3.44%	\$1.69	\$52.62
View Royal	2.90%	425,758	2.91%	436,931	11,173	2.62%	\$1.12	\$44.85
Total Municipal Contributions	100.00%	\$14,468,541	100.00%	\$14,975,793	\$507,252	3.51%	\$1.61	\$48.26



Steadily decreasing

% increase in municipal contribution



2.81% increase

- Service hours maintained
- Sunday openings maintained
- Library collections to meet demand
- Sustainable community partnerships



As a newcomer to Canada, the library felt like home to me!



GREATER VICTORIA
PUBLIC LIBRARY

Questions?





GREATER VICTORIA PUBLIC LIBRARY
www.gvpl.ca



February 28, 2014

His Worship Mayor Fortin and Council
The Corporation of the City of Victoria
#1 Centennial Square
Victoria, BC V8W 1P6

Dear Mayor Fortin and Council:

Re: 2014 Budget and Five Year Financial Plan – FINAL

The Greater Victoria Public Library respectfully submits its Final 2014 Operating Budget and Five Year Financial Plan for 2014-2018 for approval by Council resolution by May 1st.

We have reduced our Final Operating Budget increase to 2.81% from the 3.01% presented earlier in the provisional budget. Staff have worked hard to find additional savings without impacting public service. The municipal contribution increase for 2014 is 3.51% (a decrease from the 3.58% received in 2013).

The City of Victoria's share of the 2014 requisition based on converted assessment values and population and including rental adjustment is \$4,282,286. This request represents an additional \$1.69 per capita in Victoria. As you know, library usage in our community continues to be very strong with high circulation of materials and an unrelenting demand for computer and Internet access. We are also seeing skyrocketing ebook usage and great interest in a wide range of children and adult programming. The operating budget increase that we are proposing for 2014 is the minimal amount that will allow us to maintain current library service levels.

We look forward to presenting this budget to Council on Thursday, March 13, 2014 and sharing more about some of the exciting things the library is doing in the City of Victoria.

Thank you for your vision and ongoing support for the role public libraries play in creating strong, healthy communities.

Sincerely,

Greg Bunyan
Chair, Greater Victoria Public Library Board

Enclosure

Copies: Jason Johnson, City Manager, City of Victoria
Brenda Warner, Director of Finance, City of Victoria
Maureen Sawa, CEO, Greater Victoria Public Library
Donna Phillips, Director of Finance, Greater Victoria Public Library

2014 MUNICIPAL CONTRIBUTIONS (Final)

	2013		2014									
	Share 2013	Total Requisition 2013	Share 2014	Operating Budget	Rent Adjustment ¹	Total Requisition 2014	Increase			Building Maintenance Costs ²	Total Budget 2014	
							\$	%	Per Capita			
Central Saanich	5.28%	\$775,173	5.28%	\$790,722	\$9,346	\$800,068	\$24,895	3.21%	\$1.54	\$0	\$800,068	
Colwood	4.82%	705,564	4.78%	715,843	6,401	722,244	16,680	2.36%	\$0.99	26,828	749,072	
Esquimalt	5.58%	804,994	5.58%	835,649	(4,023)	831,626	26,632	3.31%	\$1.51	0	831,626	
Highlands	0.72%	105,397	0.71%	106,328	953	107,281	1,884	1.79%	\$0.81	3,992	111,273	
Langford	9.54%	1,396,568	9.61%	1,439,174	12,953	1,452,127	55,559	3.98%	\$1.78	53,938	1,506,065	
Metchosin	1.67%	244,448	1.63%	244,105	2,171	246,276	1,828	0.75%	\$0.34	9,146	255,422	
Oak Bay	6.46%	931,826	6.54%	979,417	(4,778)	974,639	42,813	4.59%	\$2.39	0	974,639	
Saanich	34.44%	4,938,870	34.35%	5,144,185	(21,870)	5,122,315	183,445	3.71%	\$1.61	0	5,122,315	
Victoria	28.59%	4,139,943	28.61%	4,284,574	(2,288)	4,282,286	142,343	3.44%	\$1.69	156,915	4,439,201	
View Royal	2.90%	425,758	2.91%	435,796	1,135	436,931	11,173	2.62%	\$1.12	11,280	448,211	
Total	100%	\$14,468,541	100%	\$14,975,793	\$0	\$14,975,793	\$507,252	3.51%	\$1.61	\$262,099	\$15,237,892	

¹ The Rent Adjustment is for the Collection & Technical Services area at the Juan de Fuca Branch and the Administrative area at the Central Branch.

² Building Maintenance Costs will be invoiced to municipalities once final, actual costs are known. The figures shown in this report are budgets.



2014 Final Operating Budget

Approved by Library Board, February 25, 2014

	2013 Budget	2013 Forecast	2014 Budget	Budget change	Explanation of budget variance
Municipal contributions	\$ 14,468,541	\$ 14,468,541	\$ 14,975,793	\$ 507,252	3.51%
Saanich contribution - Emily Carr	-	300,000	-	-	0.00%
Revenue					
Provincial grants	644,066	644,503	644,503	437	0.07%
Federal grants	4,333	7,592	7,592	3,259	75.21%
Other grants	10,000	50,000	10,000	-	0.00%
Fines and fees	738,575	683,000	678,000	(60,575)	-8.20%
Contracts for service	25,970	25,970	25,970	-	0.00%
Investment income	40,000	50,000	40,000	-	0.00%
Restricted Donations	30,000	40,000	30,000	-	0.00%
Total Revenue	1,492,944	1,501,065	1,436,065	(56,879)	-3.81%
Transfer in from reserves	78,000	150,984	78,000	-	0.00%
Total Funding	\$ 16,039,485	\$ 16,420,590	\$ 16,489,858	\$ 450,373	2.81%

Expenditure					
Salaries and benefits	11,571,051	11,589,100	11,894,767	323,716	2.80%
Library materials	2,118,543	2,120,000	2,179,993	61,450	2.90%
Supplies and services	859,737	882,000	917,819	58,082	6.76%
Building occupancy	802,073	775,000	750,015	(52,058)	-6.49%
Other expenses	305,653	293,000	334,525	28,872	9.45%

¹ While the library has initiated a development plan, the program is in its infancy and revenues cannot be reliably projected at this time.



2014 Final Operating Budget

Approved by Library Board, February 25, 2014

	2013 Budget	2013 Forecast	2014 Budget	Budget change	Explanation of budget variance
Capital expenditures:					
Computer and telecom equipment	146,020	151,500	147,063	1,043	Slight increase in principal payment on capital lease (per amortization schedule).
Furniture, equipment, shelving	34,500	330,000	59,500	25,000	Increase in 2013 due to Emily Carr relocation expenses funded by Saanich (\$300k contribution included in revenue); 2014 increase due to reinstatement of 2013 reduction of \$25k for furniture, equipment and shelving replacements.
Automotive	12,908	3,428	17,000	4,092	Shuttle vehicle lease deferred in 2013; interest rate increase expected in 2014.
Building improvements	78,000	78,000	78,000	-	Funded by Replacement Reserve (transfer from reserves to revenue above).
Reserve contributions	111,000	111,000	111,176	176	Contributions to reserve funds: \$20k contingency, \$75k replacement, \$16,176 for Juan de Fuca for building maintenance of Collection & Technical Services area (20%).
Total expenditure	\$ 16,039,485	\$ 16,333,028	\$ 16,489,358	\$ 450,373	2.81%
Operating Surplus	-	\$ 87,562	-		



**FIVE YEAR FINANCIAL PLAN (Final)
2014 - 2018**

	2013	2014	2015	2016	2017	2018
Revenue						
Municipal contributions	14,468,541	14,975,793	15,499,579	16,042,081	16,603,534	17,185,272
Provincial grants	644,066	644,503	644,503	644,503	644,503	644,503
Federal grants	4,333	7,592	7,592	7,592	7,592	7,592
Other grants	10,000	10,000	10,000	10,000	10,000	10,000
Fines and fees	738,575	678,000	630,540	599,013	563,072	523,657
Contracts for service	25,970	25,970	25,970	25,970	25,970	25,970
Investment Income	40,000	40,000	40,000	40,000	40,000	40,000
Restricted Donations	30,000	30,000	30,000	30,000	30,000	30,000
Transfer from replacement reserve	78,000	78,000	83,000	88,000	93,000	103,000
Total Revenue	\$ 16,039,485	\$16,489,858	\$16,971,184	\$17,487,159	\$18,017,671	\$ 18,569,994
Expenditure						
Salaries and benefits	11,571,051	11,894,767	12,018,392	12,238,338	12,472,245	12,710,416
Library materials	2,118,543	2,179,993	2,459,992	2,701,992	2,953,191	3,215,510
Supplies and services	859,737	917,819	926,997	936,267	945,630	955,086
Building occupancy	802,073	750,015	780,016	811,216	843,665	877,411
Other expenses	305,653	334,525	337,870	341,249	344,661	348,108
Capital expenditures	271,428	301,563	321,563	326,563	326,563	326,563
Reserve contribution - replacement	75,000	75,000	90,000	95,000	95,000	100,000
Reserve contribution - contingency	20,000	20,000	20,000	20,000	20,000	20,000
Reserve contribution - JF MAM	16,000	16,176	16,354	16,534	16,716	16,900
Total Expenditure	\$ 16,039,485	\$16,489,858	\$16,971,184	\$17,487,159	\$18,017,671	\$ 18,569,994
Budget Increase	\$ 391,277 2.50%	\$ 450,373 2.81%	\$ 481,326 2.92%	\$ 515,974 3.04%	\$ 530,512 3.03%	\$ 552,323 3.07%
Municipal Contribution increase	\$ 499,783 3.58%	\$ 507,251 3.51%	\$ 523,786 3.50%	\$ 542,501 3.50%	\$ 561,453 3.50%	\$ 581,738 3.50%

The Five Year Financial Plan as presented assumes the status quo regarding the current number of branches operating in the GVPL system (10). The Plan is updated annually, and will reflect changes based on requests for additional branches received from municipalities when the Board has approved such direction.

Refer to Notes on Page 2

Page 1 of 2

Approved by Library Board, February 25, 2014

GREATER VICTORIA PUBLIC LIBRARY
NOTES TO THE 2014 - 2018 FINANCIAL PLAN (Final)

1. This Financial Plan is not in accordance with Public Sector Accounting Board standards. A PSAB-compliant version is available on request.

2. Municipal Contribution Increase

2013 Municipal Contribution		14,468,541
General wage and step increases	1.31%	\$188,961
Employee benefit and operational increases	0.93%	134,755
Library materials collection increase	0.66%	96,000
Fine and fee revenue decrease	0.42%	60,575
Re-establish 2013 budget reductions: furniture, equipment, hardware, software, telecom, library materials, net of permanent reductions for supplies and printing	0.17%	25,000
Net increase for supplies & services and building occupancy	0.04%	5,657
Provincial and federal grant increase	-0.03%	(3,696)
Total Increase	3.51%	\$507,252
2014 Municipal Contribution		\$14,975,793

3. Revenue and Expenditure:

Revenue

Provincial grants - are projected to remain static at this time, although this represents a real decrease, when inflation and population growth is considered. The Board is actively participating in opportunities for engagement with the Ministry of Education.

Federal grants - reflect current granting level for the Summer Reading Club through the Young Canada Works program.

Other grants - reflect stable revenue from the library endowment fund.

Fines and fees - have been decreasing with the implementation of automated patron notification for overdue items and with new formats that don't generate fines, e.g. eBooks. Additional revenue sources continue to be investigated.

Contracts for Service - is for the contract with CRD for library services provided for portions of the Juan de Fuca Electoral Area.

Investment income - is conservatively estimated to be earned on the operating bank account and MFA bond pooled fund.

Restricted donations - include stable revenue from Friends of the Library and conservatively estimated donations designated for specific purposes. While the library has initiated a Development Plan, the program is in its infancy and revenue cannot be reliably projected at this time.

Expenditure

Salaries and benefits - The current collective agreement ends in December 2013. This plan includes an expectation for wage increases and is subject to change based on the outcome of contract negotiations through the GVLRA. Benefits are expected to increase annually by 2% for health and insurance premiums, WorkSafeBC, employer's portion of pension and Receiver General costs.

Library materials - This line includes costs that are expensed and capitalized as assets. Increases reflect the need to continually expand formats and services in response to changes in technology and delivery methods, to make adjustments to existing collections based on demand, and to maintain the traditional collections users expect.

Supplies and services - include an annual increase of 1%.

Building occupancy - costs include an annual increase of 4%, due to aging facilities and expected increases in utilities.

Other expenses - include costs such as annual audit, bank charges, insurance, lease interest, board expenses, staff training and development, travel, memberships, recruitment and marketing and development costs. This plan assumes 1% annual increase.

Capital expenditures - include annual furniture, equipment, shelving, hardware and software costs, and includes capital leases.

Reserve contribution - replacement - is a fund used to make tenant improvements, replace furniture, fixtures and equipment required to update facilities to meet needs and address work flow health and safety issues. They are funded through reserve because projects often run over multiple fiscal years.

Reserve contribution - contingency - is a fund established by the board of trustees which targets a contingency reserve of 1% of total operating budget, to be used for emergencies, as determined by the board.

Reserve contribution - JF MAM - is a fund established for major asset maintenance projects for the building, e.g. architectural, mechanical, electrical and roofing for the Technical Services portion (20%) of the Juan de Fuca Branch to which all municipalities contribute.



Governance and Priorities Committee Report

Date: February 21, 2014 **From:** Brenda Warner, Director of Finance
Subject: Canadian Award for Financial Reporting Excellence

Executive Summary

I am pleased to announce that the City of Victoria's annual report for the year ended December 31, 2012 has been awarded the Government Finance Officers Association Canadian Award for Financial Reporting Excellence for the eighth consecutive year.

When a Canadian Award for Financial Reporting is awarded to a government, a Canadian Award for Financial Reporting Achievement is also presented to the individuals primarily responsible for development of the award winning report. In the City's case those people are Laurel Westinghouse, Manager of Accounting Services; Joanne King, Accountant – Financial Reporting; Jill McQuade, Financial Analyst Accounting Services; Janice Schmidt, Manager Corporate Planning & Policy; Emilie Januszewski, Policy Analyst; Leah Ibbitson, Graphic Designer; and Heather Follis, Communications Coordinator.

Preparation of the year-end financial statements and the annual report involve many staff throughout the organization, and I would like to extend my appreciation to each of them for their dedication and hard work.

Recommendation:

That the Canadian Award for Financial Reporting Achievement be presented to Laurel Westinghouse, Joanne King, Jill McQuade, Janice Schmidt, Emilie Januszewski, Leah Ibbitson and Heather Follis for their contribution in development of the City's 2012 Annual Report.

Respectfully submitted

A blue ink signature of Brenda Warner.

Brenda Warner, CMA
 Director of Finance

Report accepted and recommended by the City Manager:

Date:

 A black ink signature of the City Manager.

March 3, 2014

Date: February 20, 2014 **From:** Mayor Dean Fortin
Subject: Decision request to Council – Mayor Fortin's attendance at GLOBE 2014 – March 26-28, 2014



Governance and Priorities Committee Report

Date: March 3, 2014 **From:** Neil Turner, Property Manager
Subject: 517 Fisgard Street – Statutory Right of Way

Summary

The purpose of this report is to seek Council authorization to enter into a statutory right of way (SRW) for a mid-block walkway between Pandora Avenue and Fisgard Street.

The walkway is a replacement for the original Theatre Alley lost when the site, formerly known as Buckerfields, was cleared in the late 1990s for development. A mixed use strata development is now nearing completion and a SRW is required to establish the new walkway across the property for public use.

It will provide access for members of the public to pass between Pandora Avenue and Fisgard Street between the hours of 7am (or dawn if later) and 7pm (or dusk if earlier). The walkway has been constructed on the east side of the lot as shown on the attached plan.

The rights granted do not extend to the riding of bicycles, skateboards or similar devices, but do include pushing or carrying such devices as well as pushing or pulling hand carts, baby carriers and children's strollers, as well as the use of wheelchairs. All maintenance and repair costs for the walkway will be borne by the strata corporation (EPS1833).

It is recommended that the City enters into the proposed SRW in order to secure a right for the public to use the walkway as described. There is no cost to the City for doing so.

Recommendation:

This Committee recommends that Council authorizes the Mayor and Corporate Administrator to execute a statutory right of way with the owners of Strata Plan EPS1833 at 517 Fisgard Street in a form satisfactory to the City Solicitor.

Respectfully submitted,

Neil Turner
Property Manager

Robert Woodland
Director, Legislative
& Regulatory Services

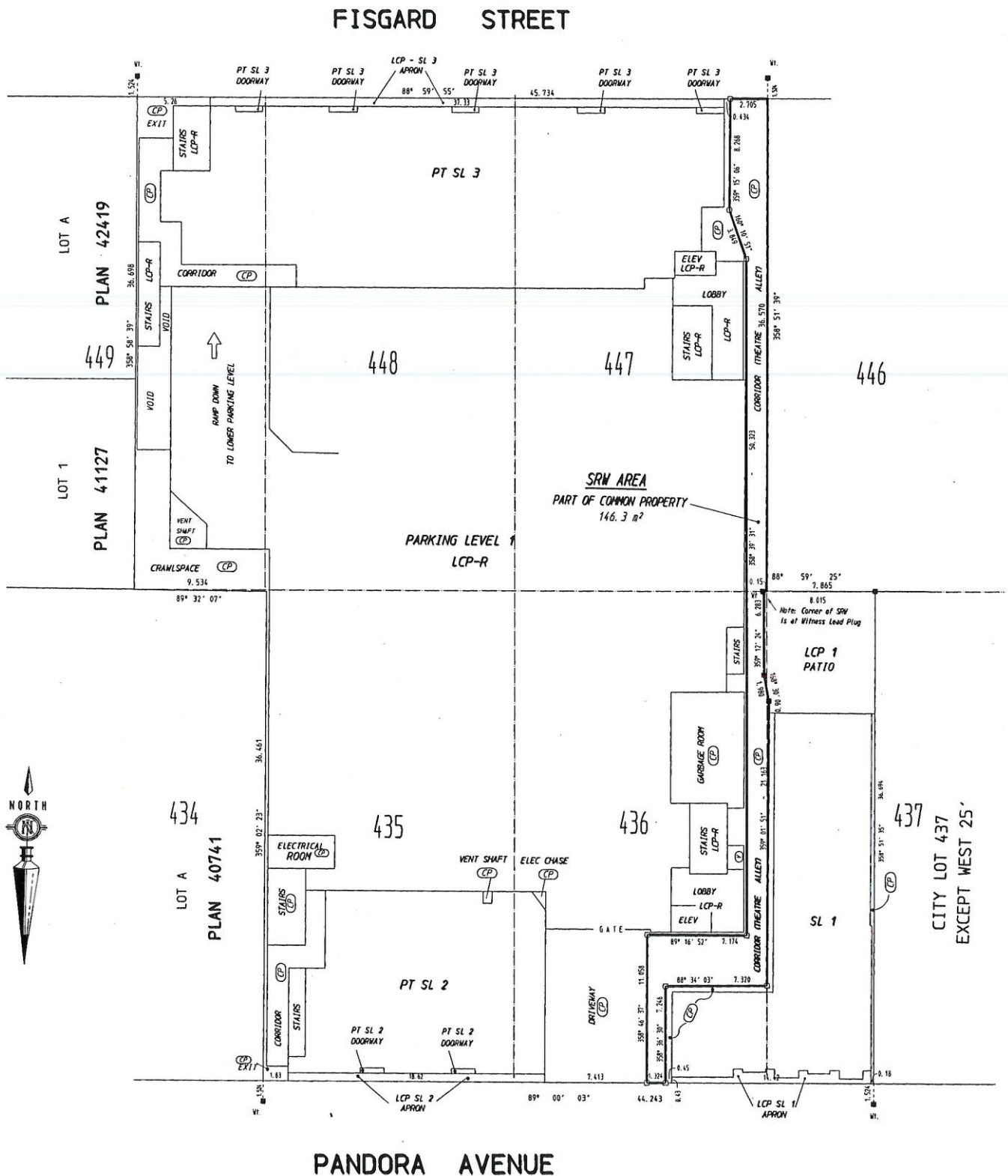
Report accepted and recommended by the City Manager:

Jason Johnson

Date

March 6, 2014

STATUTORY RIGHT-OF-WAY PLAN



03/04/2014



THIS MAP IS NOT TO BE USED FOR NAVIGATION



 Victoria Parcels

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