AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

   Staff recommendation:
   That the agenda be approved as circulated.

4. PUBLIC PARTICIPATION PERIOD

   Rules of Procedure:
   1) Persons wishing to address Council must state their name and address for identification and also the topic involved.
   2) Subjects must be on topics which are not normally dealt with by municipal staff as a matter of routine.
   3) Subjects must be brief and to the point.
   4) Subjects shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members will not be allowed.
   5) No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.
   6) Twenty minutes will be allotted for the Public Participation Period.
   7) Each speaker under this section is limited to speaking for 3 minutes unless authorized by the Chair to speak for a longer period of time.
   8) All questions from members of the public must be directed to the Chair. Members of the public are not permitted to direct their questions or comments to members of Staff.
   9) Persons speaking during Public Participation period must:
       (a) use respectful language;
       (b) not use offensive gestures or signs; and
       (c) adhere to the rules of procedure established under the Council Procedure Bylaw and to the decisions of the
Chair and Council in connection with the rules and points of order.

5. **PETITIONS AND DELEGATIONS**
   Saanich Peninsula Wastewater Program Overview
   Glenn Harris, Senior Manager, Environmental Protection and Ted Robbins, General Manager, Integrated Water Services, CRD

6. **REPORTS**
   (a) **Fire Dispatch Update**
      Report dated March 6, 2018 from the Director of Emergency Services
      
      Staff recommendation:
      *That the Fire Dispatch Proposal received from the City of Surrey in response to the joint Fire Dispatch RFP process be accepted as the preferred proposal and that staff begin the process to conclude a transition program and contract.*
      Rpt Fire Dispatch Selection
   
   (b) **Report of the Budget Committee for February 28, 2018**
      3-BUDC That the District of North Saanich not join the CRD Arts Function.
      5-BUDC That Council fund the museum to the amount of $10,000 and add it as a line item in the budget and that the donation be indexed annually.
      9-BUDC That Council establish an Agricultural Reserve fund and allocate 50% of:
      1. the Sandown commercial lands tax revenue;
      2. the cell tower revenue; and
      3. any additional funds that Council allocates.
      11-BUDC That Council approve installation of bike racks at the municipal hall in the amount of $2000 and fund them from surplus.
      12-BUDC That Council direct staff to report on the feasibility of accommodating scooter parking and modifications to our electrical charging capability at the municipal hall for 2019 budget deliberations.
      15-BUDC That Council approve funding of $25,000 for the Saanich Peninsula Chamber of Commerce.
      16-BUDC That Council direct staff to prepare a report on the proposed additional services.
17- BUDC That the District send a letter to the Town of Sidney and District of Central Saanich and encourage their participation in funding the Saanich Peninsula Chamber of Commerce and identifying some of the benefits identified today and include this on a future Tri-Municipal Council meeting agenda.

18- BUDC That the District of North Saanich contribute $25,000 to the North Saanich Food and Farm Festival annually.

19- BUDC That the report on the cost and time of the mediation of the regional growth strategy be received.

20- BUDC That the correspondence dated February 20, 2018 from P. Jones, President, Dean Park Estates Community Association (DPECA), J. Kafka, President, North Saanich Residents Association (NSRA), and D. Tonken, President, Property Responsibility on the Waterfront (PROW) regarding support of wildfire prevention and risk reduction in North Saanich be received and referred to the Director of Emergency Services for consideration.

24- BUDC That the 2018 grant in aid budget be set at $42,000.

25- BUDC That the sewer and water rates as presented in the budget be approved.

26- BUDC That Council approve the preliminary tax rate of 1.98% as presented in the budget.

Staff recommendation:
That the minutes of the Budget Committee meeting held February 28, 2018 be approved.

2018-02-28 Budget Committee minutes

7. ADJOURNMENT
RECOMMENDATION:

That the Fire Dispatch Proposal received from the City of Surrey in response to the joint Fire Dispatch RFP process be accepted as the preferred proposal and that staff begin the process to conclude a transition program and contract.

PURPOSE:

To select a Fire Dispatch Service Provider for our Fire Department in conclusion to the joint RFP issued by the City of Colwood, the Township of Esquimalt, the District of North Saanich, the Town of Sidney, and the Town of View Royal.

STRATEGIC PLAN IMPLICATIONS:

This matter relates to the following Council strategic priorities:

Maintain a Safe and Healthy Community

Ensure Strong Leadership, Fiscal Responsibility and Transparent Government

INTRODUCTION/BACKGROUND:

The District of Saanich convened a meeting on November 18, 2017 including Fire Chiefs and CAOs representing municipalities receiving the Dispatch Services from the District of Saanich. The purpose of this meeting was to convey that the District of Saanich was moving to a new model of charging dispatch services resulting in excessive increases in costs for the Town of View Royal and others within the Capital Regional District.

As stewards of the public purse, it was difficult to justify a doubling of dispatch costs when there are other providers that likely charge considerably less. Staff, working with other municipalities, have developed an RFP suitable for a joint submission.

Fire Dispatch Request for Proposals 2018-911 Fire was sent January 31, 2018 to Dispatch Service Providers including the CRD/City of Langford, the District of Saanich, the City of Campbell River, E-COMM, the City of Surrey, the City of Kelowna, the City of Kamloops, and the City of
Prince George. The RFP was also posted on BC Bid. The closing date for the RFP was February 23, 2018.

**DISCUSSION:**

March 2, 2018 Fire Chiefs and CAO office representatives attended at the Town of View Royal fire hall to collectively open and evaluate the proposals submitted in response to the Joint Request for Proposals.

Three proposals were received including the City of Surrey, the District of Saanich and the CRD/City of Langford.

The following criteria was used in our evaluation of the

- Transition to CREST Radio Network
- NFPA 1221 Standard for Installation, Maintenance, and Use of Emergency Services Communications Systems
- NFPA 1061 Standards for Professional Qualifications for Public Safety Telecommunications Personnel
- NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety
- General Assessment and intended contract language
- Records Management System
- Fire Underwriters Score
- Transition from Current Provider
- Cost

The Fire Chiefs in attendance reviewed and evaluated the performance type criteria while the CAO representatives reviewed and evaluated the costs associated with each proposal and the contract language proposed. The outcome of our evaluation concluded that the proposal received from the City of Surrey is the preferred proposal.

The City of Surrey currently provides Fire Dispatch Service to its own forces and also has contracts for 911 Secondary Service Answering Point for fire, rescue and medical incidents for more than 30 jurisdictions including North Vancouver, West Vancouver, communities in the Squamish Lillooet Regional District and communities in the Columbia Shuswap Regional District.

The Surrey Fire Regional Dispatch Centre operates in a facility that has been built to be a hardened post-disaster rated facility. Surrey Fire Dispatch has a back-up evacuation site which is also a hardened post-disaster rated facility.

**FINANCIAL IMPLICATIONS:**

The following table describes a comparison of the annual service costs proposed of the three submissions received.

Detailed Annualized Cost proposals:
The table above describes the annual fees outlined in the three proposals received. The center cost column in the table describes the lowest cost proposal, which is received from the City of Surrey. In addition to the annual fees, the City of Surrey identified a non-recurring charge of $6,000 in the first year of operation to cover training and implementation costs.

Recognizing that we will be well past the 1st quarter of 2018, our budgets for the current year will include a portion of costs paid to the District of Saanich, our current provider, and a portion of the 2018 estimates received from the City of Surrey.

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<tr>
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The District of Saanich has recognized that the timelines established for the RFP do not align well with current contractual arrangements and is prepared to offer (subject to Saanich Council’s approval) a further brief extension of one month, until April 30, at current rates, in order to allow sufficient time for the RFP process to proceed to conclusion. Note: Sidney already has extended to the end of April, with Saanich’s approval. An additional extension of the current contract with Saanich will be required, for a period of between 3 and 6 months.

**CREST:**

CREST has advised that the price from Motorola for a 2 console configuration “somewhere” outside of the CREST zone to achieve the same functionality as currently received is a very rough figure of about $150K for the hardware and another $25K for Motorola services. Historically CREST has supplied these consoles to existing dispatch providers in the region.

The City of Surrey is currently a user of a Motorola P25 radio site controller for dispatch console connectivity to the radio network. It is possible for Surrey Fire Dispatch to connect directly to the CREST P25 network and provide voice dispatch services directly to the purchasers through the existing network infrastructure. The non-core municipalities are scheduled to see transmitters in P25 format added through the CREST program in 2018.

**RECOMMENDATION:**

That the Fire Dispatch Proposal received from the City of Surrey in response to the joint Fire Dispatch RFP process be accepted as the preferred proposal and that staff begin the process to conclude a transition program and contract.

Signed with the concurrence of:

**DISTRICT OF NORTH SAANICH**

Rob Buchan, Chief Administrative Officer

John Trelford, Fire Chief

Signed with the concurrence of:

**TOWN OF VIEW ROYAL**

Kim Anema, Chief Administrative Officer

Paul Hurst, Fire Chief

**CITY OF COLWOOD**

Ian Howat, Chief Administrative Officer

John Cassidy, Fire Chief
TOWNSHIP OF ESQUIMALT
Laurie Hurst, Chief Administrative Officer  Chris Jancowski, Fire Chief

TOWN OF SIDNEY
Randy Humble, Chief Administrative Officer  Brett Mikkelson, Fire Chief
Subject to Approval  
District of North Saanich  
1620 Mills Road  
Minutes of the Budget Committee Meeting  
Wednesday, February 28, 2018 at 10:00 a.m.

PRESENT:  
Mayor  
A. Finall  
Councillor  
H. Gartshore  
J. McClintock  
G. Orr  
C. Stock  
J. Thornburgh  
M. Weisenberger

ATTENDING:  
Chief Administrative Officer  
R. Buchan  
Director of Financial Services  
S. Munro  
Director of Planning and Community Services  
A. Berry  
Director of Emergency Services  
J. Trelford  
Director of Infrastructure Services  
E. Toupin  
Manager of Financial Services  
M. Watson  
Financial Analyst  
E. Iturralde  
Director of Corporate Services  
C. Kingsley  
Deputy Clerk  
L. Coburn

1 APPROVAL OF AGENDA

The Chair called the meeting to order at 10:03 a.m.

MOVED BY: Councillor Stock

1-BUDC  That the agenda be approved as amended by the inclusion of two updated documents.  
CARRIED

2 OVERVIEW OF BUDGET

The Director of Financial Services gave an overview of the budget including the property tax increase, other tax rates and levies, major tax drivers, use of 2017 surplus, items referred to the Budget Committee, and infrastructure funding.

3 REFERRALS

a) That the CRD Arts Council Follow-Up Report be brought to Budget Committee [2017-10-16 #497]

MOVED BY: Councillor Weisenberger
2-BUDC That the District of North Saanich:
1. not join the CRD Arts function; and
2. provide no further funding and withdraw the funding of $15,000 that the District has been providing.

Council considered each part of the motion separately.

3-BUDC That the District of North Saanich not join the CRD Arts function.  
CARRIED  
OPPOSED: Councillors Gartshore and Thornburgh

4-BUDC That the District of North Saanich provide no further funding and withdraw the $15,000 that the District has been providing.

DEFEATED  
OPPOSED: Mayor Finall, Councillors Gartshore, McClintock, Orr, and Thornburgh

b) That the correspondence dated July 7, 2017 from R. Novek, Chair, Board of Directors, Sidney Museum and Archives Society be referred to the Budget Committee and that staff inquire if any urgency in Council appointing a liaison. [2017-07-17 #387]

P. Garnham, Executive Director, Sidney Museum and Archives, clarified the amount of the grant being applied for and requested that it be indexed to the CPI for Victoria.

MOVED BY: Councillor Weisenberger

5-BUDC That Council fund the museum to the amount of $10,000 and add it as a line item in the budget and that the donation be indexed annually.

CARRIED  
OPPOSED: Councillors Gartshore and McClintock

c) That the correspondence dated November 30, 2017 from B. Peart regarding the recent Friends of Shoal Harbour presentation be referred to Budget Committee. [2018-01-15 #27]

MOVED BY: Councillor Stock

6-BUDC That staff be directed to contact the Friends of Shoal Harbour to inquire if they wish to request a late grant in aid for Bufflehead Day funding.

DEFEATED  
OPPOSED: Councillor Gartshore, Orr, McClintock, and Weisenberger

d) That the correspondence from L. Geggie, Coordinator, CRFAIR, regarding a release of grant funds and the Flavour Trail Report be received and referred to the Budget Committee and that CRFAIR be requested to provide additional financial information including a breakdown of what was spent, as well as what they are requesting. [2018-01-15 #34]
L. Geggie noted that the information that Council was requesting had been provided and the Chief Administrative Officer confirmed the information would be provided later today.

MOVED BY: Councillor Weisenberger

7-BUDC That the discussion of the CR Fair agenda item be deferred until further information is provided.
Carried by unanimous consent

e) That Council establish a Sandown Agricultural Reserve fund and allocate 50% of:
   1. the Sandown commercial lands tax revenue;
   2. the cell tower revenue; and
   3. any additional funds that Council determines to this fund during 2018 Budget deliberations. [2018-01-22 #52]

MOVED BY: Councillor Orr

8-BUDC That "Sandown" be removed from the Agriculture Reserve fund.
The motion was withdrawn.

MOVED BY: Councillor Orr

9-BUDC That Council establish an Agricultural Reserve fund and allocate 50% of:
   1. the Sandown commercial lands tax revenue;
   2. the cell tower revenue; and
   3. any additional funds that Council allocates.
CARRIED

MOVED BY: Councillor Orr

10-BUDC That the contribution to the Agricultural Reserve fund be for a fixed period of five years
DEFEATED

OPPOSED: Mayor Finall, Councillors McClintock, Stock, and Thornburgh

f) That the correspondence dated January 9, 2018 from C. Rawlinson be referred to the Budget Committee. [2018-02-05 #98]

MOVED BY: Councillor Orr

11-BUDC That Council approve installation of bike racks at the municipal hall in the amount of $2000 and fund them from surplus.
CARRIED

MOVED BY: Councillor Orr
That Council direct staff to report on the feasibility of accommodating scooter parking and modifications to our electrical charging capability at the municipal hall for 2019 budget deliberations.

Council considered each part of the motion separately.

That Council direct staff to report on the feasibility of accommodating scooter parking at the municipal hall for 2019 budget deliberations.  
DEFEATED  
OPPOSED: Mayor Finall, Councillors Garthshore, McClintock, Stock, and Thornburgh

That Council direct staff to report on modifications to our electrical charging capability at the municipal hall for 2019 budget deliberations.  
DEFEATED  
OPPOSED: Mayor Finall, Councillors McClintock, Stock, and Thornburgh

By unanimous consent Council agreed to address item 3 (i) next.

**Saanich Chamber of Commerce Information Services and Community Promotion Strategy - Final Report**

D. Walker, President, Saanich Peninsula Chamber of Commerce, thanked Council for its financial contribution over the past year. He summarized the Chamber activity on behalf of North Saanich in 2017. D. Warner, Executive Director, Saanich Peninsula Chamber of Commerce, advised Council of the new policy of the Ministry of Transportation regarding road signs.

**MOVED BY:** Councillor Weisenberger

That Council approve funding of $25,000 for the Saanich Peninsula Chamber of Commerce.  
CARRIED  
OPPOSED: Mayor Finall, Councillor Thornburgh

**MOVED BY:** Councillor Weisenberger

That Council direct staff to prepare a report on the proposed additional services.  
CARRIED  

**MOVED BY:** Councillor Stock
17-BUDC That the District send a letter to the Town of Sidney and District of Central Saanich and encourage their participation in funding the Saanich Peninsula Chamber of Commerce and identifying some of the benefits identified today and include this on a future Tri-Municipal Council meeting agenda.  

CARRIED

OPPOSED: Mayor Finall

The meeting recessed at 12:19 p.m.
The meeting reconvened at 12:49 p.m.

d) CR Fair Request – continued

MOVED BY: Councillor Gartshore

18-BUDC That the District of North Saanich contribute $25,000 to the North Saanich Food and Farm Festival annually.  

CARRIED

OPPOSED: Councillor Orr

g) That staff report on the cost and time of the mediation of the regional growth strategy at Budget Committee. [2018-01-22 #49]

MOVED BY: Councillor Stock

19-BUDC That the report on the cost and time of the mediation of the regional growth strategy be received.  

CARRIED

h) Jubilee Park - Future Options

Council deferred item 3 (h) Jubilee Park - Future Options by unanimous consent.

j) That the environmental asset management plan be added to the 2018 budget. [2017-04-03 #189]  

Note: at Strategic Planning in January 2018 this item was deferred to 2019.

k) Correspondence dated February 20, 2018 from P. Jones, President, Dean Park Estates Community Association (DPECA), J. Kafka, President, North Saanich Residents Association (NSRA), and D. Tonken, President, Property Responsibility on the Waterfront (PROW) regarding support of wildfire prevention and risk reduction in North Saanich.

MOVED BY: Councillor Orr

20-BUDC That the correspondence dated February 20, 2018 from P. Jones, President, Dean Park Estates Community Association (DPECA), J. Kafka, President, North Saanich Residents Association
(NSRA), and D. Tonken, President, Property Responsibility on the Waterfront (PROW) regarding support of wildfire prevention and risk reduction in North Saanich be received and referred to the Director of Emergency Services for consideration.

CARRIED

4 OPERATING BUDGET

The Director of Financial Services went through the operating budget and responded to questions from Council.

MOVED BY: Councillor Orr

21-BUDC That Council move ArtSea funding to a line item and increase the amount to $10,000.

DEFEATED

OPPOSED: Mayor Finall, Councillors McClintock, Stock, and Thornburg

Councillor McClintock left the meeting at 2:31 p.m.

5 PROJECTS/IMPROVEMENT PLAN BUDGET

MOVED BY: Councillor Weisenberger

22-BUDC That $200,000 for Jubilee Park be removed from the budget for 2018.

DEFEATED

OPPOSED: Mayor Finall, Councillor Garshone, Orr, and Stock

Councillor Thornburgh left the meeting at 3:14 p.m.

After amendment and debate the following motion was considered:

23-BUDC That spending on Jubilee Park be reduced to $100,000.

DEFEATED

OPPOSED: Mayor Finall, councillor Garshone, Orr, and Stock

6 GRANTS IN AID

Staff recommended Council determine the total amount for grants in aid and that individual grant in aid requests be decided at a future Committee of the Whole meeting.

MOVED BY: Councillor Garshone

24-BUDC That the 2018 grant in aid budget be set at $42,000.

CARRIED

7 STAFF REPORTS
8 **APPROVAL OF BUDGET/PROPOSED TAX RATES**

MOVED BY: Councillor Stock

25-BUDC That the sewer and water rates as presented in the budget be approved.  CARRIED

MOVED BY: Councillor Stock

26-BUDC That Council approve the preliminary tax rate of 1.98% as presented in the budget.  CARRIED

OPPOSED: Councillor Weisenberger

9 **ADJOURNMENT**

MOVED BY: Councillor Stock

27-BUDC That the meeting adjourn at 3:36 p.m.  CARRIED

CERTIFIED CORRECT  APPROVED AND CONFIRMED

Curt Kingsley  
Director, Corporate Services

Alice Finall  
Mayor