

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **SPECIAL ADMINISTRATION & FINANCE COMMITTEE** Meeting
(Financial Plan 2008 – 2012)
Wednesday, April 9, 2008, at 6:30 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Councillor John Garrison, Chair
Mayor Jack Mar, Councillors Bryson, Graham, King, Mason, and Thompson
Gary C. Nason, Administrator
Rosalyn Tanner, Director of Financial Services
Nirmal Bhattacharya, Municipal Engineer
Brian Shields, Coordinator of Public Works

The Administrator, Gary C. Nason, advised of the following late items:

- Document entitled "Parks Maintenance Labour and Materials Request – Justification of the Current Service Level Activities" prepared by the Municipal Engineer and the Coordinator of Public Works, which was previously distributed to Council for the Regular Council Meeting held on April 7, 2008

APPROVAL OF THE AGENDA:

374.08 MOVED BY COUNCILLOR THOMPSON
 NO SECONDER
 That the Agenda for the Special Administration & Finance Committee Meeting held on April 9, 2008, be approved as amended.
 CARRIED UNANIMOUSLY

1. Decisions With Respect to Status of Operational Supplementary Budget Requests Related to Additional Seven Months Temporary Labour and Additional Materials for Parks Maintenance Division

The Administrator, Mr. Gary C. Nason, directed Council's attention to the 2008 Core Budget and Supplementary Budget Request binders which were previously distributed, and gave some brief introductory remarks in regards to the purpose of this evening's Meeting. Mr. Nason indicated that one of the first decisions required from Council this evening was in regards to whether to include in the list of approved 2008 Supplementary Requests the two Operational Supplementals related to additional temporary labour and materials for the Parks Maintenance Division.

The Municipal Engineer, Mr. Nirmal Bhattacharya, and the Coordinator of Public Works, Mr. Brian Shields, overviewed the material which they had previously prepared in regards to the justification of the current service level activities and the requested Supplementals, and the impact of not funding the Supplementals in 2008. Mr. Bhattacharya and Mr. Shields then proceeded to respond to various questions from member of the Committee.

375.08 ***DEFEATED***
 MOVED BY COUNCILLOR THOMPSON
 NO SECONDER

That the following motion which was postponed at the Regular Council Meeting held on April 7, 2008, be now lifted from the table;

“That the main motion be amended by removing from the list of 2008 Approved Supplementals the following two Operational Supplementals:

“Additional Seven Months Temporary Labour” - \$38,900.00
“Additional Parks Maintenance Materials” - \$16,200.00

and these two Supplementals be re-prioritized to the 2009 calendar year.

THE MOTION TO LIFT, was
CARRIED

THE QUESTION WAS CALLED ON THE MAIN MOTION, it was
DEFEATED

376.08 MOVED BY COUNCILLOR THOMPSON
NO SECONDER
That it be recommended to Council:

That the following draft policy under Section 6.2.3 (Municipal Expenditure for Parks Open Space and Recreation) of the Draft Official Community Plan (OCP) document be forwarded to the OCP Update/Review Open House to be held on May 7, 2008 for the purposes of receiving further input from the public:

"Policy No. 4 – The upgrading of neighbourhood park open spaces is assigned a high priority over the development of all other levels of parks"

CARRIED

2. List of Approved Supplementary Budget Requests

The Director of Financial Services, Ms. Rosalyn Tanner, overviewed the updated list of approved Supplementary Budget Requests for 2008 which would now include the addition of the two Operational Supplementary Budget Requests related to additional temporary labour and materials for the Parks Maintenance Division. Ms. Tanner responded to questions in regards to the total additional tax impact of the approved Supplementals including the addition of the two Supplementals for the Parks Maintenance Division.

3. Scenarios and Costs Impacts for Additional Contributions to General Uncommitted Reserve Account

The Director of Financial Services reviewed the spreadsheet which was provided entitled "2008 Global Tax Levy Change for Tax Funded Supplemental Requests" which included two scenarios for potential contributions to General Reserves for Future Expenditures of \$200,000 and \$400,000 respectively.

Ms. Tanner then proceeded to respond to various questions from members of the Committee in regards to the additional tax impact were a contribution of this nature to be made.

377.08 ***DEFEATED***
MOVED BY COUNCILLOR GRAHAM
NO SECONDER
That it be recommended to Council:

That Council authorize a contribution in 2008 to the General Reserve for Future Expenditures in the amount of \$400,000.

DEFEATED

378.08 MOVED BY COUNCILLOR THOMPSON
NO SECONDER
That it be recommended to Council:

That Council authorize a contribution in 2008 to the General Reserve for Future Expenditures in the amount of \$175,000.

CARRIED

379.08 MOVED BY COUNCILLOR KING
NO SECONDER
That it be recommended to Council:

That the 2008 Civic Referendum include a question or questions on the issue of financial sustainability and the District's Reserves.

CARRIED

4. Tax Policy and Tax Rates

The Director of Financial Services overviewed the materials which were included in the Agenda package including a revised spreadsheet outlining the 2008 recommended Supplementary Requests, as well as a schedule of tax rates and class multiples options for the 2008 Budget year.

Ms. Tanner responded to various questions from members of the Committee and discussion ensued in regards to the history of Class Multiples in the District of Central Saanich.

380.08 ***DEFEATED***
MOVED BY COUNCILLOR GRAHAM
NO SECONDER
That it be recommended to Council:

That Council endorse, for the 2008 taxation year, the equalization or harmonization of the property tax rate class multiples for the Light Industry, Business and Recreation Non-profit property classes, ensuring at the same time that the cumulative average tax increase to the average property within each of these three property classes is approximately 7.2 percent.

DEFEATED

381.08 MOVED BY COUNCILLOR BRYSON
NO SECONDER
That it be recommended to Council:

That Council endorse, for the 2008 taxation year, utilizing the 2007 Class Multiples / Ratios for General Municipal purposes as depicted in the spreadsheet entitled "Schedule of Tax Rates and Class Multiples for the 2008 Budget Year"

CARRIED

382.08 MOVED BY COUNCILLOR GRAHAM
NO SECONDER
That it be recommended to Council:

That Staff be requested to prepare an additional scenario whereby the District would utilize, for the 2008 taxation year, the same class multiples / ratios which were utilized for the 2005 taxation year.

CARRIED

5. 2008 Water and Sewer Utility Rates and Fees

The Director of Financial Services overviewed her Staff Memorandum dated April 2, 2008, entitled "2008 Water and Sewer Utility Rates Bylaws" and associated attachments and informational material, and responded to questions from members of the Committee.

383.08 MOVED BY COUNCILLOR MASON
NO SECONDER
That it be recommended to Council:

That Staff Memorandum dated April 2, 2008, from the Director of Financial Services entitled "2008 Water and Sewer Utility Rates Bylaws" be received, and Council endorse Option 1 as depicted in the spreadsheets for both the Water and Sewer Utility Funds and:

- 1. the sewer user rate be changed to \$0.8991 per cubic meter, and the minimum charge per period be increased to \$45.00 per billing period;*
- 2. the Fixed Water Rate for users residing in Central Saanich be increased to \$46.00 per billing period;*
- 3. the Fixed Water Charge for non-resident users be increased to \$96.00 per billing period'*
- 4. the Water Consumption rate be increased to \$0.8461 per cubic meter; and,*
- 5. Council forward the draft Utility Bylaw Amendment Bylaws to the next available Council Meeting for introduction and three readings.*

CARRIED

384.08 MOVED BY COUNCILLOR GRAHAM
NO SECONDER
That it be recommended to Council:

That Staff be requested to bring forward for consideration in the 2009 Budget year possible scenarios based on an option whereby water rates would be based entirely on consumption, with the inclusion of an appropriate contingency amount to offset the impacts of reduced consumption that are beyond the District's direct control.

CARRIED

The Committee requested that Staff obtain a copy of the recent study undertaken by the District of Saanich in regards to the restructuring of its water and sewer rate system.

A brief discussion then ensued in regards to the deadline date for receipt of applications for Permissive Tax Exemption and Grants-in-Aid, and the Director of Financial Services requested that Council give consideration to advancing the date by approximately one month to facilitate the preparation of the required analysis and reports by early October in each year.

385.08 ***DEFEATED***
MOVED BY COUNCILLOR GRAHAM
NO SECONDER
That it be recommended to Council:

That Council advance the deadline date for receipt of applications for Permissive Tax Exemption and Grants-in-Aid from the third Friday in September to the third Friday in August each year.

DEFEATED

386.08 ***DEFEATED***
AMENDMENT
MOVED BY COUNCILLOR THOMPSON
NO SECONDER
That it be recommended to Council:

That the foregoing motion be amended by deleting the words "Grants-in-Aid"

THE QUESTION WAS CALLED ON THE AMENDMENT, it was
DEFEATED

THE QUESTIONS WAS CALLED ON THE MAIN MOTION, it was
DEFEATED

ADJOURNMENT:

On motion, the Special Administration & Finance Meeting held on April 9, 2008, adjourned at 8:50 p.m.

Councillor John Garrison, Chair

Recorded By: Gary C. Nason
Administrator