

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION & FINANCE COMMITTEE** Meeting  
Monday, April 14, 2008, at 10:20 p.m.  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor John Garrison, Chair  
Mayor Jack Mar, Councillors Bryson, Graham, King, Mason and Thompson  
Gary C. Nason, Administrator  
Ruby Shea, Administrative Assistant

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**APPROVAL OF THE AGENDA:**

424.08        MOVED BY COUNCILLOR BRYSON  
                 NO SECONDER  
                 *That the Agenda for the Administration & Finance Committee Meeting held on April 14, 2008, be approved as circulated.*  
                 CARRIED UNANIMOUSLY

**1. 2008 Civic Referendum**

The Administrator, Gary C. Nason, advised the Committee that the "Referendum Sub-Committee" comprised of Councillors King, Mason and Thompson held its initial meeting on April 9, 2008 to begin the planning process with respect to the 2008 Civic Referendum.

Mr. Nason indicated that the Committee has requested the opportunity to solicit the input and views of the balance of Council with respect to the nature and number of questions to be posed in the referendum. Mr. Nason advised that direction has already been provided with respect to one question (participation in the Panorama Recreation Centre Pool Expansion/Renovation project), as well as a question or questions on the issue of financial sustainability and the District's Reserves.

The Chair then requested comment and input from the Committee, and a discussion ensued. Prior to the introduction of motions, the following general comments and suggestions were made by various members of the Committee:

- There should be a question in regards to financial sustainability, preceded by some explanatory information. The question or questions may relate to the degree of support for higher taxes, or a lower standard of services.
- Consideration should be given to asking certain questions related to the District's facilities priorities as well as service levels.
- The explanatory information and/or question should also stipulate proposed timelines for the various projects.
- In regards to the Panorama Recreation Centre Pool Expansion/Renovation project, perhaps the question should be put in the context of "knowing what you know in regards to the District's need for a new main Fire Hall facility, are you still supportive of the Panorama project?"
- Perhaps there should only be one question on the referendum, which should be related to the Panorama project, however there should be a relatively comprehensive amount of background information in regards to other District of Central Saanich major facilities and infrastructure projects and competing priorities.
- A question or questions should perhaps probe the community's degree of support for raising taxes to maintain current service levels, as well as support for increasing taxes to a level required to ensure the continued financial sustainability of the District.
- Perhaps one of the questions should probe the community's degree of support for external borrowing to pay for the cost of major facility and capital projects.

**MOTION TO EXTEND THE MEETING PAST 10:30 P.M.**

425.08 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That the Administration & Finance Committee Meeting of April 14, 2008, be authorized to extend past 10:30 p.m.*  
CARRIED UNANIMOUSLY

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

*That the 2008 Civic Referendum include a question or questions probing the community's degree of support for reducing the speed limit in Brentwood Bay from 50Km/hr to 40 Km/hr.*

DEFEATED

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

*That the 2008 Civic Referendum include appropriate background educational and/or informational material, as well as a question or questions on the issue of the general financial sustainability of the District and taxation levels required to support continued financial sustainability, with further detail and wording to be developed by the Referendum Sub-Committee.*

CARRIED

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

*That the 2008 Civic Referendum include a question or questions related to the following two issues:*

- 1. To probe the community's degree of support as to whether, on a year-to-year operational basis, the community is prepared to support property taxation at a level sufficient to support continued financial sustainability and a continued healthy balance in the General Reserve for Future Expenditures; and,*
- 2. To solicit the community's opinion as to whether it would be supportive of external borrowing to fund the cost of major capital projects for facilities and infrastructure upgrading.*

CARRIED

## 2. New Council Orientation – November 2008 to January 2009

The Administrator, Gary C. Nason, requested that for advance pre-planning purposes it would be beneficial to solicit Council's general expectations with respect to the major components of the Council Orientation program to be developed for the new incoming Council. Mr. Nason referred for reference to copies of the agendas for the three Council Orientation Workshops which were conducted in December 2005 and January 2006, and which were facilitated by Johnson and Elligott.

In a general discussion around the table the following points were noted by various members of Committee:

- the orientation materials should include a hand-out with informational material on Council and Staff roles and responsibilities
- more time should be spent on discussion of the relationship between Council and Staff.
- Some members of Council expressed the view that the orientation program should be conducted without the involvement of external facilitation, with the primary source of reference material for the orientation program to be the Council Orientation Manual which is typically developed by Staff and distributed to all members of the new Council following the civic election.

- The orientation program should contain relatively specific information on the operations of the District and how it runs.
- Two sessions rather than three may be more appropriate, particularly if the orientation program involves an outside consultant.
- One member of Council should be designated to work with Staff on the development of the orientation program.

**MOTION TO EXTEND THE MEETING PAST 11:00 P.M.**

429.08            MOVED BY COUNCILLOR GRAHAM  
                     NO SECONDER

*That the Administration & Finance Committee Meeting of April 14, 2008, be authorized to extend past 11:00 p.m.*

CARRIED UNANIMOUSLY

Upon conclusion of the discussion, the Administrator confirmed his understanding that there were at least four members of Council who were supportive of utilizing some degree of external facilitation for the New Council Orientation program, and that at least four members of Council would be supportive of approaching Johnson and Elligott, the consultants who facilitated the 2005/2006 orientation program. There was also some support expressed for approaching Mr. Eli Mina in regards to his possible participation, or input into certain elements of the orientation program.

**ADJOURNMENT:**

*On motion, the Administration & Finance Meeting held on April 14, 2008, adjourned at 11:14 p.m.*

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Councillor John Garrison, Chair

Recorded By:    Ruby Shea  
                     Administrative Assistant