

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION & FINANCE COMMITTEE** Meeting  
Monday, December 8, 2008, at 8:50 p.m.  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor John Garrison, Chair  
Mayor Jack Mar, Councillors Bryson, Kubek, Mason, Olsen, and Siklenka  
Gary C. Nason, Administrator  
Sara C. Ribeiro, Municipal Clerk  
Hope V. Burns, Director of Planning & Building Services  
Rosalyn Tanner, Director of Financial Services

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**APPROVAL OF THE AGENDA:**

1314.08 MOVED BY COUNCILLOR MASON  
NO SECONDER  
*That the Agenda for the Administration & Finance Committee Meeting held on December 8, 2008, be approved as distributed.*  
CARRIED UNANIMOUSLY

**1. Memorandum**

- a) Memorandum dated December 8, 2008, from the Mayor entitled "Proposed Amendments to "Central Saanich Council Procedure Bylaw No. 1094, 1993""

The Mayor, His Worship Jack Mar, overviewed the Memorandum and responded to questions from members of the Committee.

A discussion occurred between Committee.

1315.08 MOVED BY COUNCILLOR SIKLENKA  
NO SECONDER  
*That it be recommended to Council:*

*That the Memorandum dated December 8, 2008, from the Mayor entitled "Proposed Amendments to "Central Saanich Council Procedure Bylaw No. 1094, 1993"", be received, and Council direct Staff to proceed at this time with an amendment to the Council Procedure Bylaw to require all motions at Committee Meetings to require a seconder, as is the current practice for Regular Council Meetings.*

CARRIED

1316.08 MOVED BY MAYOR MAR  
NO SECONDER  
*That it be recommended to Council:*

*That Council direct Staff to proceed with an amendment to the Council Procedure Bylaw to amend the Order of Proceedings at Regular and Special (Open) Council Meetings as follows:*

- i) Approval of Agenda*
- ii) Adoption of Minutes*
- iii) Business Arising from the Minutes*
- iv) Rise and Report*
- v) Public Inquiries and Answers Thereto*
- vi) Reports of Committees*
- vii) Staff Memoranda and Reports*
- viii) Bylaws*
- ix) Delegations*
- x) Correspondence and Petitions*
- xi) Unfinished Business*

xii) New Business / Other Competent Business  
xiii) Correspondence (Receive for General Information  
xiv) Adjournment

CARRIED

1317.08 MOVED BY MAYOR MAR  
NO SECONDER  
*That it be recommended to Council:*

*That Council direct Staff to proceed with an amendment to the Council Procedure Bylaw to incorporate wording that, subject to the approval of Council and only when circumstances are deemed to warrant, the Chair of the Council or Committee Meeting shall be entitled to propose time limits on specific agenda items.*

CARRIED

1318.08 MOVED BY MAYOR MAR  
NO SECONDER  
*That it be recommended to Council:*

*That Council direct Staff to proceed with an amendment to the Council Procedure Bylaw to incorporate a wording amendment to state that the names of the mover and seconder of motions will not be recorded in the Minutes of Council and Committee Meetings, and to clarify that comments or statements from individual members of Council, or a verbatim recording of the debate, will not be recorded in the Minutes of Council and Committee Meetings without prior approval of Council.*

CARRIED

1319.08 **\*DEFEATED\***  
MOVED BY COUNCILLOR BRYSON  
NO SECONDER  
*That it be recommended to Council:*

*That Planning & Development applications continue to be forwarded to the two regularly scheduled Committee Meetings in each month pursuant to the current processing procedure, however, Council consider scheduling items falling under the Terms of Reference of the other five Primary Committees to a specifically designated Committee Meeting in each month.*

DEFEATED

1320.08 **\*DEFEATED\***  
MOVED BY COUNCILLOR MASON  
NO SECONDER  
*That it be recommended to Council:*

*That Council establish a seventh Primary Committee entitled "Economic Development and Tourism".*

DEFEATED

1321.08 MOVED BY COUNCILLOR BRYSON  
NO SECONDER  
*That it be recommended to Council:*

*That Council direct Staff to proceed with an amendment to the Council Procedure Bylaw to incorporate housekeeping changes, including updates to note the repealed sections of the Local Government Act with the current sections of the Community Charter.*

CARRIED UNANIMOUSLY

## 2. Staff Memorandum

- a) Staff Memorandum dated October 29, 2008, from the Director of Financial Services entitled "Lease of Saanichton Elementary School Property"

The Administrator overviewed the history of this matter and the Director of Financial Services provided an overview of the current status of this matter. She noted the need for all three parties to meet to discuss possible leasing scenarios and financial responsibilities of the school.

Mr. Steven Gamer, Saanichton Family Place Society (SFPS), spoke to additional funds being raised for this project, as well as grant possibilities that are available for the SFPS. He noted he would like a meeting with Staff and representatives of School District No. 63 prior to the end of January.

A discussion occurred between Committee and Staff responded to questions.

## 3. Staff Memorandum

- a) Staff Memorandum from the Information Technology Coordinator entitled "Award of Storage Area Network Project"

The Director of Financial Services overviewed the Staff Memorandum and responded to questions from members of the Committee.

1322.08 MOVED BY COUNCILLOR  
NO SECONDER  
*That it be recommended to Council:*

*That the Staff Memorandum from the Information Technology Coordinator entitled "Award of Storage Area Network Project" be received, and Council approve the Selection Committee's recommendation to award Opus Consulting with the contract to supply and install the District's Storage Area Network.*

CARRIED UNANIMOUSLY

## 4. Draft Meeting Schedule (December 2008 – March 2009) for Council and Committee Meetings / / Council Orientation / Strategic Planning, and Community-to-Community Forum sessions.

The Administrator overviewed the December 2008 to March 2009 Meeting schedule and responded to questions from Committee.

1323.08 MOVED BY COUNCILLOR BRYSON  
NO SECONDER  
*That it be recommended to Council:*

*That Staff be instructed to cancel the Council Orientation Sessions with Johnson & Elligott, which are tentatively scheduled for January 14, 2009, and February 11, 2009.*

CARRIED UNANIMOUSLY

A discussion occurred between Committee. The proposed Strategic Planning session dates were confirmed for February 25 and 26, 2009, with general support for Mr. Rob Roycroft to facilitate the sessions. Committee also confirmed March 18 and 19, 2009, for the proposed Community-to-Community Forum with Tsartlip and Tsawout First Nations.

**ADJOURNMENT:**

*On motion, the Administration & Finance Committee Meeting held on December 8, 2008, adjourned at 9:53 p.m.*

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Councillor John Garrison, Chair

Recorded By: Sara C. Ribeiro  
Municipal Clerk