

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **SPECIAL ADMINISTRATION & FINANCE COMMITTEE** Meeting  
(2008 Core Budget)

Monday, March 25, 2008, at 6:30 p.m.  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor John Garrison, Chair  
Mayor Jack Mar, Councillors Bryson, King, Mason, and Thompson  
Gary C. Nason, Administrator  
Sara C. Ribeiro, Municipal Clerk  
Rosalyn Tanner, Director of Financial Services  
Tony Bousquet, IT Coordinator  
Bonnie McKenzie, Manager of Community Services  
Nirmal Bhattacharya, Municipal Engineer  
Brian Shields, Public Works Co-ordinator  
Ron French, Fire Chief  
Paul Hames, Chief Constable, Police Services  
Steven Garner, Central Saanich Police Board

**ABSENT:** Councillor Graham

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**APPROVAL OF THE AGENDA:**

304.08      MOVED BY COUNCILLOR MASON  
                 NO SECONDER  
                 *That the Agenda for the Special Administration & Finance Committee Meeting  
                 held on March 25, 2008, be approved as distributed.*  
                 CARRIED UNANIMOUSLY

**1. 2008 Annual Budget / Five Year Financial Plan**

Meeting Theme: Continuation of Review and Discussions on 2008 Recommended Supplementals

1) Introduction and Purpose of Meeting

The Director of Financial Services, Rosalyn Tanner, advised that the purpose of this evening's meeting was to conduct a comprehensive review of the 2008 Core Revenues and Expenses, reviewing the materials in the binder previously distributed to Council.

The Administrator, 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. He advised that the purpose of this meeting was to conduct a review of the 2008 Recommended Supplementals, including the "New" and "Council Requested" Supplementals, and for Council to make decisions on the 2008 Supplementals and sources of funding.

The Committee noted its concurrence with the format of the Meeting as suggested by the Director of Financial Services and the Administrator.

2) Overview Presentations on New Supplementals Only, "Administration Recommended Highest Priority" 2008 Supplementals, and Recommended Funding Sources, Taxation Impacts, and Analysis of District's Reserves

Operational Supplementals

A detailed review of the new and Council Requested Supplementals for Administration, Finance, Police, Fire, Parks, Engineering, and Community Services took place and Staff responded to several questions from the Committee.

Equipment and Infrastructure Supplementals

A detailed review of the new and Council Requested Equipment and Infrastructure Supplementals for Finance, Police, Fire, Engineering, and Community Services/Facilities occurred, and Staff responded to several questions from the Committee.

The Administrator, Gary C. Nason, provided a comprehensive overview of the list of Recommended Supplementary Requests for 2008.

The Director of Financial Services, Rosalyn Tanner, overviewed the proposed sources of funding for the various recommended operation, equipment and infrastructure supplementary requests, and answered questions of the Committee.

3) Questions and Answers / Decisions on 2008 Approved Supplementals

The Committee had a discussion on deliberation and decisions with respect to the 2008 Supplementals, and Staff responded to questions.

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

*That it be recommended to the newly incoming Council that Council consider increasing in 2009 the Core Budget appropriation for the construction and installation of bus shelters and associated amenities.*

CARRIED  
OPPOSED: COUNCILLOR GARRISON

Operational Supplementals

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

*That the "Administration Recommended Highest Priority 2008 Operational Supplementary Budget Requests", and recommended funding sources for each of the respective Operational Supplementals, as set-out in the compilation spreadsheet included in the Black Supplemental Binder, be approved for the purposes of inclusion in the 2008 Annual Budget and Five Year Financial Plan.*

BEFORE THE QUESTION WAS CALLED, it was

**\*AMENDMENT\***

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

*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.*

BEFORE THE QUESTION WAS CALLED, it was

**\*POSTPONEMENT\***

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

*That further consideration of the foregoing amending motion be postponed to the Regular Council Meeting to be held on April 7, 2008, pending receipt of further information from Staff outlining the service level implications were these two Supplementals not to be approved in 2008.*

CARRIED  
OPPOSED: COUNCILLORS BRYSON AND GARRISON

THE QUESTION WAS CALLED ON THE MAIN MOTION  
CARRIED UNANIMOUSLY

Equipment Supplementals

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

*That the "Administration Recommended Highest Priority 2008 Equipment Supplementary Budget Requests, and recommended funding sources for each of the respective Equipment Supplementals, as set-out in the compilation spreadsheet included in the Black Supplemental Binder, be approved for the purposes of inclusion in the 2008 Annual Budget and Five Year Financial Plan.*

CARRIED UNANIMOUSLY

Infrastructure Supplementals

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

*That the "Administration Recommended Highest Priority 2008 Infrastructure Supplementary Budget Requests, and recommended funding sources for each of the respective Infrastructure Supplementals, as set-out in the compilation spreadsheet included in the Black Supplemental Binder, be approved for the purposes of inclusion in the 2008 Annual Budget and Five Year Financial Plan.*

CARRIED UNANIMOUSLY

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

*That the following two Supplementary Budget Requests in the amounts indicated be removed from the Five Year Financial Plan:*

*"Memorial Cenotaph" - \$35,000.00 (2008)  
"Replacement of Totem (Municipal Hall)" - \$10,000.00 (2008)*

*and the Supplementary Budget Request entitled "West Saanich School Restoration" remain in the Five Year Financial Plan and be further considered in 2009.*

DEFEATED  
OPPOSED: MAYOR MAR, COUNCILLORS BRYSON, GARRISON, KING, AND THOMPSON

Reserves

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

*That Staff be requested, at the next Special Administration & Finance Committee Meeting to deal with 2008 Budget / Five Year Financial Plan issues, to present two scenarios, including potential taxation impact implications, to increase in 2008 the "Reserve Account – General Uncommitted Allocation" by approximately \$400,000.00 and \$200,000.00 respectively.*

CARRIED  
OPPOSED: COUNCILLOR GARRISON

Greater Victoria Public Library Operating Budget

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

*That for the purposes of finalization of the District's 2008 Core Budget, Staff be instructed to include the most recent 2008 requisition amount requested by the Greater Victoria Public Library (GVPL), on the understanding that Council is not supportive of, nor has approved, the GVPL's 2008 budget as presented.*

CARRIED UNANIMOUSLY

4) Next (Budget) Meeting Date / Next Steps in the Process

The Administrator advised that the next Budget Meeting, which is scheduled to be held on Wednesday, April 9, 2008, at 6:30 p.m., would be to discuss the 2008 Tax Ratio and Tax Rates, and the 2008 Water and Sewer Utility Rates.

**ADJOURNMENT:**

*On motion, the Special Administration & Finance Committee Meeting held on March 25, 2008, adjourned at 8:58 p.m.*

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Councillor John Garrison, Chair

Recorded By: Sara C. Ribeiro  
                 Municipal Clerk