

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION & FINANCE COMMITTEE** Meeting  
Monday, April 12, 2010, at 6:41 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  
Susan Brown, Municipal Clerk  
Rosalyn Tanner, Director of Financial Services  
Nirmal Bhattacharya, Municipal Engineer  
Yvan Sylvestre, Sr. Engineering Technician

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**APPROVAL OF THE AGENDA:**

The Director of Financial Services circulated one replacement page "5" for insertion in the agenda binders (which has been added to the agenda materials).

261.10            **MOVED AND SECONDED**  
*That the Agenda for the Administration & Finance Committee Meeting held on April 12, 2010, be approved as amended.*  
**CARRIED UNANIMOUSLY**

**1) Introduction, Recap of Decisions Made at the March 29, 2010, Budget Meeting and the April 6, 2010, Special (Open) Council Meeting**

The Administrator gave brief introductory remarks in regard to the purpose of this meeting. The Director of Financial Services proceeded to update the Committee on the current status of the 2010 proposed Budget, which had been further revised to account for the various decisions that were made at the March 29, 2010, Budget Meeting and the April 6, 2010 Special (Open) Council Meeting.

The Director then directed Committee's attention to and reviewed in detail the following materials, which were included in the Agenda package:

- a) (Revised) List of Approved Supplementary Requests
- b) (Revised) 2010 Projected Taxation Impact of Core Budget and Approved Tax-funded Supplemental Requests
- c) (Revised) Borrowing and Debt Servicing Analysis

The Director advised that there were two outstanding issues that required decisions:

- 1. Whether taxes or reserves was to be the source of funding for the Beach Access – Saanichton Bay Park project; and
- 2. Whether reserves or borrowing was to be the source of funding for the Newman Farm Restoration Project (2010 portion only).

262.10            **MOVED AND SECONDED**  
*That it be recommended to Council:*

*That the source of funding for the 2010 Recommended Infrastructure Supplemental entitled "Beach Access – Saanichton Bay Park" in the amount of \$23,000.00, be Taxation; and the source of funding for the 2010 Recommended Infrastructure Supplemental entitled "Newman Farm Restoration Project (2010 portion only)" in the amount of 30,000, be Reserves.*

**CARRIED UNANIMOUSLY**

**2) Tax Policy and Tax Rates**

The Director of Financial Services then proceeded to provide a brief overview of the Tax Policy and Tax Multiple options. She overviewed the materials which were included in the Agenda package including a revised spreadsheet outlining the 2010 recommended Supplementary Requests, as well as a schedule of tax rates and class multiples options for the 2010 Budget year.

The Director responded to questions from members of the Committee.

263.10            MOVED AND SECONDED  
*That it be recommended to Council:*

*That Council endorse, for the 2010 taxation year, utilizing the "Equal Percentage" increase tax multiple option as depicted in the spreadsheet entitled "Schedule of Tax Rates and Class Multiples for the 2010 Budget Year" as circulated.*

CARRIED UNANIMOUSLY

### **3) 2010 Sewer Utility Rates and Fees**

The Director of Financial Services overviewed the Staff Memorandum dated April 8, 2010, from the Director of Financial Services entitled "2010 Sewer Fee Bylaw", and responded to questions from members of the Committee.

264.10            MOVED AND SECONDED  
*That it be recommended to Council:*

*That the Staff Memorandum dated April 8, 2010, from the Director of Financial Services entitled "2010 Sewer Fee Bylaw", and related financial spreadsheets data be received, and:*

- 1. A Sewer User rate change to \$0.9300 per cubic meter, with a minimum charge per period set at \$46.50 per billing period, be considered;*
- 2. The proposed "Central Saanich Sewer Fee Bylaw Amendment Bylaw No. 1702, 2010" (as attached to the Staff Memorandum) be forwarded to the next Council Meeting for introduction and three readings; and,*
- 3. The Water User Fees remain as approved by Council during the 2009 budget process.*

CARRIED UNANIMOUSLY

### **4) Next (Budget-related) Meeting Date(s) / Next Steps in the Process**

The Director of Financial Services advised that the Public Information Meeting concerning the 2010 Budget and Five Year Financial Plan is scheduled to be held on Monday, April 19, 2010, at 6:00 p.m., as previously advertised, and publicized on the District's website.

#### **ADJOURNMENT:**

*On motion, the Administration & Finance Committee Meeting held on April 12, 2010, adjourned at 6:55 p.m.*

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Councillor John Garrison, Chair

Recorded By: Susan Brown  
Municipal Clerk