

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION & FINANCE COMMITTEE** Meeting
Monday, June 28, 2010, at 8:03 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Councillor John Garrison, Chair
Mayor Jack Mar, Councillors Bryson, Kubek, Olsen, and Siklenka
Gary C. Nason, Administrator
Susan Brown, Municipal Clerk
Hope V. Burns, Director of Planning & Building Services
Nirmal Bhattacharya, Municipal Engineer

ABSENT: Councillor Mason

APPROVAL OF THE AGENDA:

The Administrator noted the following deletion to the Agenda: **Item I – 2009 Annual Report**

459.10 **MOVED AND SECONDED**
That the Agenda for the Administration & Finance Committee Meeting held on June 28, 2010, be approved as amended.
CARRIED UNANIMOUSLY

1) 2009 Annual Report (deleted item)

[Note: Presentation of the 2009 Annual Report is tentatively scheduled for the August 3, 2010 Special (Open) Council Meeting. Notice of the Meeting at which the 2009 Annual Report will be presented will be re-advertised.]

2) Staff Memorandum

a) Staff Memorandum dated June 28, 2010, from the Administrator entitled "Review and Update of Development Cost Charges"

The Administrator gave an overview of the Staff Memorandum, outlining the statutory requirement for Development Cost Charges (DCC) review, the previous reviews undertaken for the District and the current Request for Proposal process. He reviewed the Staff recommendation to contract with Urban Systems to undertake the DCC review and update, and noted that the firm's fee proposal was within the overall budget established for the project and the firm had conducted the last two DCC reviews for the District.

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

That the Staff Memorandum dated June 28, 2010, from the Administrator entitled "Review and Update of Development Cost Charges" be received, and Staff be authorized to finalize a contract with Urban Systems to undertake the review and update of the District's Development Cost Charges.

CARRIED UNANIMOUSLY

ADJOURNMENT:

On motion, the Administration & Finance Committee Meeting held on June 28, 2010, adjourned at 8:04 p.m.

Councillor John Garrison, Chair

Recorded By: Susan Brown
Municipal Clerk