

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION & FINANCE COMMITTEE** Meeting  
Monday, March 22, 2010, at 7:43 p.m.  
Central Saanich Municipal Council Chamber

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**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 and Building Services

**ABSENT:** Councillor Mason

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**APPROVAL OF THE AGENDA:**

The Administrator noted that Councillor Kubek had requested the following addition to the Agenda:

- To be included as:  
New Item No. 2. – Peninsula Recreation Commission Update.

202.10            **MOVED AND SECONDED**  
*That the Agenda for the Administration & Finance Committee Meeting held on March 22, 2010, be approved as amended.*  
**CARRIED UNANIMOUSLY**

**1. Council Policy – Correspondence Addressed to Council**

- a) Staff Memorandum dated March 15, 2010, from the Municipal Clerk entitled “Council Policy – Correspondence Addressed to Council”

The Municipal Clerk gave an overview of the Staff Memorandum, noting that should Committee consider Option B, it was recommended that the words “or member of Council” be included after “Municipal Clerk” in paragraph (c). She then responded to a question from a Committee member.

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

*That the Staff Memorandum dated March 15, 2010, from the Municipal Clerk entitled “Council Policy – Correspondence Addressed to Council” be received; and the Administration Policy entitled “Council Correspondence – Receipt for General Information”, set out as Option “A” in Schedule “A” to the Staff Memorandum, be adopted.*

**CARRIED UNANIMOUSLY**

**2. Peninsula Recreation Commission Update (late item)**

Councillor Kubek advised that he had attended a meeting of the Peninsula Recreation Commission the previous week concerning the opportunity for the Commission to assume management responsibilities for facilities currently managed by the Memorial Park Society (Mary Winspear Centre and Blue Heron Park). He further advised that the Commission referred the matter to staff for study, and that any proposed action would be submitted to the relevant Councils for endorsement. The Councillor noted that this update was presented for Committee’s information at this time, and confirmed that he would circulate the study report to Council members, upon its receipt by the Commission.

**ADJOURNMENT:**

*On motion, the Administration & Finance Committee Meeting held on March 22, 2010, adjourned at 7:54 p.m.*

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Councillor John Garrison

Recorded By: Susan Brown  
Municipal Clerk