

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **SPECIAL ADMINISTRATION AND FINANCE COMMITTEE** Meeting  
Wednesday, April 5, 2006 at 6:30 pm  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor John Garrison, Acting Chair  
Mayor Jack Mar  
Councillors: Bryson, King, Mason and Thompson  
Gary C. Nason, Administrator  
David J. Gawley, Consultant  
Hope V. Burns, Director of Planning & Building Services  
Nirmal Bhattacharya, Municipal Engineer  
Ron French, Fire Chief  
Steve Epp, Assistant Treasurer

**ABSENT:** Councillor Graham, Chair

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**APPROVAL OF THE AGENDA:**

The Administrator, Mr. Gary C. Nason, circulated copies of late correspondence received from the following individuals:

- M Austin Re: Capital Regional District Housing Trust Fund;
- I Tiszauer Re: Capital Regional District Housing Trust Fund;
- J Wake Re: Various Issues Pertinent to the Five Year Financial Plan; and
- J Wake Re: Assessment and Property Tax Increases;

399.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER

*That the Agenda for the Special Administration & Finance Committee Meeting held on April 5, 2006 be approved as amended.*

CARRIED UNANIMOUSLY

**1. DECISIONS ON 2006 RECOMMENDED SUPPLEMENTALS**

The Administrator made some brief introductory comments and provided a recap of the decisions made by the Committee at the April 1<sup>st</sup>, 2006 Budget Meeting, as well as outlined the purpose of this evening's meeting.

Mr. David Gawley, Consultant, overviewed the materials which were included in the agenda package including a revised spreadsheet outlining the 2006 Recommended Supplementary Requests, the revised 2006 Projected Tax Levy to include the decisions made by the Committee to date, and a spreadsheet providing an analysis of the District's various reserve accounts and accumulated surplus.

Mr. Nason and Mr. Gawley responded to various questions from members of Council in regards to the materials which were included in the agenda package.

Councillor King advised the Committee that he had made a decision not to participate in the Council benefits package, and he asked that Staff take the necessary steps with the carriers to withdraw his application for coverage.

The Chair then turned to members of the public gallery for comment.

Ms. Sue Stroud, #105 – 7088 Wallace Drive, reiterated her continuing support for the CRD Housing Trust Fund and urged the District of Central Saanich's participation in this program. Ms. Stroud stated that 15 to 1 matching funds is an impressive record of achievement, and she reminded Council of the many letters of support received last year for the District's participation in the program, and that the District's participation will directly result in benefits to Central Saanich citizens.

Ms. J. Martin, 7990 East Saanich Road, spoke in support of the CRD Housing Trust Fund and urged the District's participation.

Mr. Denis Coupland, 7219 East Saanich Road and representing the Hagan Creek – Kennes Watershed Project Steering Committee, indicated that five members of the Steering Committee were in attendance at this evening's Committee Meeting and were available to respond to any questions that the Committee members may have.

Mr. Ian Bruce, 743 Kispiox Place and representing Peninsula Streams, confirmed to the Committee that the Sandhill Creek Stewardship Program would be a one-off, one year project and advised that in his opinion this project would be eligible for funding through Gas Tax Revenues.

Mr. Frank Witthoefft, 2361 Tanner Ridge Place, questioned the potential impact on property tax increases if the District were to defer to future years various projects which could potentially be funded from accumulated reserves and surplus. Mr. Witthoefft also stated that the general impression which he has come away with as a result of observing the District's budget deliberations is that there has been a lot of wrangling and discussion about issues which may or may not benefit the community, however there has not been a thorough examination of the biggest reason for the potential tax increase which is staff salaries and benefits.

Ms. Jill Wake 7046 Brentwood Drive, questioned a statement that she felt was made at a previous Committee Meeting in regards to the District's "Business Taxes" and the fact that they do not adequately cover the District's costs of providing services to businesses. The Administrator provided clarification on the District's business licensing practices and the rationale behind the proposed 2006 Supplemental for a Business Licensing and Fees and Charges Review.

Mr. Len King, #307 - 7865 Patterson Road, stated that in his opinion there is undue concern in regards to the issue of borrowing funds to undertake various capital works and projects, as that is a common practice. Mr. King stated that he would be supportive of tax increases within a reasonable limit as long as he can see the tangible results of those tax increases.

Discussion then returned to the Council table on deliberation and decisions with respect to the approved package of 2006 Supplementals.

**Operational Supplementals**

***Due to a potential conflict of interest on the following item, Councillor Bryson took his leave from the Meeting. Councillor Bryson stated that he owns property within the potentially impacted area of any proposed waterline extension along Mt. Newton Cross Road.***

400.06        MOVED BY COUNCILLOR THOMPSON  
                 NO SECONDER  
                 *That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Consulting Estimate Re: Senanus Drive Properties – \$15,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLORS KING AND MASON

401.06        MOVED BY COUNCILLOR THOMPSON  
                 NO SECONDER  
                 *That It Be Recommended To Council:*

*That the source of funding for the 2006 Supplemental entitled "Consulting Estimate Re: Senanus Drive Properties – \$15,000" be Gas Tax if sufficient funds are available in the Gas Tax Reserve as a result of other adjustments.*

CARRIED UNANIMOUSLY

***Councillor Bryson returned to the Meeting.***

                 \*\* **DEFEATED** \*\*  
402.06        MOVED BY COUNCILLOR KING  
                 NO SECONDER  
                 *That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "CRD Housing Trust Fund – \$48,600" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan, with the source of funding for this Supplemental to be the GST Reserve if sufficient funds are available through other adjustments.*

**MOTION DEFEATED**  
OPPOSED: MAYOR MAR, COUNCILLORS GARRISON, GRAHAM, MASON AND THOMPSON

403.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "CRD Housing Trust Fund" in the reduced amount of \$24,300 be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR MASON

404.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "OCP Review and Update" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan, with the amounts to indicate \$50,000 in 2006 and \$25,000 in 2007.*

CARRIED UNANIMOUSLY

405.06 MOVED BY COUNCILLOR MASON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the source of funding for the 2006 Supplemental entitled "CRD Housing Trust Fund" in the amount of \$24,300 be switched from 2006 Taxation to Reserves.*

CARRIED UNANIMOUSLY

406.06 MOVED BY COUNCILLOR KING  
NO SECONDER  
*That It Be Recommended To Council:*

*That the source of funding for the 2006 Supplemental entitled "Peninsula Streams – Sandhill Creek Stewardship – \$5,000" be \$2,500 from Gas Tax and \$2,500 from General Reserves.*

CARRIED  
OPPOSED: MAYOR MAR

407.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Peninsula Streams – Sandhill Creek Stewardship – \$5,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

408.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Peninsula Streams – Grant to Their Core Budget – \$10,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

409.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "IT Strategic Plan – \$35,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

410.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Computer Training – \$4,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

411.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Fire Fighter Training – \$4,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

412.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Building Code Training – \$1,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

413.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Business Licensing Review Re: Fees and Charges – \$15,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

414.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Truck Route Bylaw – \$7,500" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

415.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER

*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Road Data Inventory – \$50,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

416.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER

*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Integrated Storm Water Management Plan – \$83,100" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

417.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER

*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Butterfield Gardens Restoration – \$2,500" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

418.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER

*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Newman Park Maintenance – \$2,500" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

419.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER

*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Newman Park Management Plan – \$30,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: MAYOR MAR

420.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER

*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Centennial Park Management Plan – \$20,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

421.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Public Services Janitorial Services – \$5,400" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

422.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Building Maintenance Worker – \$7,100" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

**Equipment Supplementals**

423.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Permit Tracking System - \$20,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

424.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Engineering Plotter – \$15,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

425.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Vadim System Improvements – \$5,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

427.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Communications Console – \$50,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLORS KING AND BRYSON

428.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Radar Sets – \$2,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

429.06 MOVED BY MAYOR MAR  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Fire Locker Replacements – \$4,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

430.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Seabrook Playground Equipment Replacement – \$35,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

431.06 MOVED BY COUNCILLOR MASON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Workstation Replacement Municipal Hall – \$8,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

**Infrastructure Supplementals**

432.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Farm Vehicle Signage – \$2,500" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

433.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Brentwood Bay Revitalization Project Road – \$381,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLORS BRYSON AND KING

434.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Bickford/Grilse Lane Intersection Improvements – \$50,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

435.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Mt. Newton Bike Lanes – \$74,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: MAYOR MAR

436.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Local Road Restoration – \$10,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

437.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Sidewalk – Brentwood House to Dignan – \$50,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED  
OPPOSED: COUNCILLOR KING

438.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Traffic Control Signal Study – \$4,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

439.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Beach Access – Saanichton Bay Park – \$23,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

440.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Woodward Park Development – \$10,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

441.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Works Yard Interim Renovations – \$15,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

442.06 MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the 2006 Supplemental entitled "Municipal Hall Emergency Lighting – \$5,000" be approved for inclusion in the finalized package of approved 2006 Supplementals which will be included in the District's 2006 Annual Budget and 2006 – 2010 Financial Plan.*

CARRIED UNANIMOUSLY

The Administrator and Mr. Gawley advised that the next Budget Meeting, which is scheduled to be held on Monday, April 10<sup>th</sup>, 2006 at 7:00 pm, would be to discuss and confirm decisions on tax policy and 2006 tax rates.

**ADJOURNMENT:**

*On motion, the Special Administration & Finance Committee Meeting held on April 5, 2006 adjourned at 9:10 pm.*

Recorded by: Gary C. Nason  
Administrator