

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **SPECIAL ADMINISTRATION AND FINANCE COMMITTEE** Meeting
Monday, April 11, 2005 at 7:00 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Councillor Chris Graham, Chair
Mayor Allison Habkirk
Councillors: Haddon, King, Korol, Mason and Thompson
Gary C. Nason, Administrator
Ed Sykora, Director of Financial Services
Hope V. Burns, Director of Planning and Building Services
Nirmal Bhattacharya, Municipal Engineer
Bonnie McKenzie, Manager of Community Services
Ron French, Fire Chief

APPROVAL OF THE AGENDA:

The Administrator, Mr. Gary C. Nason, circulated a revised version of the Summary Sheet entitled "Staff Recommendations for Allocation of 2005 Traffic Fine Revenue Sharing Grant" and suggested that this item be considered during the portion of the Meeting related to the presentation of recommendations from Staff on allocation in 2005 of the additional Traffic Fine Revenue Sharing Grant.

495.05 MOVED BY COUNCILLOR MASON
 NO SECONDER
 That the Agenda for the Special Administration & Finance Committee Meeting held on April 11, 2005 be approved as amended.
 CARRIED

1. 2005 Annual Budget and Five Year (2005-2009) Financial Plan

The Administrator advised that, consistent with the Schedule of Budget/Financial Plan Meetings which had previously been approved by Council, this evening's Meeting was a follow-up to the two informational Meetings which were held on April 4th and 6th, 2005 in regards to the Supplementary Operational, Equipment and Infrastructure Budget Requests.

The Administrator advised that the purpose of this evening's Meeting was essentially four-fold, as follows:

1. To present recommendations to Council on allocation in 2005 of the additional Traffic Fine Revenue Sharing Grant, taking into account the input of the Central Saanich Police Board and the discussions between the Police Board and Council which took place at the March 7th, 2005 Joint Council/Police Board Meeting. Recommendations on allocation of the additional GST Rebate would also be presented;
2. To overview, and seek Council's direction where required, on the current status of the 2005 Core Budget based upon the revised Assessment Roll and the most updated current information available after having made a number of adjustments, reconciliations and allocations since the presentation of the Core Budget in early February;
3. To seek Council's direction on which specific Operational, Equipment and Infrastructure Supplementals to include in the 2005 Final Budget (add/delete/move to another year); and
4. To seek Council's approval of the recommended prioritization and timing of the remaining Supplementals which are included in the years 2006 to 2009 of the Five Year Financial Plan (add/delete/move to another year).

Mr. Nason further recommended that the sequence of the decisions and directions given by Council generally take place in the order presented above. Mr. Nason referred to the following materials which were included in the Agenda package for the April 11, 2005 Special Administration and Finance Committee Meeting:

1. Traffic Fine Revenue Sharing Grant/Additional GST Rebate
 - a) Staff Recommendations for Allocation of 2005 Traffic Fine Revenue Sharing Grant
 - b) Minutes of the March 7th, 2005 Joint Council/Police Board Meeting with Staff Memorandum and February 10th, 2005 Police Board Resolutions attached (previously received)
 - c) Staff Recommendations for Additional GST Rebate Allocation

- 2. 2005 Core Budget
 - a) Budget and Tax Levy Analysis Based on Staff Recommended Supplementary Budget approvals
- 3. Supplementals to Include in 2005 Budget
 - a) List of Staff Recommended 2005-2009 Supplementary Operational, Equipment and Infrastructure Requests
 - b) Correspondence from BC Transit Re: Marchant/Wallace Intersection Modifications
 - c) Saanichton Bay Erosion Protection Analysis Summary which includes a breakdown of possible funding and cost sharing scenarios with the adjacent property owners
- 4. 2006-2009 Supplementals
 - a) Refer to List of Staff Recommended 2005-2009 Supplementary Operational Equipment & Infrastructure Requests

The Committee indicated its concurrence with the suggested format for the Meeting as recommended by the Administrator.

1. Traffic Fine Revenue Sharing Grant/Additional GST Rebate

The Administrator and the Director of Financial Services, Mr. Ed Sykora, overviewed the revised Summary Sheet entitled "Staff Recommendations for Allocation of 2005 Traffic Fine Revenue Sharing Grant", and responded to questions from Members of the Committee.

496.05 MOVED BY COUNCILLOR THOMPSON
NO SECONDER
That It Be Recommended to Council:

That the Summary Sheet entitled "Staff Recommendations for Allocation of 2005 Traffic Fine Revenue Sharing Grant" be received, and Council approve, for the purposes of finalization of the District's 2005 Annual Budget, the recommended Core and Supplementary allocations as presented in the Summary Sheet .

CARRIED

The Administrator and the Director of Financial Services then proceeded to speak to the Summary Sheet entitled "Staff Recommendations for Additional GST Rebate Allocation".

497.05 MOVED BY COUNCILLOR MASON
NO SECONDER
That It Be Recommended to Council:

That the Summary Sheet entitled "Staff Recommendations for Additional GST Rebate Allocation" be received, and Council approve, for the purposes of finalization of the District's 2005 Annual Budget, the recommended allocations as presented in the Summary Sheet .

CARRIED

498.05 MOVED BY MAYOR HABKIRK
SECONDED BY COUNCILLOR MASON
That it be Recommended to Council:

That correspondence be forwarded to the appropriate Federal Minister as well as to Mr. Don Bell, Chair of the Federal Government's Western Caucus, thanking them for the additional funding assistance resulting from the GST Rebate, and advising of the District's compliance with the original intent of the GST Rebate to Municipalities, that being that the funding be allocated for appropriate infrastructure purposes as determined by Council.

CARRIED

2. 2005 Core Budget

The Administrator and the Director of Financial Services then proceeded to overview in detail the Summary Sheet entitled "Budget and Tax Levy Analysis Based on Staff Recommended Supplementary Budget Approvals". Mr. Sykora's overview included an

analysis of the recent changes to the Core Budget based upon the revised Assessment Roll and the most updated current information available after having made a number of adjustments, reconciliations and allocations since the presentation of the Core Budget in early February. Mr. Sykora advised of the projected property tax impact of the Core Budget based upon the revised Assessment Roll, and overviewed the net reductions to the Core Budget which would result from the previously approved decisions with respect to allocation of the Traffic Fine Revenue Sharing Grant. Finally, Mr. Sykora advised the Committee that, were Council to approve the recommended "Contingency for Collective Bargaining/Compensation Adjustments", as well as all of the Staff-recommended 2005 Supplementary items, the total tax levy/increase would be 5.75 percent (\$55.38) to the average residential property.

3. Supplementals to Include in 2005 Budget

The Administrator then proceeded to outline to the Committee the "Guiding Principles" which were utilized by Staff in addressing the issue of the long-term sustainability of the Reserve funds, as well as those principles which were utilized in formulating the recommended package of Supplementals for consideration in 2005. The Administrator suggested that the Committee firstly review the 2005-2009 Supplementary Operational Budget Requests, followed by the 2005-2009 Supplementary Equipment Budget Requests, and finally the 2005-2009 Supplementary Infrastructure Budget Requests.

The Committee indicated its concurrence with this suggested sequence for proceeding through the 2005-2009 Supplementary Budget Requests.

a) 2005-2009 Supplementary Operational Budget Requests

Mr. Nason overviewed his recommended 2005 Supplementary Operational Budget Requests as well as the suggested prioritization of the Operational Supplementals for 2006-2009, and responded to various questions from Members of the Committee.

Mayor Habkirk requested that at the appropriate time Staff provide more detailed specifics in regards to the recommended components and process for the proposed Centennial Park Management/Master Plan.

499.05 MOVED BY COUNCILLOR MASON
 NO SECONDER
 That it be Recommended to Council:

That the recommended allocation of \$82,400 for the "Development of a Strategy for Municipal Facilities (Municipal Hall/Police/Fire/Yard)" be deleted from the 2005 Annual Budget and replaced with an amount of \$30,000 representing the carry-over of funding from 2004 for this purpose, with the funding to be utilized firstly for the scheduling of a "Charette" to discuss facilities-related issues as well as future directions and actions to pursue in regards to this matter.

CARRIED

500.05 MOVED BY MAYOR HABKIRK
 NO SECONDER
 That it be Recommended to Council:

That the recommended amount of \$88,200 in 2006 for the "Development of a Strategy for Municipal Facilities" be deleted from the Five Year Financial Plan pending the conclusion of the process referenced in the preceding motion.

CARRIED

501.05 **** DEFEATED ****
 MOVED BY COUNCILLOR HADDON
 NO SECONDER
 That it be Recommended to Council:

That the "Traffic Study – Moodyville Traffic/Parking/Congestion" Operational Supplemental proceed in 2005 as previously proposed.

502.05 MOVED BY MAYOR HABKIRK
NO SECONDER
That it be Recommended to Council:

That Staff be requested to bring forward for early approval in 2006 the \$3,000 Operational Supplemental for "Softball Facility Improvements".

CARRIED

b) 2005-2009 Supplementary Equipment Budget Requests

Mr. Nason overviewed his recommended 2005 Supplementary Equipment Budget Requests as well as the suggested prioritization of the Equipment Supplementals for 2006-2009, and responded to various questions from Members of the Committee.

503.05 MOVED BY COUNCILLOR THOMPSON
NO SECONDER
That it be Recommended to Council:

That at the appropriate time in conjunction with the 2006 Annual Budget, Staff be requested to provide a report to Council containing a detailed breakdown of the estimated costs for the proposed replacement of the desktop PCs, as well as an indication of other potential options which may have been considered.

CARRIED

504.05 **** DEFEATED ****
MOVED BY COUNCILLOR KING
NO SECONDER
That it be Recommended to Council:

That the Equipment Supplemental entitled "Project Portfolio, Performance Management and Budgeting System" be deleted from the 2005 Annual Budget and shifted to the year 2006 in the Five Year Financial Plan.

505.05 MOVED BY COUNCILLOR KOROL
NO SECONDER
That it be Recommended to Council:

That Staff be requested to schedule, for discussion at an appropriate future Committee Meeting, the District's current policies and procedures in regards to the replacement of playground equipment in community and neighbourhood parks.

CARRIED

506.05 MOVED BY COUNCILLOR KING
NO SECONDER
That it be Recommended to Council:

That no bleachers be removed from Municipal parks without adequate prior consultation with the potentially impacted community user groups and sports organizations, and timely advance notification to Council of the proposed course of action.

CARRIED

c) 2005-2009 Supplementary Infrastructure Budget Requests

Mr. Nason overviewed his recommended 2005 Supplementary Infrastructure Budget Requests as well as the suggested prioritization of the Infrastructure Supplementals for 2006-2009, and responded to various questions from Members of the Committee.

Councillor Thompson requested that an appropriate asterisk or notation be included with the Brentwood Bay Revitalization Project Supplemental indicating that the funding source and payment strategy for the Municipality's portion of the total project cost has yet to be determined.

507.05 MOVED BY MAYOR HABKIRK
NO SECONDER
That it be Recommended to Council:

That the Infrastructure Supplemental entitled "White Road Horse Path" be shifted to the year 2006, with the source of funding to be indicated as grants/donations.

CARRIED

508.05 MOVED BY COUNCILLOR THOMPSON
NO SECONDER
That it be Recommended to Council:

That the Heritage Commission be advised that Council would be prepared to advance the Infrastructure Supplemental entitled "Rural Road Signage (Mt. Newton Cross Road)" to an appropriate earlier year if the Commission is in a position to identify a sufficient source of third party donations or grants to fund the project.

CARRIED

509.05 MOVED BY COUNCILLOR KING
NO SECONDER
That it be Recommended to Council:

That at an appropriate future Meeting of the Administration and Finance Committee a discussion be held on the status of the District's Reserve funds and the policy and guidelines for utilizing the Reserves for the funding of certain Municipal projects, as well as the replenishment of the Reserves so as to ensure long-term financial sustainability.

CARRIED

510.05 MOVED BY COUNCILLOR HADDON
NO SECONDER
That it be Recommended to Council:

That in regards to the Infrastructure Supplemental entitled "Erosion Protection – Saanichton Bay Park South and North" the District advise the adjacent impacted property owners that it is prepared to proceed with the full project on the basis of the Municipality funding the south section (\$161,000), the residents funding the north section (\$73,000), and the District and the residents sharing on a 50/50 basis the costs of the center section of the project (\$17,000 split 50/50).

CARRIED

Mr. Wayne Elwood, #2 – 2654 Lancelot Place, advised that he has arranged with the Municipal Staff to attend a workshop which will be held with the residents of the Turgoose Estates complex to overview the current status of this particular project and to present the various proposed cost sharing details. Mr. Elwood advised that after this workshop the residents will be in a better position to indicate to the Municipality their position with respect to funding a portion of the costs of the project.

Mr. Eric Scheuer, 2641 Lancelot Place, requested clarification in regards to the proposed next steps in the process.

511.05 MOVED BY COUNCILLOR HADDON
NO SECONDER
That it be Recommended to Council:

That the Infrastructure Supplemental entitled "Saanichton Bay Park Beach Access Development" be shifted forward to the year 2006, and the James Island Road Beach Access project be shifted forward to the year 2008.

CARRIED

512.05 **** DEFEATED ****
MOVED BY COUNCILLOR KING
NO SECONDER
That it be Recommended to Council:

That the Infrastructure Supplemental entitled " Alexander Field Playfield Development" be shifted back to the year 2006.

513.05 MOVED BY COUNCILLOR MASON
NO SECONDER
That it be Recommended to Council:

That the 2005 Infrastructure Supplemental entitled "Public Works Yard-Renovations" be increased from \$15,000 to \$24,500, with the source of funding to be Reserves.

**** AMENDMENT ****
BEFORE THE QUESTION WAS CALLED, it was

514.05 MOVED BY MAYOR HABKIRK
NO SECONDER
That it be Recommended to Council:

That prior to the expenditure of the aforementioned funds on the various Works Yard repair projects, Staff be requested to confirm the sufficiency of the funding and the details of the proposed scope of works.

THE QUESTION WAS CALLED ON THE AMENDING MOTION
THE AMENDING MOTION WAS **** DEFEATED ****

THE QUESTION WAS CALLED ON THE MAIN MOTION
THE MAIN MOTION WAS CARRIED

515.05 MOVED BY COUNCILLOR THOMPSON
NO SECONDER
That it be Recommended to Council:

That Council approve, for the purposes of finalization of the 2005-2009 Financial Plan, the Supplementary Operational, Equipment and Infrastructure Budget Requests as outlined in the documents attached to the April 11, 2005 Special Administration and Finance Committee Agenda, except as otherwise amended by the foregoing motions and directions adopted on April 11, 2005.

CARRIED

ADJOURNMENT:

On motion, the Special Administration & Finance Committee Meeting held on April 11, 2005 adjourned at 10:22 pm.

Recorded by: Gary C. Nason
Administrator