

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **SPECIAL ADMINISTRATION AND FINANCE COMMITTEE** Meeting
Monday, April 4, 2005 at 5:00 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Councillor Chris Graham, Chair
Mayor Allison Habkirk
Councillors: King, Korol (arrived at 5:15 pm), Mason and Thompson
Gary C. Nason, Administrator
Trish Flanders, Municipal Clerk
Ed Sykora, Director of Financial Services
Hope V. Burns, Director of Planning & Building Services
Bonnie McKenzie, Manager of Community Services
Ron French, Fire Chief

ABSENT: Councillor Haddon

APPROVAL OF THE AGENDA:

471.05 MOVED BY COUNCILLOR MASON
 NO SECONDER
 *That the Agenda for the Special Administration & Finance Committee Meeting held
 on April 4, 2005 be approved as circulated.*
 CARRIED UNANIMOUSLY

**1. 2005 – 2009 Financial Plan/Supplementary (Budget) Requests
(Administration, Finance, Police, Fire, Planning, Community Services)**

The Administrator advised that the primary purpose of this evening's meeting was to overview and discuss the 2005-2009 Supplementary Budget Requests (Operational, Equipment and Infrastructure) for Administration, Finance, Police, Fire, Planning and Community Services. The Administrator also advised that the Central Saanich Heritage Commission had been invited to attend this evening's meeting to speak briefly to the Commission's Supplementary Budget Requests, and to respond to any questions from members of Council. Mr. Nason suggested that the Committee firstly review the 2005-2009 Operational Supplementary Budget Requests, followed by the Equipment and Infrastructure Supplementary Budget Requests.

The Committee noted its concurrence with the format of the Meeting as suggested by the Administrator.

The Director of Financial Services, Mr. Ed Sykora, gave a brief synopsis of the current status of the projected tax increase to fund the 2005 Core Budget.

A detailed review of the 2005-2009 Operational Supplementary Budget Requests for Administration, Finance, Police, Fire, Parks, Planning and Community Services then took place and Staff responded to several questions from the Committee, during which time the following comments were noted by members of Council:

- consideration should be given to shifting the 2009 Supplementary Budget Request for Softball Facility Improvements (Parks) in the amount of \$3,000 to 2005;
- the amount of \$75,000 which has been allocated to the 2006 Supplementary Budget Request for the OCP 5 Year Review including 2 Area Plans and Consultant Process (Planning) may not be sufficient to undertake this project;
- the amount of \$20,000 which has been allocated to the 2009 Supplementary Budget Request for the Centennial Park Management Plan may not be sufficient to undertake this project.

A detailed review of the 2005-2009 Equipment Supplementary Budget Requests for Finance, Police, Fire, Planning and Community Services/Facilities was then undertaken, and Staff responded to several questions from the Committee. During the course of discussion, the following points were noted by members of Council:

- a question was raised as to the need to replace all desktop PC's in 2006 at an estimated cost of \$183,000 and whether the proposed replacement and funding could be "staggered";

- a question was raised as to whether it was necessary to expend \$25,000 in 2006 on a Website Refresh, given the fact that the District's new website was recently launched;
- consideration should be given to reallocating the funding that has been identified for Playground Equipment Replacement in the Years 2005, 2006 and 2007.

Mr. Wayne Watkins, representing the Central Saanich Heritage Commission, entered the Council Chamber at 6:10 pm, and was advised by the Committee that the Operational Supplementary Budget Requests submitted by the Heritage Commission (Restoration of Butterfield Park Gardens and Landscape, Update Historic Building Inventory) had already been discussed and that, although there are no decisions being made at this evening's meeting, Council did not foresee any changes to these Supplementals.

The Committee then briefly discussed with Chief Constable Paul Hames his Supplementary Budget Request for the purchase of a new Community Relations Vehicle.

Due to the lateness of the meeting and the fact that the Committee did not complete its discussion on the 2005-2009 Infrastructure Supplementary Budget Requests this evening, it was agreed that the Committee would continue with its review of the remaining Supplementary Budget Requests commencing at 5:00 pm on April 6th, 2005. In this regard, the Administrator advised the Committee that the list of Administrator-Recommended Supplementals would not be ready for distribution at the April 6th, 2005 Committee Meeting, but that every attempt would be made to circulate this list before the end of the week.

ADJOURNMENT:

On motion, the Special Administration & Finance Committee Meeting held on April 4, 2005 adjourned at 6:45 pm.

Recorded by: Trish Flanders
Municipal Clerk