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THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **SPECIAL ADMINISTRATION AND FINANCE COMMITTEE** Meeting
Tuesday, April 6, 2004 at 5:30 p.m.
Central Saanich Municipal Council Chamber

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

ABSENT: Councillors: Graham and Haddon

APPROVAL OF THE AGENDA:

The Administrator, Mr. Gary C. Nason, noted the prior distribution on April 2, 2004 of a Memorandum from the Administrator entitled "Administrator Recommended/Prioritized Supplementary Budget Requests" and also referred to a late email from Councillor Chris Graham, dated April 6, 2004, setting out his position with respect to Staff's Supplementary Budget Request Recommendations.

492.04 MOVED BY COUNCILLOR KOROL
 NO SECONDER
 That the Agenda for the Special Administration & Finance Committee Meeting held on April 6, 2004 be approved as amended.
 CARRIED UNANIMOUSLY

1. 2004 – 2008 Financial Plan/Supplementary (Budget) Requests

The Administrator advised that the primary purpose of this evening's meeting was to overview, discuss and provide direction in regards to the 2004-2008 Supplementary Budget Requests, as well as to give an update on the current status of the 2004 projected tax increase. 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 three Supplementary Budget Requests, and to respond to any questions from members of Council. The Administrator also noted that Staff had notified the property owners located adjacent to the proposed erosion protection works in the vicinity of Saanichton Bay Park, as certain individuals had raised concerns and requested that the District take action to mitigate the erosion which was occurring adjacent to their properties.

Mr. Nason suggested that the Committee hear from the Heritage Advisory Commission, and then turn its attention firstly to the Supplementary Infrastructure Budget Requests as Staff were proposing a recommendation in regards to the proposed Erosion Protection (Saanichton Bay Park) project.

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

The Administrator introduced Ms. Jenny Hyndman, representing the Central Saanich Heritage Advisory Commission, and Ms. Hyndman proceeded to give a brief overview of the following three Supplementary Budget Requests from the Commission:

- Restoration of Butterfield Park Gardens and Landscaping
- Update to Historic Building Inventory
- Butterfield Gardens (Gazebo)

Ms. Hyndman responded to various questions from Members of Council, and Ms. Hyndman was thanked for her time and attendance at the Meeting.

The Director of Financial Services, Mr. Ed Sykora, presented an updated overview of the current status of the projected tax increase to fund the 2004 Core Budget, and the projected increase were all Administration-Recommended Supplementary Budget Requests to be approved.

The Administrator then proceeded to outline to the Committee the “Guiding Principles” which were utilized by Administration 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 2004.

The Administrator suggested that the Committee firstly review the 2004-2008 Supplementary Infrastructure Budget Requests, followed by the 2004-2008 Supplementary Operational Budget Requests, and finally the 2004-2008 Supplementary Equipment Budget Requests.

2004 – 2008 Supplementary Infrastructure Budget Requests

The Administrator overviewed in detail firstly the Recommended/Prioritized 2004 Supplementary Infrastructure Budget Requests, followed by the 2005-2008 Recommended/Prioritized Supplementary Infrastructure Budget Requests.

During the portion of the Meeting during which a discussion took place with respect to the “Erosion Protection – Saanichton Bay Park South and North” Supplementary Infrastructure Budget Request, the Director of Financial Services provided a detailed overview of the Supplemental together with potential cost sharing options for undertaking the North portion of the project located adjacent to the properties who’s owners have raised concerns with respect with continued erosion along their respective shore lines.

Mr. Eric Scheur, 2641 Lancelot Place and Mr. Bruce Bennett, the owner of Unit No. 9 in the Turgoose Estates Complex, 2654 Lancelot Place, were in attendance at the Meeting and questioned the Committee on the details of the proposed Supplemental, and provided preliminary comments with respect to the cost sharing options for the North portion which were presented by Staff. Mr. Bennett indicated that he would like to discuss the details of the various options further with Municipal Staff, and then brief the Strata Council accordingly. Mr. Scheur indicated that, in principle, he would be generally supportive of some cost sharing arrangement to undertake the North portion of the project at the same time that the District were to undertake the erosion control measures along the South portion adjacent to Saanichton Bay Park.

Both Mr. Scheur and Mr. Bennett were thanked for their attendance at the Committee Meeting and for their input into the process.

During the course of an extensive discussion by the Committee on Administration’s various Recommended/Prioritized Supplementary Infrastructure Budget Requests, the following motions and directions were given:

- 493.04 MOVED BY MAYOR HABKIRK
 NO SECONDER
 That It Be Recommended To Council:

That Staff be requested to provide recommendations in regards to the process and time-lines for addressing the “Action” item in the current Strategic Plan document which calls for the establishment of a Management Group to oversee appropriate public process with the objective of developing a recommended Management Plan for the Newman Farm Park property.

CARRIED UNANIMOUSLY

- 494.04 MOVED BY MAYOR HABKIRK
 NO SECONDER
 That It Be Recommended To Council:

That the Five Year Financial Plan relating to 2004-2008 Supplementary Infrastructure Budget Requests be revised to include in 2005 the full project costs for both the South and North sections of the proposed Erosion Protection project in the vicinity of Saanichton Bay Park, with the source of funding for the estimated \$45,000 cost for the North section of the project to be funded entirely by the adjacent private properties.

CARRIED UNANIMOUSLY

During further discussion related to the 2004-2008 Supplementary Infrastructure Budget Requests, the Committee concurred with the following additional revisions to the Recommended/Prioritized Supplementary Infrastructure Budget Requests as presented by the Administrator:

- Indicate the source of funding for the proposed \$60,000 Community Spray Park Project in 2008 to be funded entirely from grants/donations.
- Indicate the source of funding for the proposed combined total of \$40,000 for development of both the Woodward and Tanner Parks in 2006 to be funded entirely from grants/donations.
- Indicate the source of funding for the combined total of \$12,000 for design of the Tanner and Woodward Parks in 2005 to be taxation.

495.04 MOVED BY MAYOR HABKIRK
 NO SECONDER
 That It Be Recommended To Council:

That Council approve, for the purposes of finalization of the 2004 – 2008 Financial Plan, the Supplementary Infrastructure Budget Requests as outlined in the documents attached to the Administrator’s April 2, 2004 Memorandum, except as otherwise amended by the foregoing motions and directions adopted on April 6, 2004.

CARRIED UNANIMOUSLY

2004 – 2008 Supplementary Operational Budget Requests

The Administrator overviewed his Recommended/Prioritized 2004-2008 Supplementary Operational Budget Requests as attached to his Memorandum dated April 2, 2004, and responded to questions from Members of the Committee.

During the course of an extensive discussion by the Committee on Administration’s various Recommended/Prioritized 2004-2008 Supplementary Operational Budget Requests, the following motions and directions were made:

496.04 MOVED BY MAYOR HABKIRK
 NO SECONDER
 That It Be Recommended To Council:

That in connection with the 2004 Supplementary Operational Budget Request entitled “Increase Payroll Clerk to Full-time”, discussions be initiated with the Central Saanich Police Service in regards to a possible re-allocation or shifting of costs from Police to Finance/Administration to offset the incremental costs of approval of this Supplemental.

CARRIED UNANIMOUSLY

497.04 **** DEFEATED ****
 MOVED BY COUNCILLOR KOROL
 NO SECONDER
 That It Be Recommended To Council:

That an amount of \$5,000 be retained in 2004 for public process and consultation in connection with the Supplementary Operational Budget Request entitled “Bicycle Routes and Pedestrian Facilities Policies”

MOTION DEFEATED

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

That an amount of \$3,500 be included in 2004 in connection with the 2004 Supplementary Operational Budget Request entitled “Bicycle Routes and Pedestrian Facilities Policies”, with the specific purposes of this funding to be for implementation of various bicycle/pedestrian signage and related safety measures as considered appropriate.

CARRIED UNANIMOUSLY

- 499.04 **** DEFEATED ****
MOVED BY COUNCILLOR KOROL
NO SECONDER
That It Be Recommended To Council:

That an amount of \$5,000 be retained in 2004 for public process and consultation in connection with the Supplementary Operational Budget Request entitled "Development of Rural Road Maintenance Standards (for Mt. Newton Cross Road)."

MOTION DEFEATED

In further discussion the Committee concurred with the following additional revisions to the Administrator Recommended/Prioritized 2004-2008 Supplementary Operational Budget Requests:

- Reduce to \$20,000 the \$30,000 appropriation in 2004 for the proposed Secondary Suite Review.
- Include an amount of \$1,600 in 2004 for Restoration of the Butterfield Park Gardens and Landscaping Project, for a total amount in 2004, including carry-over funds, of \$4,000.
- Amend the \$215,000 appropriation in 2005 for the proposed Integrated Storm Water Management Plan (Hagen/McHugh/Sandhill) to \$355,000, with the source of funding for this total project amount to stipulate 50 percent from grant/donations.

- 500.04 MOVED BY MAYOR HABKIRK
NO SECONDER
That It Be Recommended To Council:

That Council approve, for the purposes of finalization of the 2004-2008 Financial Plan, the Supplementary Operational Budget Requests as outlined in the documents attached to the Administrator's April 2, 2004 Memorandum, except as otherwise amended by the foregoing motions and directions adopted on April 6, 2004.

CARRIED UNANIMOUSLY

2004 – 2008 Supplementary Equipment Budget Requests

The Administrator reviewed in detail the various Administrator Recommended/Prioritized Supplementary Equipment Budget Requests as set out in the documents attached to his April 2, 2004 Memorandum, and responded to question from Members of the Committee.

- 501.04 MOVED BY MAYOR HABKIRK
NO SECONDER
That It Be Recommended To Council:

That it be recommended to Council that Council approve, for the purposes of finalization of the 2004-2008 Financial Plan, the Administrator Recommended/Prioritized Supplementary Equipment Budget Requests as outlined in the documents attached to the Administrator's April 2, 2004 Memorandum.

CARRIED UNANIMOUSLY

- 502.04 **** DEFEATED ****
MOVED BY COUNCILLOR MASON
NO SECONDER
That It Be Recommended To Council:

That an appropriation of \$31,500 be included in the 2004 Supplementary Infrastructure Budget Requests for construction for a sidewalk extension along West Saanich Road from the new sidewalk at Brentwood House south to Dignan Road.

MOTION DEFEATED

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

<i>That an appropriation of \$5,000 be included in 2004 for unspecified bike route and pedestrian facilities projects.</i>
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MOTION DEFEATED

ADJOURNMENT:

On motion, the Special Administration & Finance Committee Meeting held on April 6, 2004 adjourned at 9:10 p.m.

Recorded by: Gary C. Nason
Administrator