

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION AND FINANCE COMMITTEE** Meeting  
Monday, May 30, 2005 at 8:47 p.m.  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor Chris Graham, Chair  
Mayor Allison Habkirk  
Councillors: King, Korol and Mason  
Gary C. Nason, Administrator  
Trish Flanders, Municipal Clerk

**ABSENT:** Councillors: Haddon, Thompson

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**APPROVAL OF THE AGENDA:**

734.05            MOVED BY COUNCILLOR MASON  
                     NO SECONDER  
                     *That the Agenda for the Administration & Finance Committee Meeting held on  
                     May 30, 2005 be approved as circulated.*  
                     CARRIED UNANIMOUSLY

**1. Proposed Amendments to Council Procedure Bylaw**

- a) Staff Memorandum dated May 24, 2005 from Gary C. Nason, Administrator Re: Proposed Amendments to Council Procedure Bylaw.

The Administrator, Mr. Gary C. Nason, provided an overview of the Staff Memorandum and referred to the two motions which were passed at the June 21<sup>st</sup>, 2004 Regular Council Meeting in regards to public participation at Committee Meetings and the possible review of the Council Procedure Bylaw and other related documents which resulted from the Notices of Motions presented by Councillor Thompson at that meeting. Mr. Nason advised the Committee that Mr. Eli Mina, Parliamentarian, was consulted and prepared an appropriate amendment to the "Committee of the Whole" section of the Council Procedure Bylaw to encompass new language which would structure public participation at Council and Committee Meetings.

The Committee discussed the proposed new sections 46. (d) and (e), as prepared by Mr. Mina, as well as the "Guide to Procedures at Committee Meetings" from the Council Orientation Manual and Councillor Thompson's "How You Can Participate in Local Government in Central Saanich" document, which were contained in the Staff Memorandum as Appendices "A" and "B" respectively.

In discussion around the table, it was agreed that in both sections (d) and (e) of the proposed amendments the words "person presiding over the" be deleted and replaced with the words "Chair of the".

Mr. Fred Peet, 1210 Marin Park Drive, requested clarification of the term "Committee of the Whole", and expressed concern that the wording contained within Appendix "A" appears to restrict or prohibit public participation opportunities. Mr. Peet expressed further concern that Appendix "B" as contained in the agenda materials is a different version than what was previously available at the front counter at the Municipal Hall.

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

*That the Staff Memorandum dated May 24, 2005 entitled "Proposed Amendments to Council Procedure Bylaw" be received, and Staff be requested to prepare the necessary Amendment Bylaw to the Council Procedure Bylaw to include the following two proposed amendments to the "Committee of the Whole" section of the Bylaw:*

*"(d) The Chair of the Committee shall be entitled to structure opportunities for applicants and public delegations to speak to the Council, and for Council members to ask questions of applicants, public delegations and Staff;*

(e) *By consensus of the Committee of the Whole, if time constraints or other circumstances warrant it, the Chair of the Committee shall be entitled to set time limits on specific agenda items, but the members present may confirm, modify or set aside such time limits"*

*and the "Guide to Procedures at Committee Meetings" be revised accordingly so as to be consistent with the amended language of the Council Procedure Bylaw.*

BEFORE THE QUESTION WAS CALLED, Councillor King commented on the inconsistencies between Appendices A, B and C as contained in the Staff Memorandum, and expressed concern with proceeding with the proposed amendments as presented.

THE QUESTION WAS CALLED ON THE MOTION  
CARRIED  
OPPOSED: COUNCILLOR KING

736.05    **\*\* DEFEATED \*\***  
MOVED BY COUNCILLOR KING  
NO SECONDER

*That the "Committee of the Whole" section of the Council Procedure Bylaw be amended so as to afford members of the public the same amount of time to speak at Committee Meetings as that given to delegations and/or presenters at Committee Meetings.*

**MOTION DEFEATED**  
OPPOSED: MAYOR HABKIRK, COUNCILLORS GRAHAM, KOROL & MASON

Ms. Sue Stroud, #105 – 7088 West Saanich Road, referred to a previous Committee Meeting when the Brentwood Bay Lodge & Spa proposal was being presented to Council and the public was not allowed to participate at the meeting, and expressed concern that the proposed amendments to the Council Procedure Bylaw may constrain the democratic process.

Mr. Fred Peet, 1210 Marin Park Drive, questioned if Appendix "B" was recently revised, and was advised that as Appendix "B" is a document that was prepared by Councillor Thompson and has not been endorsed by Council, Councillor Thompson would need to provide clarification in that regard.

**ADJOURNMENT:**

*On motion, the Administration & Finance Committee Meeting held on May 30, 2005 adjourned at 9:22 pm.*

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Councillor Chris Graham, Chair

Recorded By: Trish Flanders  
Municipal Clerk