

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION AND FINANCE COMMITTEE** Meeting  
Monday, November 14, 2005 at 7:00 pm  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor Christopher Graham, Chair  
Mayor Allison Habkirk  
Councillors: Haddon, King, Korol and Thompson  
Gary C. Nason, Administrator  
Trish Flanders, Municipal Clerk  
Hope V. Burns, Director of Planning & Building Services  
Nirmal Bhattacharya, Municipal Engineer  
Ed Sykora, Director of Financial Services

**ABSENT:** Councillor Mason

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**APPROVAL OF THE AGENDA:**

1322.05      MOVED BY COUNCILLOR KOROL  
                 NO SECONDER  
                 *That the Agenda for the Administration & Finance Committee Meeting held on  
                 November 14, 2005 be approved as circulated.*  
                 CARRIED UNANIMOUSLY

**1. Departmental Third Quarter 2005 Reports**

- a) Departmental Third Quarter 2005 Reports from Financial Services; Administration Services; Planning, Building & Community Services; Engineering & Public Services; and Fire.

A brief question and answer session took place in regards to the various Departmental Third Quarter 2005 Reports.

Mayor Habkirk requested that Staff provide Council with a status update on the proposed sidewalk extension on Wallace Drive (Sluggett Road to Community Hall) project. Mayor Habkirk also requested to be advised whether it is Staff's intention to engage external third-party professional heritage oversight for the Butterfield roof project.

The Chair opened the floor for comments and/or questions from members of the public in attendance at the meeting. There were no comments.

*The Departmental Third Quarter 2005 Reports were received for information without a motion.*

**2. 2006 – 2010 Financial Plan Issues**

- a) Staff Memorandum dated October 25, 2005 from Ed Sykora, Director of Financial Services Re: Year 2006 – 2010 Financial Plan Issues.

The Director of Financial Services, Mr. Ed Sykora, gave a comprehensive overview of the Staff Memorandum entitled "Year 2006 – 2010 Financial Plan Issues", and a lengthy question and answer session followed.

Mr. Peter Parsons, 2008 Seamount Place, questioned if the District purchased fuel and petroleum based products independently or through a joint effort with other local governments, and was advised by Staff that the District often makes arrangements to purchase items through the Joint Purchasing Group.

Dr. Alastair Bryson, 1239 Mt. Newton Cross Road, questioned the current financial status of the Brentwood Traffic Corridor Revitalization Project, and was advised by Staff that the grant funding has been invested and will be fully utilized for this particular project. Staff further confirmed that, with the exception of involving Provincial Government representatives at a future ribbon-cutting ceremony, no other Provincial conditions or stipulations were imposed in regards to this particular project.

- 1323.05      MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That It Be Recommended To Council:*

*That the Staff Memorandum dated October 25, 2005 entitled "Year 2006 – 2010 Financial Plan Issues" be received, and in terms of guidance or recommendations to the new Council on general areas that Council considers may warrant priority consideration in the 2006 – 2010 Financial Plan, Council note specific reference to the current version of the Corporate Strategic Plan, the approved list of projects and priorities which are included in the 2005 – 2009 Financial Plan, and the various outstanding/carry over projects which are referenced in Appendix "A" of the Staff Memorandum, including in particular the Brentwood Traffic Corridor Revitalization Project, the completion of the Secondary Suites Review Project, and the completion of the Agri-tourism Accommodation and Agri-tourism Activities Project.*

CARRIED UNANIMOUSLY

- 1324.05      MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That:*

- 1. Except for fuel and certain petroleum based materials, Council authorize up to a 2% increase for supplies and services, and Staff be instructed to first attempt to reallocate existing budgets and any requested increases to the 2006 core budget be justified and explained before coming to Council for consideration;*
- 2. A separate market analysis and projection be prepared for the fuel and petroleum based materials budgets;*
- 3. Any new supplementary requests for 2006 – 2010 include a reference to the Corporate Strategic Plan, and a cost benefit analysis as indicated in the report; and*
- 4. Any new supplementary requests be accommodated within the existing spending envelopes in the 2005 – 2009 Financial Plan.*

CARRIED UNANIMOUSLY

**3. Agreement on the Transfer of Federal Gas Tax Revenue Under the New Deal for Cities and Communities – Community Works Fund Agreement**

- a) Memorandum dated October 25, 2005 from Richard Taylor, Executive Director – Union of BC Municipalities (UBCM) Re: Community Works Funding Agreements.

The Administrator referred to the Memorandum dated October 25<sup>th</sup>, 2005 from the UBCM and gave a comprehensive overview of the proposed Community Works Funding Agreement on the Transfer of Federal Gas Tax Revenue under the New Deal for Cities and Communities. Mr. Nason referred to the list of potential projects (related to Public Transit, Community Energy Systems, Water & Wastewater, Solid Waste Management and Capacity Building) which could be eligible for receipt of this funding, and responded to several questions from members of Council.

- 1325.05      MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That It Be Recommended To Council:*

*That the verbal report from the Administrator and the various back-up and explanatory materials from the Union of BC Municipalities (UBCM) pertaining to the Community Works Fund (CWF) Agreement on the Transfer of Federal Gas Tax Revenue under the New Deal for Cities and Communities be received for information, and in order to permit the UBCM to disperse to the District of Central Saanich, prior to the 2005 year-end, the total 2005/2006 CWF allocation of \$151,019.94:*

1. Council approve in the form as attached the CWF Agreement between the District of Central Saanich and the Union of BC Municipalities, and authorize its execution by the corporate signing officers of the Municipality; and
2. Council advise the UBCM that it commits to spending the 2005/2006 CWF funds on any one or a combination of the following projects which it considers to be eligible under Schedule "A" of the CWF Agreement, with final determination of the funding allocations to be undertaken in the context of 2006 Budget and 2006 - 2010 Financial Plan deliberations:

Engineering Projects

- Brentwood Bay Revitalization Project;
- Mt. Newton Cross Road Bike Route (Central Saanich Road to East Saanich Road);
- Wallace Drive Sidewalk (Community Hall to Sluggett Avenue);
- Wallace Drive widening including the provision of curb and gutter as required (pedestrian and bike route), from the guard rails on Wallace Avenue to Prosser Road north, to match existing curb and gutter;

Planning Projects

- Official Community Plan Review and Update;
- Centennial Park Master Plan Preparation.

CARRIED UNANIMOUSLY

**ADJOURNMENT:**

*On motion, the Administration & Finance Committee Meeting held on November 14, 2005 adjourned at 7:47 pm.*

Recorded by: Trish Flanders  
Municipal Clerk