

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION AND FINANCE COMMITTEE** Meeting  
Monday, November 22, 2004 at 9:53 p.m.  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor Chris Graham, Chair  
Mayor Allison Habkirk  
Councillors: King and Thompson  
Gary C. Nason, Administrator  
Trish Flanders, Municipal Clerk  
Hope V. Burns, Director of Planning and Building Services  
Nirmal Bhattacharya, Municipal Engineer  
Ruby Shea, Recording Secretary

**ABSENT:** Councillors Haddon, Korol and Mason

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**APPROVAL OF THE AGENDA:**

1388.04 MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That the Agenda for the Administration & Finance Committee Meeting held on November 22, 2004 be approved as circulated.*  
CARRIED UNANIMOUSLY

**1. 2005 Grants-in-Aid**

- a) Email correspondence dated November 18, 2004 from Councillor Christopher Graham, Chair of the Administration & Finance Committee Re: 2005 Grants-in-Aid;
- b) Memorandum dated October 25, 2004 from Councillor Christopher Graham, Chair of the Administration & Finance Re: 2005 Grants-in-Aid Requests (previously received at the November 1<sup>st</sup>, 2004 Regular Council Meeting); and
- c) Memorandum dated October 7, 2004 from Ed Sykora, Director of Financial Services Re: Year 2005 Property Tax Exemptions and Grants-in-Aid Requests (previously received at the October 18<sup>th</sup>, 2004 Regular Council Meeting).

**2. Year 2005-2009 Financial Plan Issues**

- a) Spreadsheets (2) indicating the current (2004) Major Projects and Priorities, and the Major Projects for 2005 which are currently referenced in the District's Strategic and Five Year Financial Plans; and
- b) Copy of Memorandum dated October 31, 2004 from Ed Sykora, Director of Financial Services Re: Year 2005-2009 Financial Plan Issues (previously received at the November 15<sup>th</sup>, 2004 Regular Council Meeting).

Mayor Habkirk suggested that due to the lateness of the hour and the absence of three members of Council, the 2005 Grants-in-Aid and 2005-2009 Financial Plan issues be postponed and considered at the next available Committee Meeting.

The Chair suggested that an Administration & Finance Committee Meeting be scheduled for November 29<sup>th</sup>, 2004 immediately following the Public Hearing.

1389.04 MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That It Be Recommended To Council:*

*That, due to the fact that three members of Council were absent from the November 22<sup>nd</sup>, 2004 Committee Meeting, and considering the time constraints due to the lateness of the hour, the 2005 Grants-in-Aid and the 2005 Budget/Five Year Financial Plan Priorities issues be postponed and considered at an Administration & Finance Committee Meeting to be held immediately following the November 29<sup>th</sup>, 2004 Public Hearing.*

CARRIED UNANIMOUSLY

The Committee Chair requested that all members of Council give some advance thought to the fifth recommendation as contained in the Staff Memorandum (*"That Council indicate to Staff those general areas that Council considers warrant priority consideration in the 2005 Budget and/or were not identified in the 2004-2008 Financial Plan"*), as well as consider the list of projects and priorities which have been identified in the two spreadsheets that were on pages 155 and 156 of this evening's agenda. The Chair further requested that, if at all possible, individual members of Council forward their comments and/or priorities by email to the Administrator in order that this information may be included in the agenda package.

**ADJOURNMENT:**

*On motion, the Administration & Finance Committee Meeting held on November 22, 2004 adjourned at 10:00 pm.*

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Councillor Chris Graham, Chair

Recorded By: Trish Flanders  
Municipal Clerk