

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION AND FINANCE COMMITTEE** Meeting  
Tuesday, October 11, 2005 at 9:37 pm  
Central Saanich Municipal Council Chamber

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

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**APPROVAL OF THE AGENDA:**

1207.05      MOVED BY COUNCILLOR HADDON  
NO SECONDER  
*That the Agenda for the Administration & Finance Committee Meeting held on October 11, 2005 be approved as circulated.*  
CARRIED UNANIMOUSLY

**1. Newly Elected Council Orientation/Strategic Planning Program**

- a) Staff Memorandum dated September 21, 2005 from Gary C. Nason, Administrator Re: Newly Elected Council Orientation/Strategic Planning Program, and responded to questions from members of the Committee.

The Administrator provided an overview of the Staff Memorandum pertaining to the proposed Newly Elected Council Orientation and Strategic Planning Programs.

During a brief discussion around the table, it was suggested that the proposed Council Orientation Program include some provision for an opportunity to conduct a mock Council or Committee Meeting allowing new members of Council the chance to "role-play". It was also suggested that the Official Community Plan Bylaw and the Land Use Bylaw be incorporated into the proposed overview of the District's major policy documents, and that at one of the sessions there be a discussion on complaint-handling procedures.

1208.05      MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That It Be Recommended To Council:*

*That the Staff Memorandum dated September 21, 2005 entitled "Newly Elected Council Orientation/Strategic Planning Program" be received, and Council indicate that it is supportive of engaging external expertise and resources to assist in both the Newly Elected Council Orientation and the Strategic Planning Programs.*

CARRIED UNANIMOUSLY

1209.05      MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That It Be Recommended To Council:*

*That in the overview of the major policy documents component of the proposed Orientation Program, particular emphasis be placed on the District's current land use planning documents, including the Official Community Plan and the Land Use Bylaw.*

CARRIED UNANIMOUSLY

1210.05      MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That It Be Recommended To Council:*

*That the proposed Orientation Program also contain a component dedicated to role-playing by Council Members in a mock Council/Committee meeting procedure environment.*

CARRIED UNANIMOUSLY

1211.05        MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That It Be Recommended To Council:*

*That Staff be authorized to engage the services of Johnson & Elligott to provide external expertise and resources to assist in both the Council Orientation and the Strategic Planning components of the proposed Programs, with the principal elements of the Program and the order of magnitude costs to be as per those set out in the submission from Johnson & Elligott dated September 21, 2005 which is attached to the Staff Memorandum.*

CARRIED UNANIMOUSLY

**2. Planning/Building/Engineering Multi-Function Printer**

a) Memorandum dated October 5, 2005 from Tony Bousquet, IT Coordinator Re: Planning/Building/Engineering Multi-Function Printer.

1212.05        MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That It Be Recommended To Council:*

*That the Staff Memorandum dated October 5, 2005 entitled "Planning/Building/Engineering Multi-Function Printer" be received, and the District be authorized to purchase the Canon Image Runner 5800 Colour Copier as the replacement Planning/Building/Engineering printer, with the necessary funds to be reallocated from the vacant Assistant Planner account in the operating fund to the IT Capital Budget to meet the funding shortfall for the copier.*

CARRIED UNANIMOUSLY

**3. Greater Victoria Public Library (GVPL) Re: Library Operating Agreement**

- a) Correspondence dated September 22, 2005 from the Greater Victoria Public Library Board Re: Proposed GVPL Operating Agreement (with revised three year term as approved by the GVPL Board on September 20<sup>th</sup>, 2005); and
- b) Correspondence dated June 7, 2005 from the GVPL pertaining to the proposed new Agreement (previously received at the June 20<sup>th</sup>, 2005 Regular Council Meeting).

1213.05        MOVED BY MAYOR HABKIRK  
NO SECONDER  
*That It Be Recommended To Council:*

*That the correspondence dated September 22, 2005 from the Greater Victoria Public Library Board attaching the proposed new Library Operating Agreement with an amended three-year term be received, and Council approve the Library Operating Agreement in the form as set out.*

CARRIED UNANIMOUSLY

**ADJOURNMENT:**

*On motion, the Administration & Finance Committee Meeting held on October 11, 2005 adjourned at 10:03 pm.*

Recorded by: Trish Flanders  
Municipal Clerk