

**MINUTES OF THE
FINANCE AND GOVERNANCE STANDING COMMITTEE
COUNCIL CHAMBERS
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, JULY 19, 2021 AT 10:00 AM**

Present: Chair: Councillor Susan Brice
Members: Mayor Haynes, Councillors Harper and Mersereau
Staff Members: Paul Thorkelsson, Chief Administrative Officer; Angila Bains, Manager, Legislative Services; Valla Tinney, Director of Finance; Paul Arslan, Senior Manager, Finance; Rebecca Newlove, Manager of Sustainability; Jennifer Downie, Administrative Assistant.

MEETING BY ELECTRONIC PARTICIPATION

Due to COVID-19 measures, the Saanich Municipal Hall is closed to the public. As per the Order of the Minister of Public Safety and Solicitor General, Emergency Program Act, Ministerial Order M192, public attendance at the meeting is not required if it cannot be accommodated in accordance with the applicable requirements or recommendations under the Public Health Act.

Members of the public were provided with information on how to access and listen to the proceedings.

Chair Brice switched the order of agenda items #4 and #5.

MINUTES FOR ADOPTION

MOVED by Councillor Harper and seconded by Councillor Mersereau: "That the minutes of the Finance and Governance Standing Committee meeting of June 7, 2021 be adopted as circulated."

CARRIED

COMMUNITY ASSOCIATIONS

The Manager of Legislative Services presented the Community Associations report dated July 5, 2021.

At the March 15, 2021 meeting, the Mayor's Standing Committee on Finance and Governance resolved as follows:

"That the Finance and Governance Standing Committee direct staff to bring back to a future meeting any current documentation, outlines, and requirements, in relation to community associations that are a part of Saanich."

It is important to note that the previous Council had commissioned a Governance Review Task Force which made specific recommendations to Council regarding Community Associations. In response to the report of the task force and at its January 10, 2018, Saanich Council requested feedback from Saanich Community Association Network (SCAN) regarding the outcome of the Governance Review Task Force Standing Committee on the following:

- Community Engagement – Community Associations Formalize Community Associations by establishing Terms of Reference. "That this item be referred to the Saanich Community Association Network (SCAN) for further comment."

- **Community Engagement – Community Associations Assign Council liaisons to Community Associations that rotate on a regular basis. “That this item be referred to the Saanich Community Association Network (SCAN) for comment and indication of their level of interest.”**

In October of 2019, the President of SCAN advised at that time the members could not come to a consensus. At the time they felt that asking the Community Association to agree to a single vision that would describe and encompass the values of all associations was not achievable at that time.

In response to concerns raised by the Committee, the Manager of Legislative Services will update the “Saanich Community Grants Program” section of the report in an effort to provide clarity and consistency.

Councillor Mersereau discussed the need to have the role of Community Associations clarified with respect to development application review processes. Chair Brice will reach out to representatives from SCAN to discuss their availability to attend a future meeting.

Moved by Councillor Harper and seconded by Councillor Mersereau: “That the Finance and Governance Standing Committee receive the report dated July 5, 2021 from the Manager of Legislative Services for information, and refer to the Chair of this Committee to follow up.”

CARRIED

COMMUNITY ASSOCIATIONS – GRANT APPLICATION PROCESS

The Manager of Legislative Services presented the Community Associations – Grant Application Process report dated June 30, 2021.

At the April 20, 2021, Council – Special Council Meeting, Council resolved as follows:

“That Council request the Mayor’s Standing Committee on Finance and Governance to consider the appropriateness of requesting community associations to provide an annual report and membership number as part of their grant application.”

Committee members discussed the validity of requesting proof of current registration and annual reports from Community Service Provider grant applicants. Some members questioned the need for requesting annual report submissions.

Councillor Mersereau noted that this would be exercising due diligence and that reports would not be used as an assessment of whether or not grants are to be approved and requesting their current registration number would prove their eligibility.

Councillor Mersereau put forward the following motion:

“That the Finance and Governance Standing Committee recommend that Council require proof of current registration under the Societies Act for Community Service Provider Grant applicants and forward an annual report at the conclusion of each year.”

Motion was WITHDRAWN

Moved by Mayor Haynes and seconded Councillor Mersereau: “That the Finance and Governance Standing Committee request Community Associations provide an annual report summary (from the previous year) and BC Society number as part of their grant application.”

CARRIED

Chair Brice noted that the motion, once passed, would not be acted upon but would come back to a future meeting for discussion and additional comments.

This item will appear on the next agenda; staff and Committee members are invited to provide any feedback or comments to be added to the motion.

SAANICH COMMUNITY GRANTS PROGRAM POLICY

The Director of Finance presented the Saanich Community Grants Program Policy report dated June 25, 2021.

Staff recommend that the Neighbour to Neighbour program be incorporated into the existing Community Grants Program Policy to expand on the Small Acts of Vibrancy program. The intent is to create a micro grant program that effectively supports the community and utilizes the existing funding for the Small Acts of Vibrancy Micro-grant with supplements from sustainability and fire department budgets to support Saanich's Strategic Goals and implement the Climate Plan. The policy amendments would be brought back to a future Finance and Governance Committee meeting to receive approval and recommendation to Council.

Moved by Mayor Haynes and seconded by Councillor Mersereau: “That the Finance and Governance Standing Committee direct staff to update the Saanich Community Grants Program Policy to expand the Small Acts of Vibrancy grant to incorporate the Neighbour to Neighbour (N2N) program.”

CARRIED

COUNCIL STRATEGIC INITIATIVES CONTINGENCY POLICY

The Director of Finance presented the Council Strategic Initiatives Contingency Policy report dated June 29, 2021.

At the April 19, 2021 meeting of the Committee the draft policy was reviewed and input was received. The updated policy incorporates the necessary changes.

Moved by Councillor Mersereau and seconded Mayor Haynes: “That the Finance and Governance Standing Committee recommend that Council adopt Council Policy – Strategic Initiatives Contingency.”

CARRIED

LONG TERM FINANCIAL PLAN PROJECT UPDATE

The Director of Finance reviewed and provided an update on the Long Term Financial Plan Project Update report dated July 2, 2021.

The Director of Finance reviewed the project phases noting that the presentation to Council will likely take place in November 2021.

Moved by Councillor Mersereau and seconded Councillor Harper: “That the Finance and Governance Standing Committee receive the report of the Director of Finance, Long Term Financial Project Update, dated July 2, 2021 for information.

CARRIED

1st TRIMESTER REPORT – January 1, 2021 to April 30, 2021

The Director of Finance presented the following report: January 1, 2021 to April 30, 2021.

The Director of Finance noted that there are no concerns to be raised at this time.

In response to Committee members, the Chief Administrative Officer noted that the most detailed Building Permit Statistics and break downs are provided to Council during the quarterly CAO/Council check-ins.

It should be noted that numbers provided in this report are on a trimester basis – not yearly.

Committee members requested an additional column identifying the number of bidders for each item be added to the *Procurement Results* table. The Director of Finance will review this request.

MOVED by Councillor Mersereau and seconded by Councillor Harper: “That the Finance and Governance Standing Committee receive the Trimester Report - January 1, 2021 to April 30, 2021 for information.”

CARRIED

REPORTS TO COUNCIL

Committee members discussed the appropriate process for submitting Council reports after the staff deadline on “emergent issues.”

It was noted that having reports placed on agendas without a prior notice of motion is not good governance and does not offer Council members enough time to make good decisions.

The Manager of Legislative Services noted that the Council Procedure Bylaw outlines that any member may give notice of a motion which they intend to present to Council by giving a copy of the motion to the Corporate Officer during a meeting of Council and upon it being acknowledged by the Mayor, it shall appear in the minutes of that meeting as notice of motion and be placed on the agenda of the next regular Council meeting. Reports can accompany the notice of motion, however good governance would have the report be placed on the agenda of the next regular Council meeting. The intent of notice of motions is to give members of Council and the public reasonable time to deliberate.

Moved by Councillor Mersereau and seconded by Councillor Harper: “That the Finance and Governance Standing Committee refer this item to the Chief Administrative Officer and the Manager of Legislative Services to come back with procedures for Notice of Motions to this Committee to consider at a subsequent meeting.”

CARRIED

COUNCIL DISCLOSURE / PRIVACY PROCEDURES

Committee members discussed the need and purpose of requesting that members of the public provide personal addresses for the public record when addressing Council.

The Manager of Legislative Services noted that in the Council Procedure Bylaw, it clearly states that anybody making public representation to Council must state their name and address. It should be noted stating name and address could be as simple as stating, “Mr. Smith from Main Street.” When an individual comes they are complicity giving their own consent of releasing their personal information to Council. This is in accordance to the Council Procedure Bylaw and it should be noted that this has been the long standing practice with Saanich Council.

Public Hearings are dealt with differently as it states in legislation that anyone who is affected by the application can make representation to Council but their representation forms part of the public hearing package and is available for inspection to others.

Moved by Councillor Harper and seconded by Councillor Mersereau: “That the Finance and Governance Standing Committee recommend that staff consider making changes to the Procedures Bylaw; staff to bring forward options to eliminate collecting detailed type information from members of the public when they present to Council.”

CARRIED

SAANICH MUNICIPAL HALL / ANNEX SECURITY

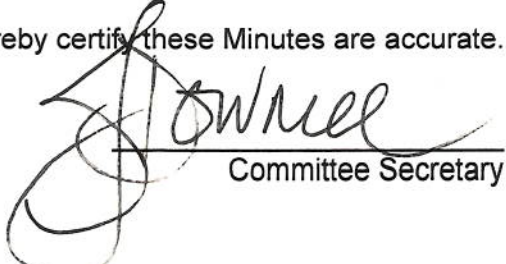
The CAO provided a verbal update on upcoming security measures for the Municipal Hall and Annex. Design work is underway to install barriers and controlled access into staff work areas. Work will begin before the end of the year.

ADJOURNMENT

On the motion from Councillor Brice the meeting adjourned at 12:10 pm.


Chair

I hereby certify these Minutes are accurate.


Committee Secretary

