

**MINUTES OF THE
FINANCE, AUDIT AND PERSONNEL STANDING COMMITTEE MEETING
COMMITTEE ROOM #1, SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
THURSDAY, FEBRUARY 4, 2016 3:30 to 5:10 PM**

Present: Chair: Mayor Richard Atwell
Members: Councillors Fred Haynes, Vicki Sanders and Colin Plant
Staff Members: Paul Thorkelsson, Chief Administrative Officer; Valla Tinney, Director of Finance; Laura Ciarniello, Director of Corporate Services (4:00 pm), Jennifer Downie, Administrative Assistant

MINUTES FOR ADOPTION – November 5, 2015

MOVED by Councillor Haynes and seconded by Councillor Plant: “That the minutes of the Finance, Audit and Personnel Standing Committee meeting of November 5, 2015 be approved.”

Carried

REGULAR MEETING SCHEDULE

As noted in the November 5, 2015 Minutes of the Finance, Audit and Personnel Standing Committee, Mayor Atwell advised that this Committee is to be restructured and membership may need to be changed. It is anticipated that new schedules will be developed when the new Committees are formed.

MOVED by Councillor Plant and seconded by Councillor Haynes: “That the Finance, Audit and Personnel Standing Committee continue to hold its regular meetings on the first Thursday of the month at 3:30 PM.”

Carried

UTILITY BILLING RESTITUTION POLICY

The Director of Finance presented the Utility Billing Restitution Policy in relation to the District’s utility overbilling and / or underbilling of utilities. At the September 3, 2015 Finance, Audit and Personnel Standing Committee meeting, the Committee discussed options to address unusual water utility billing issues and directed staff to develop a Utility Billing Restitution Policy.

MOVED by Councillor Plant and seconded by Councillor Haynes: “That the Finance, Audit and Personnel Standing Committee request staff bring to Council the Water Utility Billing Restitution Policy to allow staff to adjust water utility overbilling and / or underbilling under the following conditions:

- a. **Where it is conclusively determined that a customer’s account has been overbilled in error, the Saanich Utility Billing Section will refund the overage retroactive up to a maximum of 15 billing cycles (five years) from the billing date for all property types.**
- b. **Where it is conclusively determined a customer’s account has been underbilled in error, the Saanich Utility Billing Section will retroactively charge for the underbilling for the current and previous two utility bills.**
- c. **Utility restitution will apply to water utility accounts and consumption or billing for sewer related charges.**

as outlined in the Utility Payment Restitution report from the Director of Finance, dated January 26, 2016.”

Carried

WATER UTILITY LEAK ADJUSTMENTS

The Director of Finance presented the Amended Leak Adjustment Policy as directed by the Finance, Audit and Personnel Standing Committee, at the September 3, 2015 meeting. The Amended Leak Adjustment Policy includes an amendment where the payee is another local government.

The intention of providing leak adjustments to other local governments is to ensure the District recuperates the direct cost of the bulk water consumed and charged by the Capital Regional District for any excess due to a leak, but provides some relief from District's charges for other operations and capital requirements. The delegation to the Director of Finance to approve a leak adjustment for other local governments is a collaborative measure.

The Director of Finance to provide a brief report outlining the final outcome of the flooding incident caused by a water main break that occurred on October 4, 2014, at Burnside Road West and Wilkinson Road.

MOVED by Councillor Sanders and seconded by Councillor Plant: "That the Finance, Audit and Personnel Standing Committee request staff bring to Council an amendment to the Leak Adjustment Policy to delegate authority to the Director of Finance to approve leak adjustments to another local government regardless of the leak location(s) provided that the owner has met the requirements to repair the leak(s) as outlined in the Amended Leak Adjustment Policy report from the Director of Finance, dated January 26, 2016."

Carried

Q3 2015 FINANCIAL RESULTS

The Director of Finance presented the Q3 2015 Performance Report. After reviewing the report, the Committee requested the Director of Finance prepare a report outlining the reasons for overages greater than ten percent on individual projects.

MOVED by Councillor Haynes and seconded by Councillor Sanders: "That the Finance, Audit and Personnel Standing Committee receive the Q3 Performance Report for information."

Carried

FEEDBACK ON CONSULTATION ON THE FINANCIAL PLAN

The Chief Administrative Officer advised that this item was referred to the Finance, Audit and Personnel Standing Committee to discuss the possibility of creating an in-house job function specific to public engagement.

The Chief Administrative Officer advised that staff is at full capacity and by placing a project of this magnitude onto staff would jeopardize other projects that are currently underway. It would be helpful to understand Council's direction and intent prior to moving forward.

The Committee discussed the need to increase and engage public participation.

The Director of Corporate Services advised that prior to public outreach, Council should provide parameters and a set of values and frame questions in a way that would allow for more meaningful input from the public.

The Committee reviewed the motion that was passed at the August 25, 2015, Council meeting:

MOVED by Councillor Derman and Seconded by Councillor Wergeland: "That Council:

1. Confirm that participation on the Financial Plan will be on a 'consult' level as defined in the Public Participation Policy; and
2. Direct staff to develop a new Council Policy for consultation on the financial plan based on short term improvements incorporating consultation to develop new budget participation processes."

Motion was put and CARRIED

It was noted that noted that Part 2 of this motion still requires an outcome and solution.

The Director of Finance noted that the intent of this motion was to provide the public with an opportunity to assist and provide input to Council in designing a new budget process. It was intended to talk to the public about what they wanted to see; try to identify if the public wanted a robust process or survey; what information did they need or want to see; and how they wanted to participate in order to add value to Council.

Councillor Haynes noted that he would like to explore what Council's intent and objectives are prior to moving ahead.

MOVED by Councillor Haynes and seconded by Councillor Sanders that all members of Council be invited to the Finance, Audit and Personnel Standing Committee to provide and clarify intent on the Public Consultation on the Financial Plan.

**This motion was defeated
With Mayor Atwell, Councillors Plant and Sanders opposed.**

MOVED by Councillor Haynes and seconded by Councillor Sanders that the Finance, Audit and Personnel Standing Committee request a Special meeting of Council be convened for the purpose of discussing how to advance Public Consultation on the Financial Plan.

Carried

ADJOURNMENT

Carried

Chair

I hereby certify these Minutes are accurate.

Committee Secretary