

**MINUTES OF THE  
FINANCE AND GOVERNANCE STANDING COMMITTEE  
COMMITTEE ROOM 2  
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE  
Monday, July 31, 2023, at 10 a.m.**

Present: Chair: Councillor Susan Brice  
Members: Councillors Chambers, Harper, Phelps Bondaroff  
Mayor Murdock (10:07 a.m.)  
Staff Members: Brent Reems, Chief Administrative Officer, Angila Bains, Director of  
Legislative & Protective Services, Corporate Officer; Paul Arslan,  
Director of Finance; Sheryl Masters, Manager of Records and  
Information Services; Sharon Froud, Deputy Manager, Legislative  
Services; Tara Judge, Committee Secretary

**TERRITORIAL ACKNOWLEDGEMENT & DIVERSITY, EQUITY AND INCLUSION  
STATEMENT**

Councillor Brice read the Territorial Acknowledgement and the Diversity, Equity and Inclusion Statement.

**MINUTES FOR ADOPTION**

**MOVED by Councillor Phelps Bondaroff and Seconded by Harper: “That the minutes of the Finance and Governance Standing Committee meeting of May 29, 2023, be adopted as circulated.”**

**CARRIED**

**TRIMESTER ONE 2023 REPORTING**

A report from the Director of Finance, with the 1<sup>st</sup> Trimester Results for 2023 was reviewed (January 1 to April 30, 2023). This report provided information on operational results for all three funds (water, sewer and general), capital program (specifically identifying any projects with a budget >1M in budget), investment analysis, procurement results and building permit statistics. As the first quarter, certain revenues are low, as items such as property taxation are not collected until the second quarter.

Staff will work on being able to identify any net change in buildings when comparing issued demolition permits versus new building permits. Staff will also see if it is possible to identify a breakdown for the number of permits specific to secondary suites and garden suites, though noted that this information may be more relevant to the Housing Affordability Standing Committee.

**MOVED by Councillor Chambers and Seconded by Councillor Harper: “That the Finance and Governance Standing Committee receive the 1<sup>st</sup> Trimester Report for information.”**

**CARRIED**

**INFORMATION ACCESS, PRIVACY AND RECORDS MANAGEMENT REPORT**

A report from the Director of Legislative & Protective Services dated June 30, 2023, was reviewed.

Staff will identify the total actual fees paid for FOI requests in future versions of this report.

**MOVED by Councillor Harper and Seconded by Councillor Chambers: “That the Finance and Governance Standing Committee receive the Information Access, Privacy and Records Management Report for information.”**

**CARRIED**

**COUNCIL PROCEDURES BYLAW – PUBLIC PARTICIPATION**

A report from the Chief Administrative Officer dated July 21, 2023, was reviewed. This report was prepared following a Notice of Motion from Councillor Harper put to and carried by Council May 8, 2023.

Providing opportunities for public to participate in discussions outside of the structured Municipal Hall Council sessions as well as how to best provide accessible meetings was discussed. It was noted that Council’s Strategic Plan proposes semi-annual Town Hall meetings that would be hosted at various sites across the District.

There was discussion of how the Province directed municipalities to handle public hearings by providing the legal framework and identifying that public hearings can be waived should an application conform to the Official Community Plan (OCP). Staff identified that this was summarized in a Council Report from Planning which will be provided to committee members.

**MOVED by Councillor Chambers and Seconded by Councillor Harper: “That the Finance and Governance Standing Committee table the discussion of public participation specific to public hearings to a future date.”**

**CARRIED**

**MOVED by Councillor Chambers and Seconded by Councillor Harper: “That the Finance and Governance Standing Committee receive for information the report of the Chief Administrative Officer, and that the report be referred to Council for its consideration.”**

**CARRIED**

**PROPOSED AMENDMENTS TO COUNCIL PROCEDURE BYLAW, 2021, NO. 9660**

A report from Councillor Phelps Bondaroff dated July 30, 2023, was reviewed.

Note that the original report recommendation was for the Finance and Governance Committee request that staff prepare amendments to the Council Procedure Bylaw, 2021, No. 9660. The Committee cannot make such a request directly, but can recommend that any proposed changes be brought forward to Council as Council oversees the Council Procedure Bylaw. Any adjustments proposed by Council require a 2/3 vote of approval to proceed.

- 1) Prevent meetings (Regular Council and C/W) from being held during the campaign period, the 28 days prior to the general municipal elections (Section 9.c).

Currently the Council Procedure Bylaw states no regular Council, C/W meetings or Public Hearings be scheduled during the three weeks prior to and the week following a general local election. It was noted that at the end of a Council term, there is a lot of business that requires Council input that may require meetings within the 28 day period. Any emergency meetings or business requiring attention could continue.

**MOVED by Councillor Harper and Seconded by Councillor Chambers: “That it be recommended staff review what other jurisdictions follow with respect to holding Council meetings during an election period and report back to the Finance and Governance Committee on these findings (specific to item #1: Prevent meetings (Regular Council and C/W) from being held during the campaign period, the 28 days prior to the general municipal elections (Section 9.c).**

**CARRIED**

- 2) Make the use of language as they relate to honorifics and titles consistent (Section 17.c).

The common terminology is to refer to the Mayor as Your Worship. This is part of decorum and neutrality in Council sessions. Not identified as an area requiring attention at this time.

**MOVED by Councillor Harper and Seconded by Councillor Chambers: “That the Finance and Governance Committee receive for information item #2 (Make the use of language as they relate to honorifics and titles consistent (Section 17.c).”**

**CARRIED**

- 3) To eliminate the potential barrier posed by the requirement of those providing public input at a Council meeting to share their residential address (Section 39).
- 4) To eliminate the potential barrier posed by the requirement of those providing input at a Public Hearing to share their residential address (Section 43).

Current wording of the bylaw notes that public are to provide their name and address. We do not have to be strict on what the definition of address is. Speakers could simply state Saanich or Victoria, or even BC. The script at the beginning of a Council or Committee of the Whole meeting could be revised to explain what address means and have this formalized by policy.

**MOVED by Councillor Harper and Seconded by Councillor Chambers: “That it be recommended that the Finance and Governance Standing Committee receive for information the report from Councillor Teale Phelps Bondaroff; and, that the following two Proposed Amendments (items #3 and #4) be forwarded to Council for its review:**

- 3) To eliminate the potential barrier posed by the requirement of those providing public input at a Council meeting to share their residential address (Section 39).

- 4) To eliminate the potential barrier posed by the requirement of those providing input at a Public Hearing to share their residential address (Section 43)."**

**CARRIED**

- 5) Clarify the language around time limitation to avoid confusion (Section 49).

Any confusion that may exist by meeting participants is post-COVID where public input now precedes items and includes both in-person and online access. Committee of the Whole meetings order was revised with public participation at the commencement of the meeting due to the addition of online attendees to better track participants through all mediums. It used to be public input item one, public input item two and so on with 3 minutes per specific item allowed. Interpretation is that a person can speak to any item, but for no more than three (3) minutes in total. The Committee does not see a need at this time for a change to the language.

**MOVED by Councillor Harper and Seconded by Councillor Chambers: "That the Finance and Governance Committee receive for information item #5 (Clarify the language around time limitation to avoid confusion (Section 49))."**

**CARRIED**

The meeting adjourned at 12:24 p.m.

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Susan Brice

Chair

I hereby certify these Minutes are accurate.

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Tara Judge

Committee Secretary