

**MINUTES OF THE  
FINANCE AND GOVERNANCE STANDING COMMITTEE  
COMMITTEE ROOM 2  
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE  
MONDAY, OCTOBER 21, 2019 AT 10:00 AM**

Present: Chair: Councillor Susan Brice  
Members: Mayor Haynes, Councillors Harper and Mersereau  
Staff Members: Paul Thorkelsson, Chief Administrative Officer; Valla Tinney, Director of Finance; Jennifer Downie, Administrative Assistant.  
Guests: Paul Arslan, Senior Manager, Financial Services  
Public: One member of the community

---

### **REGULAR MEETING SCHEDULE**

In response to Councillors Brice and Mersereau, the Chief Administrative Officer noted that the Chair may call a special meeting between the regular scheduled quarterly meetings if items are deferred.

The regular meeting schedule for 2020 memo dated October 3, 2019 was received by the Finance and Governance Standing Committee. It should be noted that items not dealt with will be determined by the Chair.

### **REVIEW TERMS OF REFERENCE**

**MOVED by Councillor Harper and seconded by Councillor Mersereau: “That the Terms of Reference be received for information.”**

**CARRIED**

### **TRIMESTER REPORTS**

The Director of Finance presented the following reports and requested feedback:

- T1 – Period ending April 30, 2019
- T2 – Period ending August 31, 2019

Members noted that they would like to see more details under “Capital Program Results” such as information on schedule delays, time frames for projects, cautionary notes, and nature of projects.

Under “Building Permit Statistics”, members would like to see multi-year trends as they would like to be able to compare data from year to year.

Committee members thanked the Director of Finance for providing these detailed reports.

**MOVED by Councillor Mersereau and seconded by Mayor Haynes: “That the Finance and Governance Standing Committee receive the Trimester Reports for information and that these reports be distributed to Council at an open meeting.”**

**CARRIED**

## **PUBLIC ENGAGEMENT ON THE FINANCIAL PLAN**

The Director of Finance presented the Public Engagement on the Financial Plan report dated October 10, 2019.

**MOVED by Councillor Mersereau and seconded by Mayor Haynes: “That the Finance and Governance Committee recommend to Council that the implementation for an Open House for Public Engagement on the Financial Plan be deferred to 2021.**

**CARRIED**

## **PERMISSIVE TAX EXEMPTION POLICY – Verbal Update**

The Committee received a verbal report from staff and were advised that this is well in hand and would appear on a future agenda of the Finance and Governance Committee. Staff will decide when this item will appear on a future agenda.

## **UPDATE FROM WORKING GROUPS**

### **Advisory Committee Working Group**

The committee reviewed and provided amendments to the “Recommendations to enhance the effectiveness of Advisory Committees” report dated October 9, 2019.

\*\*\*\*\*

**11:20 am - At the call of the Chair, the Committee will complete item #3; all other items will be deferred to a meeting which the Chair will call after determining the time which is favorable to all members of the Committee.**

\*\*\*\*\*

**MOVED by Mayor Haynes and seconded by Councillor Harper: “That the Standing Committee on Finance and Governance recommend that Council adopt the proposed changes to Advisory Committee Terms of Reference, application and appointment processes, as outlined in this report.”**

**CARRIED**

## **ADDITIONAL MEETING**

Councillor Brice will work with staff to reconvene the meeting to deal with the remaining agenda items.

## **ADJOURNMENT**

On the motion from Councillor Brice the meeting adjourned at 11:30 am.

\_\_\_\_\_  
Chair

I hereby certify these Minutes are accurate.

\_\_\_\_\_  
Committee Secretary