

**MINUTES OF THE
FINANCE AND GOVERNANCE STANDING COMMITTEE
KIRBY ROOM
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, NOVEMBER 4, 2019 AT 1:00 PM**

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.

Councillor Brice noted that his meeting is to continue the agenda from the October 21, 2019 meeting.

UPDATE FROM WORKING GROUPS

Grants Working Group

The Committee reviewed and provided amendments to the "Recommendations to improve Saanich's grant program report dated October 9, 2019.

In response to Committee questions, the Director of Finance made the following comments:

- The amounts being awarded have been the same for some time; it is up to Council to make adjustments to the amounts being awarded.
- The Finance Department does not review financial statements of applicants. Council is forwarded the complete package of all the grant applications (includes grant application and supporting documentation) and it is up to Council to adjudicate, approve and award the grants.
- As noted in the policy, awards will not be provided to organizations that receive funding from Saanich through regional or other grant processes. There was no direction to change foundational parts of the policy. The Director of Finance will prepare a draft policy implementing the changes decided by the Committee; the draft policy will come back to the Committee for review before being presented to Council.

The Committee suggested the following:

- Contribution Agreements include expectation of use, including the need to provide a description on how they align with service delivery objectives of Saanich.
- Contribution Agreements to be in place for the 2021 application process.
- Grant recipients to appear before Council on a yearly basis outside of the budgeting process. This would be an opportunity for the groups to provide an outline of what they do and perhaps an annual update if they are re-applying.
- Council should be informed of the any implications of removing "Operating Grants" from the current policy.

MOVED by Councillor Harper and seconded by Mayor Haynes: “That the Standing Committee on Finance and Governance recommend that Council:

- 1. Adopt the proposed changes to the revised grant program structure and administration processes as outlined in this report;**
- 2. Direct staff to prepare revisions to the Saanich Community Grants Program Policy, and associated application and procedural documents to ensure alignment with the approved changes, noting that changes to the Policy will require approval by Council; and**
- 3. Direct staff to advise organizations that have received grants in the current and prior years of the changes to the Community Grant Program.”**

CARRIED

CORRESPONDENCE

Correspondence from Mr. Art Beck – September 8, 2019 was reviewed. Items in question were reviewed at the October 21, 2019 meeting.

MOVED by Councillor Harper and seconded by Mayor Haynes: “That the Standing Committee on Finance and Governance receive the correspondence for information.”

IN CAMERA MOTION

MOVED by Councillor Brice and seconded by Councillor Harper: “That pursuant to Section 90 (1) (c) of the Community Charter, Part 4, Division 3, the meeting be closed to the public as the subject matter being considered relates to labour relations or other employee relations.”

CARRIED

Chair

I hereby certify these Minutes are accurate.

Committee Secretary