

MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING
HELD IN THE COUNCIL CHAMBERS
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
TUESDAY, JUNE 22, 2004 AT 7:30 P.M.

Present: **Chair:** Mayor Leonard
 Council: Councillors Brownoff, Cubberley, Derman, Gillespie, Pickup, and Wade.
 Staff: T. Wood, Municipal Administrator; P. Murray, Director of Finance; M. Buda, Corporate Projects Assistant; and C. Bonnicks, Senior Committee Clerk.

ADM75
Annual Reports

2003 ANNUAL REPORT

Consideration of the 2003 Annual Report and the 2003 Audited Financial Statements.

The Municipal Administrator presented the 2003 Annual Report highlighting the process Saanich has undertaken in developing a Corporate Strategy and how it and the Saanich Vision relate to the Annual Report and stated:

- S He thanked the Director of Finance, various Department Heads, and Theme Team Leaders for their work in developing the Corporate Plan.
- S He also thanked Mike Buda, Corporate Projects Assistant, for his efforts in developing the Corporate Plan and in compiling the annual report.

The Director of Finance presented the 2003 Consolidated Financial Statements and stated:

- S The statements were recommended for approval by the Finance and Audit Committee at their last meeting.
- S Saanich's financial position improved by approximately \$18 million in 2003 primarily due to an increase in capital assets.
- S An increase of approximately \$1.5 million has been set aside for future capital purchases.
- S Operating funds have increased by approximately \$0.5 million.
- S There was a surplus from general operations of approximately \$2 million which is in line with the budgeted amount.
- S Saanich has slightly lower than average reserves in surplus and levels of debt compared to other municipalities of similar size.

Councillor Brownoff stated:

- S She thanked the staff for their work in compiling the annual report.
- S She hopes that future annual reports will contain information on difficult issues the municipality may have to face within the next five years.

In response to questions from Council, the Municipal Administrator stated:

- S There is a connection between the Corporate Plan and the municipal finances.
- S Each department determines its needs for each year and its expectations over the next five years.

In response to questions from Council, the Director of Finance stated:

- S The reserve accounts are included for definition purposes only but the accounts could be quantified in future reports.

Mr. R. Warden, 936 Lucas Avenue, stated:

S This report forms a good baseline to build from and he is pleased that the report will contain additional information next year.

Mr. H. Charania, 757 Genevieve Road, stated:

S This first annual report is a good beginning document but there is still more work to be done.

S There is a need to enhance and preserve capital assets.

S He had hoped to see the parks reserve quantified and he queried how the 5% park dedication or cash in lieu, Development Cost Charges and Subregional Park Reserves are accounted for and dispersed.

S He is pleased to see the debt payments declining over the next several years.

S He hopes that future annual reports will focus on public accountability and stewardships through the measures contained in the Corporate Plan and that Council will be able to assess public needs and demands.

S Through the performance evaluation of the organization, Council will provide a statement on the efficiency, effectiveness, public accountability and transparency of the organization.

MOTION: Moved by Councillor Pickup and Seconded by Councillor Brownoff: "That it be recommended that Council endorse the 2004 Annual Report."

Carried

Moved by Councillor Gillespie and Seconded by Councillor Brownoff: "That it be recommended that Council accept the 2004 Audited Financial Statements."

Carried

Adjournment: On a Motion from Councillor Gillespie the meeting adjourned at 8:10 p.m.

..... CHAIR