

The Corporation of the
CITY OF WHITE ROCK



Finance and Audit Committee
AGENDA

Wednesday, July 28, 2021, 5:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

***Live Streaming/Telecast:** Please note that all Committees, Task Forces, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M192 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

T. Arthur, Director of Corporate Administration

	Pages
1. CALL TO ORDER Councillor Chesney, Chairperson	
2. ADOPTION OF AGENDA RECOMMENDATION THAT the Finance and Audit Committee adopt the agenda for July 28, 2021 as circulated.	
3. ADOPTION OF MINUTES RECOMMENDATION THAT The Finance and Audit Committee adopt the May 10, 2021 meeting minutes as circulated.	3
4. FINANCIAL PLANNING POLICIES MANDATE DISCUSSION At the July 12, 2021 Special to Close Council meeting, Council adopted the following recommendations: <u>Recommendation #1</u> <i>THAT Council:</i>	8

- *Dissolve the Financial Planning Policies Task Force;*
- *Merge the mandate of the Financial Planning Policies Task Force into the Finance and Audit Committee, for all members of Council to participate;*
- *Include public input into the budget planning process for the Finance and Audit Committee; and,*
- *Thank the two (2) community members who have applied for the Task Force.*

Recommendation#2

THAT Council directs a Finance and Audit Committee meeting be convened on Wednesday, July 28, 2021 where the mandate of the proposed Financial Planning Policies Task Force be discussed.

Note: The mandate approved by Council for the Financial Planning Policies Task Force (now dissolved) was as follows:

The Financial Planning Policies Task Force shall provide recommendations on potential activities and deliverables the City should include in its annual financial planning process.

Terms of Reference for the Finance and Audit Committee are attached for information purposes.

5. CONCLUSION OF THE JULY 28, 2021 FINANCE AND AUDIT COMMITTEE MEETING



Finance and Audit Committee

Minutes

May 10, 2021, 5:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

PRESENT: Mayor Walker
Councillor Chesney
Councillor Johanson
Councillor Kristjanson
Councillor Manning
Councillor Trevelyan

ABSENT: Councillor Fathers

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Jim Gordon, Director of Engineering and Municipal Operations
Carl Isaak, Director of Planning and Development Services
Colleen Ponzini, Director of Financial Services
Donna Kell, Manager of Communications
Janene Brierly-Green, Manager of Revenue Services
Shannon Johnston, Manager of Budgets and Accounting
Debbie Johnstone, Deputy Corporate Officer

1. **CALL TO ORDER**

Councillor Chesney, Chairperson

The Chairperson called the meeting to order 5:09 p.m.

2. **MOTION TO CONDUCT THE FINANCE AND AUDIT COMMITTEE MEETING WITHOUT THE PUBLIC IN ATTENDANCE**

Motion Number: 2021-F&A-053 It was MOVED and SECONDED

WHEREAS COVID-19 has been declared a global pandemic;

WHEREAS the City of White Rock has been able to continue to provide the public access to the meetings through live streaming;

WHEREAS holding public meetings in the City Hall Council Chambers, where all the audio/video equipment has been set up for the live streaming program, would not be possible without breaching physical distancing restrictions due to its size, and holding public meetings at the White Rock Community Centre would cause further financial impact to City Operations due to staffing resources and not enable live streaming;

WHEREAS Ministerial Orders require an adopted motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Finance and Audit Committee (including all members of Council) authorizes the City of White Rock to hold the May 10, 2021 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

Motion CARRIED (6 to 0)

3. **ADOPTION OF AGENDA**

Motion Number: 2021-F&A-054 It was MOVED and SECONDED

THAT the Finance and Audit Committee adopt the agenda for May 10, 2021 as amended to include the following "On Table" documents:

- **Item 8 -Updated version of Bylaw 2381 -White Rock Drainage Utility User Fee Bylaw; and,**
- **Item 9 -Updated version of Bylaw 2383 - Bylaw to Amend Schedule "K" of the Fees and Charges Bylaw.**

Motion CARRIED (6 to 0)

4. **ADOPTION OF MINUTES**

Motion Number: 2021-F&A-055 It was MOVED and SECONDED

THAT the Finance and Audit Committee adopt the minutes of the March 8, 2021 meeting as circulated.

Motion CARRIED (6 to 0)

5. **DRAFT 2020 CONSOLIDATED FINANCIAL STATEMENTS**

Corporate report dated May 10, 2021 from the Director of Financial Services titled "Draft 2020 Consolidated Financial Statements".

Note: Following Item 6 staff requested the Committee "approve and accept on behalf of Council" the Draft 2020 Consolidated Financial Statements as presented in addition to the motion to receive them. See Item 6 for the noted motion 2021-F&A-058.

Motion Number: 2021-F&A-056 It was MOVED and SECONDED

THAT the Finance and Audit Committee receive on behalf of City Council, the Draft 2020 Consolidated Financial Statements as presented in the

May 10, 2021 corporate report from the Director of Financial Services, titled "Draft 2020 Consolidated Financial Statements".

Motion CARRIED (6 to 0)

6. **AUDIT FINDINGS REPORT FOR THE YEAR ENDED DECEMBER 31, 2020**

Corporate report dated May 10, 2021 from the Director of Financial Services titled "Audit Findings Report for the Year Ended December 31, 2020".

Brandon Ma, Engagement Partner - KPMG and Aanu Adeleye, Engagement Senior Manager- KPMG, introduced the report submitted by KPMG LLP titled "Audit Findings Report for the year ended December 31, 2020".

Note: Following Item 6 staff requested the Committee "approve and accept on behalf of Council" the Draft 2020 Consolidated Financial Statements as presented in addition to the motion to receive them (2021-F&A-058).

Motion Number: 2021-F&A-057 It was MOVED and SECONDED

THAT the Finance and Audit Committee receive the May 10, 2021 report submitted by KPMG LLP, titled “Audit Findings Report for the year ended December 31, 2020.”

Motion CARRIED (6 to 0)

Motion Number: 2021-F&A-058 It was MOVED and SECONDED

THAT the Finance and Audit Committee approve and accept on behalf of City Council, the Draft 2020 Consolidated Financial Statements as presented in the May 10, 2021 corporate report from the Director of Financial Services, titled "Draft 2020 Consolidated Financial Statements".

Motion CARRIED (6 to 0)

7. WHITE ROCK ANNUAL RATES BYLAW 2021, NO. 2382

Corporate report dated May 10, 2021 from the Director of Financial Services titled "White Rock Annual Rates Bylaw 2021, No. 2382".

Note: Before the conclusion of the meeting there was question raised about the vote in regard to Bylaw 2382. It was determined a new vote would be taken to ensure clarity. 2021-F&A-059 reflects the vote taken prior to the end of the meeting for Bylaw 2382.

Motion Number: 2021-F&A-059 It was MOVED and SECONDED

THAT the Finance and Audit Committee endorse the proposed “White Rock Annual Rates Bylaw, 2021, No. 2382.”

Voted in the Negative (2): Councillor Kristjanson, and Councillor Trevelyan

Motion CARRIED (4 to 2)

8. WHITE ROCK DRAINAGE UTILITY USER FEE BYLAW, 2004, NO. 1739, AMENDMENT NO. 14, 2021 NO. 2381

Corporate report dated May 10, 2021 from the Director of Financial Services titled "White Rock Drainage Utility User Fee Bylaw, 2004, No. 1739, Amendment No. 14, 2021 No. 2381".

It was noted that there was an "On-Table" amendment for the bylaw (“*The minimum drainage utility fee for any property is \$52.25*”).

Motion Number: It was MOVED and SECONDED

THAT the Finance and Audit Committee endorse the proposed “White Rock Drainage Utility User Fee Bylaw, 2004, No. 1739, Amendment No. 14, 2021, No. 2381”.

Motion CARRIED (6 to 0)

9. **FEES AND CHARGES BYLAW 2020, NO. 2369, AMENDMENT NO. 2, 2021 NO. 2383**

Corporate report dated May 10, 2021 from the Director of Financial Services titled "Fees and Charges Bylaw 2020, No. 2369, Amendment No. 2, 2021 No. 2383".

It was noted that there was an "On-Table" schedule for the bylaw (amendment to the Schedule title as "K").

Motion Number: It was MOVED and SECONDED

THAT the Finance and Audit Committee endorse the proposed amendment to the “Fees and Charges Bylaw, 2020, No. 2369, Amendment No. 2, 2021, No. 2383”.

Motion CARRIED (6 to 0)

10. **CONCLUSION OF THE MAY 10, 2021 FINANCE AND AUDIT COMMITTEE MEETING**

The meeting was concluded at 5:45 p.m.

Councillor Chesney, Chairperson



Tracey Arthur, Director of
Corporate Administration

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: **TERMS OF REFERENCE:
FINANCE AND AUDIT COMMITTEE**

POLICY NUMBER: **COUNCIL - 145**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment :January 28, 2019</i>
<i>Council Resolution Number: 2015-214; 2019-045</i>	
<i>Originating Department: Financial Services Dept.</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 14, 2019</i>

Policy:

- A. The Finance & Audit Committee (the “Committee”) assists City Council (“Council”) in fulfilling its oversight responsibilities relating to finance & audit matters delegated to management by Council.
- B. In particular, the Committee assists Council by reviewing:
- i) Key financial information that will be provided to the province or made public;
 - ii) Strategic financial plans, operating, utilities and capital budgets;
 - iii) External and internal audit activities;
 - iv) Reports and information regarding City reserves; and,
 - v) Other financial issues/matters that may arise.

II. COMPOSITION, OPERATIONS AND ACCOUNTABILITY OF THE COMMITTEE

- A. This Standing Committee shall be comprised of all members of Council. The Committee and Committee Chair (“Chairperson”) shall be appointed by the Mayor.
- B. The Committee shall meet at least four times each year.

- C. The Committee shall forward matters onto Council that are pertaining to Council policy, bylaws and legislated items that require a decision of Council; all other matters will be handled at the Committee level.
- D. The City's external auditors shall be invited to attend Committee meetings as the need arises and may be heard at those meetings on matters related to the external auditor's duties.
- E. The Committee shall have the right to form subcommittees as required. Subcommittees must provide recommendations to the Committee.