



## **Finance and Audit Committee**

### **Minutes**

December 7, 2020, 5:00 p.m.

City Hall Council Chambers

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

ABSENT: Mayor Walker  
Councillor Chesney  
Councillor Fathers  
Councillor Johanson  
Councillor Kristjanson  
Councillor Manning  
Councillor Trevelyan

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  
Jacquie Johnstone, Director of Human Resources  
Colleen Ponzini, Director of Financial Services  
Eric Stepura, Director of Recreation and Culture  
Ed Wolfe, Fire Chief  
Chris Zota, Manager of Information Technology  
Shannon Johnston, Manager Budgets and Accounting  
Debbie Johnstone, Acting Deputy Corporate Officer

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#### **1. CALL TO ORDER (Councillor Kristjanson, Chairperson)**

The Chairperson called the meeting to order at 5:00 p.m.

##### **1.1 MOTION TO CONDUCT FINANCE AND AUDIT COMMITTEE MEETING WITHOUT THE PUBLIC IN ATTENDANCE**

**Motion Number: 2020-F&A-01** 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 Order No. 192 requires Council carry a 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 December 7, 2020 Finance and Audit Committee meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers via electronic means.

**Motion CARRIED**

**2. ADOPTION OF AGENDA**

**Motion Number: 2020-F&A-02** It was MOVED and SECONDED

THAT the Finance and Audit Committee adopt the agenda for December 7, 2020 as circulated.

**Motion CARRIED**

**3. ADOPTION OF MINUTES**

**Motion Number: 2020-F&A-03** It was MOVED and SECONDED

THAT the Finance and Audit Committee adopt the minutes of the November 23, 2020 meeting as circulated.

**Motion CARRIED**

**4. KPMG - AUDIT PLANNING REPORT FOR THE YEAR ENDING**

### **DECEMBER 31, 2020**

Carol Chiang, Engagement Partner, Brandon Ma Engagement Partner and Aanu Adeleye Senior Manager of KPMG Enterprise (City Auditors) gave a presentation titled "City of White Rock Audit Planning Report for the year ending December 31, 2020".

### **5. ADJOURNMENT / RECONVENE FINANCE AND AUDIT COMMITTEE MEETING**

The meeting will be adjourned at this time for a **Closed Item** to be discussed (Purpose: Property - Legal Advice on Potential Litigation). Once discussion on the item is concluded the Finance and Audit Open Meeting will be reconvened.

At 5:23 p.m. the meeting was adjourned in accordance with motion 2030-F&A-04 and the meeting was reconvened at 5:52 p.m. with all noted Council (excluding Councillor Fathers who was not in attendance until 6:56 p.m.) and staff in attendance.

**Motion Number: 2020-F&A-04** It was MOVED and SECONDED

THAT the meeting of the Finance and Audit Committee scheduled for December 7, 2020 be closed pursuant to the *Community Charter* provisions 90(1) (e), (g), (i) and (j):

*(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*

*(g) litigation or potential litigation affecting the municipality;*

*(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and*

*(j) information that is prohibited, or information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.*

To Discuss an item as follows:

Purpose: Property - Legal Advice on Potential Litigation

AND THAT the Finance and Audit Committee open meeting of December 7, 2020 will resume once this Item has been concluded.

**Motion CARRIED**

### **6. 2021 FEES AND CHARGES BYLAW, 2020, NO. 2369**

Corporate report dated December 7, 2020 from the Director of Financial Services titled "2021 Fees and Charges Bylaw, 2020, No. 2369".

**Note:** The bylaw has been placed on the December 7, 2020 Regular Council agenda for consideration by Council later this evening.

The following discussion points were noted:

- Are there any drinking fountains within the City that are dedicated? Staff will inquire and let the Committee / Council know
- Parking at Centennial - for a full day? Staff will follow up with this and let the Committee / Council know
- Monthly parking at the Montecito for \$144 per month, how many are purchasing this? Staff noted approximately 7 -10 but will check for the exact figure and let the Committee / Council know
- Temporary construction permit parking- Staff noted this will be considered as part of the city-wide parking review (in the preliminary stages)

**Motion Number: 2020-F&A-05** It was MOVED and SECONDED

THAT the Finance and Audit Committee endorse the proposed "2021 Fees and Charges Bylaw, 2020, No. 2369."

**Motion CARRIED**

**Councillor Kristjanson voted in the negative**

**7. AFFORDABLE HOUSING RESERVE FUND BYLAW, 2020, NO. 2367**

Corporate report dated December 7, 2020 from the Director of Planning and Development Services titled "Affordable Housing Reserve Fund Bylaw, 2020, No. 2367."

**Note:** The bylaw has been placed on the December 7, 2020 Regular Council agenda for consideration by Council later this evening.

The following discussion points were noted:

- Uncomfortable with earmarking \$4M, we may need more or we may need less
- Need a mechanism for a reserve to be set up to show support / commitment for affordable housing, the City will be looking to partner for this project

- A bylaw establishment to be done only at this time (mechanism for reserve for affordable housing), the funds would be committed separately - through the financial plan process from Community Amenity Contributions (CAC's).
- Once the funds dedicated in the bylaw they need to be used for that purpose

**Motion Number: 2020-F&A-06** It was MOVED and SECONDED

THAT the Finance and Audit Committee recommend that Council give first, second and third readings to "*Affordable Housing Reserve Fund Bylaw, 2020, No. 2367.*"

**Motion CARRIED**

## 8. **POTENTIAL IMPACT AND PROPOSED BUDGET INCREMENTS FOR 2021**

Corporate report dated December 7, 2020 from the Director of Financial Services titled "Potential Impact and Proposed Budget Increments for 2021".

Councillor Fathers arrived at the meeting 6:56 p.m.

The following discussion points were noted:

- Uncomfortable going over the base budget increase with the exception of an RCMP Member and a Fire Fighter
- Raising property taxes at this time is not desirable
- Parks staff, there were five (5) – six (6) temporary full time workers this summer, the additional help requested is needed to maintain the same standard of upkeep as was done this year
- An increase in expenses during COVID is concerning, but this is tough because people do appreciate what the City does in relation to parks
- The loss of revenue for 2021 comes primarily from parking and recreation possibly the entire year we don't know due to the pandemic (2020 the revenue loss was mid- March to December only)
- Would like to see more information / where the numbers are coming from in relation to the debt. Staff noted that more information will be provided at the January 2021 meeting
- HR Advisor additional position was inquired on. Staff noted that the pandemic has had an impact on the HR/WorkSafe area for the City. This is to help address WorkSafe requirements. The City is surcharged due to the number

and severity of claims and it is negatively impacting the City's experience rating. We have a safety person spending 40% of their time on more stringent Duty to Accommodate regulations thus leaving less time than is needed for City wide WorkSafe functions. There are still any areas of WorkSafe not being addressed

- Transfers to reserves- Staff noted that more information will be provided at the January 2021 meeting
- It was noted by a member of Council that they were hoping to have 0% tax increase / would like to see a list of things to remove and what their impact would be on the budget at the next meeting

**Motion Number: 2020-F&A-07** It was MOVED and SECONDED

THAT the Finance and Audit Committee directs staff to bring forward the budget with the aim to stay between a 1.53% to 2.5% property tax increase.

**Councillor Fathers and Mayor Walker voted in the negative**

**Motion Number: 2020-F&A-08** It was MOVED and SECONDED

THAT the Finance and Audit Committee receive for information the December 7, 2020 corporate report titled "Potential Impact and Proposed Budget Increments for 2021" that outlines potential impacts and proposed budget increments for the 2021 Financial Plan.

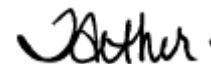
**Motion CARRIED**

9. **CONCLUSION OF THE DECEMBER 7, 2020 FINANCE AND AUDIT COMMITTEE MEETING**

The Chairperson concluded the meeting at 7:07 p.m.

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Mayor Walker



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Tracey Arthur, Director of  
Corporate Administration