



## Finance and Audit Committee

### Minutes

March 3, 2022, 5:00 p.m.

City Hall Council Chambers

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

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

ABSENT: Councillor Johanson

STAFF: Guillermo Ferrero, Chief Administrative Officer  
Tracey Arthur, Director of Corporate Administration  
Joe Calenda, Acting Director of Planning and Development Services  
Jim Gordon, Director of Engineering and Municipal Operations  
Shannon Johnston, Acting Director of Financial Services  
Eric Stepura, Director of Recreation and Culture (via electronic means)  
Chris Zota, Manager of Information Technology  
Debbie Johnstone, Deputy Corporate Officer

GUEST Paul Murray, Consultant for the City – Budget

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#### 1. **CALL TO ORDER - Councillor Kristjanson, Chairperson**

The meeting was called to order at 5:01 p.m.

## 2. ADOPTION OF AGENDA

**Motion Number: 2022+-F&A-021** It was MOVED and SECONDED

**THAT the Finance and Audit Committee adopt the agenda for March 3, 2022, as circulated.**

Absent (1): Councillor Johanson

**Motion CARRIED (5 to 0)**

## 3. DEPARTMENT BUDGET PRESENTATIONS

### 3.1 **PLANNING AND DEVELOPMENT SERVICES**

The Acting Director of Planning and Development Services provided a departmental overview from the Proposed 2022 Financial Plan document.

The following discussion points were noted:

- Increase for banking fees / credit cards (payments made by credit cards - merchant fees) varies by card as to how much is being charged
- Application time periods, goal is to make 12 months there will be work to do to get there. The Housing Strategic Action Plan can help with this by helping to accelerate review and approval times The province is giving municipalities the tools to accelerate the approval process (eg. public hearing may not be required when the project aligns with the City's Official Community Plan and Zoning)
- Would be interested to know how to get the approvals down to six (6) months, would like to see what is needed for that and for 12 month approval for a comparison
- At this point each single-family home needs to go through a design review, this can be addressed in the Housing Strategic Action Plan
- Would like to see a workshop set up with Council and staff to have discussion in regard to processes and how they can be made quicker

### 3.2 **COUNCIL AND CAO**

The Chief Administrative Officer (CAO) provided an overview of the Council and CAO department outlined in the Proposed 2022 Financial Plan document.

The following discussion points:

- Do other City's expect Council Members to use their own funds to go to a conference? Staff noted this was not the case
- The Grant Writer position, in the private sector they are paid on commission, could this work for the City? Staff noted they usually accept a fixed fee and incentive (commission) from the grant the City receives, in the end it is likely it would be more expensive to do then than to hire for the position.

**Motion Number: 2022-F&A-022** It was MOVED and SECONDED

**THAT the Finance and Audit Committee recommend staff add the position of a Grant Writer to the budget at this time.**

Voted in the Negative (3): Councillor Chesney, Councillor Manning, and Councillor Trevelyan

Absent (1): Councillor Johanson

**Motion DEFEATED (2 to 3)**

**Motion Number: 2022-F&A-023** It was MOVED and SECONDED

**THAT the Finance and Audit Committee direct staff to arrange for next week an opportunity for direct public input.**

Absent (1): Councillor Johanson

**Motion CARRIED (5 to 0)**

### **3.3 CORPORATE ADMINISTRATION**

The Director of Corporate Administration provided a department overview from the Proposed 2022 Financial Plan document.

### **3.4 HUMAN RESOURCES**

Mr. Murray provided a Human Resources (HR) Department overview from the Proposed 2022 Financial Plan document.

The following discussion points were noted:

- RCMP support services (confirmed this is within the RCMP budget however HR oversee the RCMP support staff)

- Staff turnover rate, what does that cost from a budget perspective, the CAO will bring forward information on this
- It was confirmed that the HR department is only four (4) staff working in that capacity, much work is done by this group for the entire organization, it is a department that can use some help

### **3.5 INFORMATION TECHNOLOGY**

The Manager of Information Technology provided a department overview from the Proposed 2022 Financial Plan document.

### **3.6 FINANCIAL SERVICES**

The Acting Director of Financial Services provided a department overview from the Proposed 2022 Financial Plan document.

### **3.7 FISCAL SERVICES**

The Acting Director of Financial Services provided a department overview from the Proposed 2022 Financial Plan document.

It was noted that there is a timeline for the budget to be completed (May 15) staff are inquiring with the Ministry of Finance in this regard.

**Motion Number: 2022-F&A-024** It was MOVED and SECONDED

#### **CONSIDER TO RESCIND MOTION 2022-F&A-023**

**THAT the Finance and Audit Committee rescind the following motion:**

- **THAT the Finance and Audit Committee direct staff to arrange for next week an opportunity for direct public input.**

Absent (1): Councillor Johanson

**Motion CARRIED (5 to 0)**

**Motion Number: 2022-F&A-025** It was MOVED and SECONDED

**THAT the Finance and Audit Committee direct staff to arrange a further meeting with as soon as possible where there will be opportunity for direct public input on the proposed budget with requested amendments.**

Absent (1): Councillor Johanson


**Motion CARRIED (5 to 0)**

4. **CONCLUSION OF THE MARCH 3, 2022, FINANCE AND AUDIT COMMITTEE MEETING**

The meeting was concluded at 6:59 p.m.

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Councillor Kristjanson, Chairperson

  
Tracey Arthur, Director of Corporate Administration