

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**FINANCE AND AUDIT COMMITTEE MEETING AGENDA**

**MONDAY, MAY 9, 2022**

**1 PM VIA ELECTRONIC COMMUNICATION FACILITIES**

*(Members of the public may hear, or watch and hear, the meeting by attending the Raven Room in the Municipal Hall, or via electronic communication facilities through the link provided on the Committee's webpage)*

**Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.**

**CALL TO ORDER**

**1. Call to Order**

*Note: Chair will confirm that the meeting is being conducted via electronic communication facilities, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**APPROVAL OF AGENDA**

**2. Approval of Committee Meeting Agenda**

RECOMMENDATION:

THAT the May 9, 2022, Finance and Audit Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**3. Adoption of Committee Meeting Minutes**

RECOMMENDATION:

THAT the March 14, 2022 Finance and Audit Committee meeting minutes be adopted as circulated.

**PUBLIC QUESTIONS**

**4. Public Questions**

**NEXT MEETING****5. Next Meeting**

The next Finance and Audit Committee meeting is scheduled for June 20, 2022 at 1 p.m.

RECOMMENDATION:

THAT

1. all remaining committee meetings, including subcommittee meetings, for 2022 be held in-person; and
2. the Raven Room in the Municipal Hall be designated as the place where committee and subcommittee meeting proceedings be held.

OR

RECOMMENDATION:

THAT

1. all remaining committee meetings, including subcommittee meetings, for 2022 be held via electronic communication facilities only;
2. the Raven Room in the Municipal Hall be designated as the place where the public may attend to hear, or watch and hear, the committee and subcommittee meeting proceedings; and
3. a staff member be in attendance at the Raven Room in the Municipal Hall for each of the scheduled meetings.

**EXCLUSION OF PUBLIC****6. Exclusion of Public Pursuant to s.90 and s.93 of the *Community Charter***

RECOMMENDATION:

THAT in the public interest, members of the public be excluded from part of the May 9, 2022 Finance and Audit Committee meeting on the basis of the following sections of the *Community Charter*:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
  - (g) litigation or potential litigation affecting the municipality;
  - (l) discussions with municipal officers and employees respecting municipal objectives, measures, and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].
93. In addition to its application to council meetings, this Division and section 133 (of the *Community Charter*) also applies to meetings of the following:
  - (a) Council committees.

Purpose of meeting: legal matters and audit report.

**ADJOURNMENT**

**7. Adjournment of Committee Meeting**

RECOMMENDATION:

THAT the May 9, 2022 Finance and Audit Committee meeting (open session) be adjourned.

The Committee will then proceed with the closed session.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
FINANCE AND AUDIT COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
MONDAY, MARCH 14, 2022**

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Committee Members: Mayor M. Booth (Chair); Councillors N. Gambioli, P. Lambur, W. Soprovich, S. Thompson, and M. Wong attended the meeting via electronic communication facilities. Absent: Councillor C. Cameron.

Staff: R. Bartlett, Chief Administrative Officer; C. Boy, Manager, Financial Planning; I. Gordon, Director, Financial Services; and L. Taylor, Committee Clerk attended the meeting via electronic communications facilities.

**1. CALL TO ORDER**

The meeting was called to order at 1:03 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the March 14, 2022 Finance and Audit Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the February 14, 2022 Finance and Audit Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Proposed 2022-2026 Five-Year Financial Plan Bylaw No. 5185, 2022 and Proposed 2022 Phase 1 Capital Funding Report**

Items discussed:

- Municipal Hall \$1.5M funding - Committee requested a list of capital projects that were deferred in order to accommodate the additional funding needed. List will be requested from Facilities and forwarded to the Committee.
- Senior's Activity Centre is planning a major study which will require additional funding of \$75K. Where will this funding come from? I. Gordon (Director, Financial Services) noted that funding could be listed under Phase 2 of the Capital Projects, or it could come from the "innovation fund." A decision would require Council approval.
- Active transportation – Committee requested a workshop or information session with the Engineering Department related to mobility and the new Strategic Transportation Plan for Council.

- Heat-pumps – Committee would like to know the process regarding funding for heat-pumps which the District of West Vancouver has participated in the past with a rebate program. Is this being resurrected? Councillor Gambioli noted that in order for the District to meet it's 2030 target that \$500K/year would be needed in order to motivate 250 homes/year to switch to heat-pumps.
- Mayor asked if the Water Asset Management Plan and relevant asset management dashboards could be shared with Metro.
- Noted in the 2022 capital projects was the long list of vehicle replacements. Acquisition of electrified vehicles for the fleet has been delayed because of COVID-19 supply issues and high demand. In the meantime, Fleet Manager asked to prolong the life of the assets.
- Climate Mitigation or Policy Workshop to be set up to discuss community Greenhouse Gas (GHG) reductions as well as corporate GHG reductions. Metrics to be set up. Workshop to be set up once the new "Senior Manager, Climate Action & Environment" is hired.
- Committee asked about the 2195 Gordon Avenue \$22M funds and disposition of funds. Should funds go to the Land Reserve Fund, pay back the Endowment Fund or be directed towards funding other major projects? This would be a Council discussion.

It was Moved and Seconded:

THAT the report regarding Proposed 2022-2026 Five-Year Financial Plan Bylaw No. 5185, 2022 and Proposed 2022 Phase 1 Capital Funding Report be received for information.

CARRIED

#### **5. Community Amenity Contribution Reserve Balances as at December 31, 2021**

The report was discussed, and questions were responded to from the Committee.

It was Moved and Seconded:

THAT the report regarding Community Amenity Contribution Reserve Balances as at December 31, 2021 be received for information.

CARRIED

#### **6. Endowment Fund Reserve Balance as at December 31, 2021**

Items discussed:

- Funds in the Endowment Reserve are almost at the threshold which is set at \$18M. Funds could be used to pay down the loan at the ten-year anniversary or build this as a debt levy into the actual budget. Council discussion required in regard to how the fund is to be used.
- Funds from the sale of 2195 Gordon Avenue could be used to pay down the loan but this would require a discussion with Council.
- Committee would like the history on the 2195 Gordon Avenue funding.

It was Moved and Seconded:

THAT the report regarding Endowment Fund Reserve Balance as at December 31, 2021 be received for information.

CARRIED

**7. Update on 2021 Additional Staff**

The report on Update on 2021 Additional Staff was discussed and questions from the Committee were responded to by staff.

Items discussed:

- Review fees and charges in the planning department to fully recover costs. Look at alternative ways to structure fees so that applications that do take extra staff time would be charged in addition to a base fee.

It was Moved and Seconded:

THAT the report regarding Update on 2021 Additional Staff be received for information.

CARRIED

**PUBLIC QUESTIONS**

**8. PUBLIC QUESTIONS**

There were no questions.

**NEXT MEETING**

**9. NEXT MEETING**

Staff confirmed that the next Finance and Audit Committee meeting is scheduled for May 9, 2022 at 1 p.m.

**10. ADJOURNMENT**

It was Moved and Seconded:

THAT the March 14, 2022 Finance and Audit Committee meeting be adjourned.

CARRIED

The meeting adjourned at 2:32 p.m.

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Committee Clerk