

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

**FINANCE AND AUDIT COMMITTEE MEETING AGENDA
MONDAY, DECEMBER 11, 2023
1:30 PM IN THE COUNCIL CHAMBER, MUNICIPAL HALL
(In-person attendance only)**

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 in-person, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).

APPROVAL OF AGENDA

2. Approval of Committee Meeting Agenda

RECOMMENDATION:

THAT the December 11, 2023 Finance and Audit Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

3. Adoption of Committee Meeting Minutes

RECOMMENDATION:

THAT the September 11 and 15, 2023 Finance and Audit Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. Proposed 2024 Finance and Audit Committee Meeting Schedule and Work Plan

RECOMMENDATION:

THAT Proposed 2024 Finance and Audit Committee Meeting Schedule and Work Plan be received for information.

PUBLIC QUESTIONS**5. Public Questions****NEXT MEETING****6. Next Meeting**

RECOMMENDATION:

THAT the next Finance and Audit Committee meeting be scheduled for January 29, 2024 at 2 p.m. and be held in-person in the Council Chamber at Municipal Hall.

EXCLUSION OF PUBLIC**7. 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 December 11, 2023 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:
- (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*]; and
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: audit report.

ADJOURNMENT**8. Adjournment of Committee Meeting**

RECOMMENDATION:

THAT the December 11, 2023 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
COUNCIL CHAMBER, MUNICIPAL HALL
MONDAY, SEPTEMBER 11, 2023**

Committee Members: Mayor M. Sager (Chair); and Councillors C. Cassidy, N. Gambioli, P. Lambur, S. Snider, S. Thompson, and L. Watt attended the meeting in the Council Chamber, Municipal Hall.

Staff: S. Findlay, Municipal Manager; I. Gordon, Director, Financial Services; J. Moller, Director, Engineering & Transportation; C. Boy, Deputy Director, Financial Services; A. Kwan, Deputy Director, Engineering & Transportation Services; F. Mansoori, Senior Manager, Engineering Utilities Planning, Design and Project Delivery; C. Shi, Manager, Financial Accounting & Reporting; and L. Taylor, Committee Clerk attended the meeting in the Council Chamber, Municipal Hall.

1. CALL TO ORDER

The meeting was called to order at 1:59 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the September 11, 2023 Finance and Audit Committee meeting agenda be amended by:

- starting with Item 6 “Proposed 2024 Permissive Tax Exemptions Bylaw No. 5250, 2023”;

AND THAT the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the June 29, 2023 Finance and Audit Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

6. Proposed 2024 Permissive Tax Exemptions Bylaw No. 5250, 2023

There were a number of speakers from the audience from St. Anthony’s Parish and Christ the Redeemer Parish. They spoke about the history of their churches, involvement in the community and the need to continue to receive a permissive tax exemption.

It was Moved and Seconded:

THAT

1. the report regarding Proposed 2024 Permissive Tax Exemptions Bylaw No. 5250, 2023 be received for information; and
2. staff work with the Community Grants Committee to review the Permissive Tax Exemption Policy, recommend updates if necessary, and improve the evaluation process for future years.

CARRIED

4. 2024 Utility Rate Bylaws

J. Moller (Director, Engineering & Transportation) gave a presentation on the 2024 Utility Rate Bylaws along with her team. They responded to questions from the Committee.

At 3:30 p.m. Councillor N. Gambioli left the meeting and returned at 3:32 p.m.

At 3:32 p.m. Councillor S. Thompson left the meeting and returned at 3:34 p.m.

It was Moved and Seconded:

THAT

1. the Finance and Audit Committee endorse the following bylaws:
 - Solid Waste Utility Bylaw No. 4740, 2012, Amendment Bylaw No. 5246, 2023;
 - Waterworks Regulation Bylaw No. 4490, 2006, Amendment Bylaw No. 5244, 2023;
 - Sewer and Drainage Utility Fee Bylaw No. 4538, 2007, Amendment Bylaw No. 5245, 2023; and
2. the bylaws be forwarded to Council for consideration.

CARRIED

5. Proposed 2023-2027 Five-Year Financial Plan Bylaw No. 5236, 2023, Amendment Bylaw No. 5262, 2023 and Proposed 2023 Phase 2 Capital Funding Report

Due to time constraints, it was decided to address item 5 "Proposed 2023-2027 Five-Year Financial Plan Bylaw No. 5236, 2023, Amendment Bylaw No. 5262, 2023 and Proposed 2023 Phase 2 Capital Funding Report" on September 15, 2023 at 4 p.m.

6. Proposed 2024 Permissive Tax Exemptions Bylaw No. 5250, 2023

Considered immediately prior Item 4.

7. PUBLIC QUESTIONS

There were no questions.

8. NEXT MEETING

Staff confirmed that the next Finance and Audit Committee meeting is scheduled for September 15, 2023 at 4 p.m. and held in-person in the Council Chamber at the Municipal Hall.

9. ADJOURNMENT

It was Moved and Seconded:

THAT the September 11, 2023 Finance and Audit Committee meeting be adjourned.

CARRIED

The meeting adjourned at 3:54 p.m.

Certified Correct:

Chair

Committee Clerk

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
FINANCE AND AUDIT COMMITTEE MEETING MINUTES
COUNCIL CHAMBER, MUNICIPAL HALL
FRIDAY, SEPTEMBER 15, 2023**

Committee Members: Mayor M. Sager (Chair); and Councillors C. Cassidy, N. Gambioli, P. Lambur, S. Snider, S. Thompson, and L. Watt attended the meeting in the Council Chamber, Municipal Hall.

Staff: S. Findlay, Municipal Manager; J. Wong, Acting Director, Corporate Services & Facilities; S. Ketler, Director, Parks, Culture & Community Services; C. Boy, Deputy Director, Financial Services; A. Kwan, Deputy Director, Engineering & Transportation Services; N. Laptieva, Senior Budget Officer; and L. Taylor, Committee Clerk attended the meeting in the Council Chamber, Municipal Hall.

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the September 15, 2023 Finance and Audit Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

No items.

REPORTS / ITEMS

4. Proposed 2023-2027 Five-Year Financial Plan Bylaw No. 5236, 2023, Amendment Bylaw No. 5262, 2023 and Proposed 2023 Phase 2 Capital Funding Report

C. Boy (Deputy Director, Financial Services) reviewed the questions provided in advance of the meeting by the Committee and discussed the responses provided by various District departments.

It was Moved and Seconded:

THAT the report regarding Proposed 2023-2027 Five-Year Financial Plan Bylaw No. 5236, 2023, Amendment Bylaw No. 5262, 2023 and Proposed 2023 Phase 2 Capital Funding Report be received for information.

CARRIED

5. PUBLIC QUESTIONS

There were no questions.

6. NEXT MEETING

Staff confirmed that the next Finance and Audit Committee meeting is scheduled for December 4, 2023 at 2 p.m. and held in-person in the Council Chamber at the Municipal Hall.

7. ADJOURNMENT

It was Moved and Seconded:

THAT the September 15, 2023 Finance and Audit Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:40 p.m.

Certified Correct:

Chair

Committee Clerk