

**DISTRICT OF SEHELDT**  
**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**  
**held via Zoom Online Meeting Platform**  
**Wednesday, February 10, 2021**

**PRESENT** Mayor D. Siegers; Councillors J. Kuester; T. Lamb; M. McLean; B. Rowe; E. Scott (Chair); A. Toth

**STAFF** Chief Administrative Officer A. Yeates; Director of Engineering and Operations K. Dhillon; Director of Planning and Development Services A. Allen; Director of Financial Services D. Douglas; IT Manager B. Ehlbeck; Manager of Financial Services B. Smith; Communications Manager J. Rogers; Human Resources Manager L. Roberts; Corporate Officer J. Frank; Chief Building Official J. Nyhus; Manager of Development Engineering and Sustainability M. Lee; Community Services Coordinator L. Clark (partial attendance); Arts, Culture and Communications Coordinator S. Smith (partial attendance) and Recording Secretary J. Chamberlain

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In accordance with the orders from the Provincial Health Officer regarding COVID-19, the February 10, 2021 Committee of the Whole meeting was conducted by electronic means.

**1. CALL TO ORDER AND DECLARATION OF CONFLICT**

Chair E. Scott called the Committee of the Whole Meeting to order at 3:00 pm and asked for any declarations of conflict.

**2. ADOPTION OF AGENDA**

**Recommendation No. 1**

**Moved/Seconded**

That the agenda be adopted.

**CARRIED**

**3. APPOINTMENTS AND DELEGATIONS**

None.

#### **4. NEW BUSINESS**

None.

#### **5. BUSINESS ITEMS**

##### **5.1 Departmental Operating Budget Overview and Budget Requests**

Councillor Lamb joined the meeting at 3:10pm.

##### General Fund

The Director of Financial Services provided an overview of the General Operating Fund. In discussion it was noted:

- The implementation of the organics program has been included in the Solid Waste line item, and will not have tax implication as its covered from fees and charges.
- Funding for an additional RCMP officer has been included in Police Services; however, the provincial and federal 2021 budget process for RCMP is still in process, it was recommended that the District of Sechelt mark in the budget for a 0.5FTE in 2021.
  - If the funds are not used, the funds would be transferred to Public Safety Reserve.

##### Corporate Services

The Corporate Officer provided an overview of the Corporate Services division 2021 work plan. In discussion it was noted that grant funds paid for some risk management-related contract services in 2020, resulting in the decrease in Contract Services for 2021.

##### Human Resources

The Human Resources Manager provided an operational overview of the Human Resources department. In discussion it was noted:

- Staff are requesting an Occupational Health and Safety Coordinator and Human Resources Assistant to be shared with the Chief Administrative Officer at this time.
  - If staff needed to choose one over the other, preference would be a Human Resources Assistant.
  - ORCA Health and Safety can provide preliminary consultant services in the interim.
- Professional Development and Dues increase is for staff retention such as leadership management training, personality training, team building workshops, etc.
- The Amortization line item should read 0, as it is included under Corporate Services.
- The Human Resources department has been significantly impacted by the challenges of the COVID-19 pandemic.

### Administration

The Director of Financial Services provided an operational overview of the Administration department.

### Communications, Arts & Culture, Council Support

The Communications Manager provided an operational overview of the Communications and Arts and Culture departments and Council Support. In discussion it was noted:

- Staff are requesting an Administrative Assistant to provide support to Communications, Arts and Culture and Community Services' departments and to provide Council Support.
- In hindsight of the COVID-19 pandemic, the website rebuild, with a focus on community engagement and communication, should have been included in the budget last year.
  - Staff are reviewing options that are more cost-efficient and would allow the interactive content to be built within the website, rather than a separate platform.
  - The website rebuild and Citizens App will be budget items within the Information Technology department.

### Mayor and Council

The Director of Financial Services provided an operational overview of the budget relating to Mayor and Council. In discussion it was noted:

- The increase to Salaries, Wages and Benefits is due to the additional cost change to the District's benefits plan.
- Council remuneration has not been reviewed for many years.
- The reduction in the Professional Development and Dues account line item is because some events are confirmed as virtual and travel is not needed, but adjustments will be made as event locations are confirmed throughout 2021..

### Financial Services Department

The Director of Financial Services provided an operational overview of the Financial Services department. In discussion it was noted:

- Staff are requesting an additional full time Accounts Payable/Payroll position and full time Procurement Officer.
- Contingency funds are for unplanned expenditures and are not specific to any one department.
- Council is looking to have the Development Cost Charges bylaw re-written.
- External payroll systems have not been considered and staff would need to prepare a business case on whether that option would be more cost efficient.

- It was suggested that staff consider staggering the requested full-time positions by making them part-time positions and re-evaluate the departmental needs in 2022.
- A report on Human Resources long-term planning will be coming forward to a future meeting.
  - It was requested that the report also include historical data for employee numbers, department sizes and growth and like-size community comparisons.

#### Information Technology Department

The Director of Financial Services provided an operational overview of the Information Technology department. It was additionally noted that staff are requesting an Applications and Systems Analyst to assist the IT Manager.

#### Non-Departmental

The Director of Financial Services provided an operational overview of Non-Departmental budget items. In discussion it was noted:

- For projects that receive grant funding in a re-imbursed manner after the project has begun, those re-imbursed funds are then put into the Non-Departmental area.
- For projects that receive grant funds up front, the funds must be identified and reported immediately upon receipt, regardless if the project has begun or not.
  - This process could cause an appeared financial discrepancy over year end reporting because grant funding could be received and reported on in one year, but expenses may not have been incurred that same year.
- It was suggested that the Contingency Fund outlined in the Finance budget may be better reported within the Non-Departmental budget.

#### Economic Development & Airport

The Director of Financial Services provided an operational overview of Economic Development and Airport. In discussion it was noted the balance of the Airport Reserve is approximately \$30,000.

The Director of Financial Services noted that future Committee of the Whole meetings will include budget presentations from RCMP, Library and Sunshine Coast Tourism. There will also be review of a human resources strategy, new one-time costs, new ongoing costs, capital, projects and reserve balances.

**Recommendation No. 2**

**Moved/Seconded**

That the report from the Director of Financial Services regarding General Operating Budget Review be received for information.

**CARRIED**

Mr. James Nyhus took a moment to introduce himself as the new Chief Building Official for the District of Sechelt.

**6. ADJOURNMENT**

**Recommendation No. 3**

**Moved/Seconded**

That the Committee of the Whole meeting of February 10, 2021 be adjourned at 4:48 pm.

**CARRIED**

Certified Correct:

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Eric Scott, Chair

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Jo-Anne Frank, Corporate Officer