

**MINUTES  
FINANCE AND GOVERNANCE STANDING COMMITTEE**

Held at Saanich Municipal Hall, Committee Room # 2  
770 Vernon Avenue

Monday, May 12, 2025, at 10 a.m.

**Present:** Councillor Susan Brice (Chair); Councillor Nathalie Chambers; Councillor Zac de Vries; Councillor Mena Westhaver; Mayor Dean Murdock (10:03 a.m.)

**Staff:** Brent Reems, CAO; Angila Bains, Director of Legislative and Protective Services/ Corporate Officer; Suzane Samborski, Director of Parks, Recreation and Community Services; Jennifer Lockhart, Senior Manager of Financial Services; Tiana Solares, Senior Manager of Recreation (10:10 a.m.); Karen Coates, Manager of Accounting Services; Daniela Murphy, Records and Information Services Manager; Bernard Tso, Senior Accountant; and Tara Judge, Executive Administrative Assistant to the CAO

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**MINUTES FOR ADOPTION**

**MOVED by Councillor de Vries and Seconded by Councillor Westhaver: "That the minutes of the Finance and Governance Standing Committee meeting held May 2, 2025, be adopted as circulated."**

**CARRIED**

**INFORMATION ACCESS, PRIVACY & RECORDS MANAGEMENT - 2024 REPORT**

A report from the Manager of Records and Information Services dated May 5, 2025, was presented. This included a review of staffing as well as the role and purpose of the division. A discussion of the education programs and awareness campaigns in place at the District for staff followed.

A review of the statistics related to Freedom of Information (FOI) requests and records destruction applications made in the past year as well as initiatives in progress as well as upcoming projects related to this division was reviewed.

**MOVED by Councillor Chambers and Seconded by Councillor Westhaver: "That the Finance and Governance Standing Committee receive the Information Access, Privacy & Records Management - 2024 Report for information and refer the report to Council for its consideration."**

**CARRIED**

**PARKS, RECREATION AND COMMUNITY SERVICES FEES AND CREDIT CARD SURCHARGE**

A memo from the Director of Parks, Recreation and Community Services (PRCS) dated May 5, 2025, was presented. The memo supplemented information from the Credit Card Fee Recovery Implementation report provided by the Director of Finance at the March 10, 2025, committee meeting, outlining potential impacts to PRCS' customers and processes.

A review of the booking registration process for registered recreation programs and camps, which is primarily conducted online and therefore only transacted via credit card payments, was discussed. This limits users' ability to choose alternative payment methods to avoid the associated transaction fee. Adding this additional fee to recreation programs is seen as a potential deterrent for the public. This concern is particularly relevant given that a 3% fee increase, approved by Council, is already set to take effect in September 2025, with another 3% increase in 2026.

Discussion related to the discontinuing the use of American Express (AMEX) credit card occurred.

Following the discussion the following motions were made:

**MOVED by Councillor de Vries and Seconded by Councillor Westhaver: "That**

- 1. the memo of the Director of Finance titled "Credit Card Fee Recovery Implementation", dated March 3, 2025, be received for information and referred to Council for its consideration.**
- 2. the memo of the Director of Parks, Recreation and Community Services titled "PRCS Fees and Credit Card Surcharge", dated May 5, 2025, be received for information and referred to Council for its consideration.**
- 3. the Finance and Governance Standing Committee recommend that Council direct staff to amend the Credit Card Payment Service Fee Bylaw, 2024, No. 10095 by adding a 2.4% service fee to all payments made by credit card, except for Recreation and Community Services Access Passes, registered programs and drop-in programs registration fees, effective May 1, 2026.**
- 4. the Finance and Governance Standing Committee recommend that Council direct staff to discontinue the acceptance of American Express (AMEX) credit cards as a payment source."**

**CARRIED**

## **2024 3RD TRIMESTER RESULTS REPORT**

A report from the Director of Finance with the 3<sup>rd</sup> Trimester Results for 2024 was reviewed (January 1 to December 31, 2024).

**MOVED by Councillor Chambers and Seconded by Councillor de Vries: “That the Finance and Governance Standing Committee receive the 3<sup>rd</sup> Trimester Report for 2024 from the Director of Finance for information and that the report be referred to Council for its consideration.”**

**CARRIED**

## **SAANICH COMMUNITY GRANTS PROGRAM POLICY AMENDMENT**

A report from the Director of Finance with the Saanich Community Grants Program Policy Amendment was reviewed.

**MOVED by Councillor Chambers and Seconded by Councillor Westhaver: “That the Finance and Governance Standing Committee recommend to Council that the amended Saanich Community Grants Program Council Policy be approved.”**

**CARRIED**

## **ADJOURNMENT**

The meeting adjourned at 10:55 a.m.

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Susan Brice, Chair

I hereby certify these Minutes are accurate.

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Tara Judge, Executive Assistant to the CAO