

Minutes of the **Committee of the Whole (Administration and Finance Committee - Budget) Meeting** of the **DISTRICT OF MISSION** held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on Wednesday, August 8, 2012 commencing at 2:35 p.m. and Thursday, August 9, 2012 commencing at 3:30 p.m.

Council Members Present: Mayor Ted Adlem
Councillor Dave Hensman
Councillor Jeff Jewell
Councillor Tony Luck
Councillor Jenny Stevens
Councillor Nelson Tilbury

Council Members Absent: Councillor Larry Nundal

Staff Members Present: Ken Bjorgaard, Chief Administrative Officer
Kelly Ridley, Deputy Director of Corporate Administration
Kris Boland, Acting Director of Finance
Kerri Onken, Deputy Treasurer/Collector
Scott Ross, Accounting Supervisor
Debi Decker, Administrative Assistant – Finance

Staff in attendance:
August 8, 2012

Mike Younie, Acting Deputy Director of Engineering
Sharon Fletcher, Director of Planning
Mike Rohde, Senior Building Inspector/License Inspector
Kim Allan, Director of Forest Management
Ian Fitzpatrick, Fire Chief
Matt Dunham, Operations Manager

August 9, 2012

Margie Laue, Manager of RCMP Administration
Inspector Richard Konarski, RCMP
Stephanie Key, Deputy Director of Parks, Recreation & Culture
Kerry Bysouth, Manager of Parks & Facilities
Stacey Crawford, Economic Development Officer

1. CALL TO ORDER

The meeting was called to order. Councillor Luck assumed the chair.

2. ADOPTION OF AGENDA

Moved by Mayor Adlem, seconded by Councillor Hensman, and

RESOLVED:

That the Committee of the Whole (Administration and Finance Committee - Budget) agenda for August 8 and 9, 2012, be adopted.

CARRIED

3. NEW BUSINESS

The Acting Director of Finance introduced Sharon Fletcher, Director of Planning and Mike Rohde, Senior Building Inspector/License Inspector as the first department presenters.

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Department Budget Presentations

Planning and Building – Sharon Fletcher, Director of Planning and Mike Rohde, Senior Building Inspector/License Inspector

The Director and Inspector presented their power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department initiatives/challenges.

Discussion ensued on the on-line building permit application process, and the possibility of submitting building drawings/plans on-line. Furthermore, the Committee discussed revenue projections for development applications and how best to estimate these numbers, the cost recovery for processing these applications, and if it's possible to find out what other municipalities are subsidizing.

Waste Management – Mike Younie, Acting Deputy Director of Engineering

The Acting Deputy Director of Engineering presented his power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department initiatives/challenges. He noted that his presentation also included environmental services, of which some services are funded through reserve funds.

Discussion ensued on the landfill and the lower reserve fund transfers that are being projected for the future. Increasing tipping and user fees and extending the life of the landfill cells versus trying to attract different consumers to bring their garbage to our landfill, and the ramifications of both was discussed.

The Committee supported the idea of receiving asbestos containing materials at the landfill provided there is a balance between the need to generate revenue and the need to save airspace. Should this strategy not work, other sources of revenue will be required including user rate and tipping fee increases.

Forestry – Kim Allan, Director of Forest Management

The Director of Forest Management presented his power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department initiatives/challenges.

Discussion ensued around the feasibility and development possibilities in the Tree Farm area, and staff advised that a majority of waterfront land is Crown Land.

Fire/Rescue Services – Ian Fitzpatrick, Fire Chief

The Fire Chief presented his power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department initiatives/challenges.

Discussion ensued around the Fireworks bylaw that is currently being updated and will be brought forward to Council this fall.

The Committee questioned the costs of the Computer Aid Dispatch system/program versus purchasing IPADs for all fire engines at a lower cost.

The Committee discussed the civic forfeiture process and cost recoveries for the District. The Fire Chief advised that an education session, put on by the provincial government, is being organized for the fire fighters and RCMP members that Council could attend. He noted that he will advise Council of the date of the education session once it has been set.

Councillor Tilbury left the meeting at 5:20 pm

Engineering and Public Works – Mike Younie, Acting Deputy Director of Engineering and Matt Dunham, Operations Manager

The Acting Deputy Director of Engineering presented his power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department initiatives/challenges.

Staff clarified that the budget numbers presented did not reflect the new organizational restructuring, but that the next Administration and Finance budget meeting would have the new restructuring reflected in the department budget numbers.

Discussion ensued around the joint transit system and the proposed fare increase. Staff advised that a report will be forthcoming regarding the proposed fare increase requesting Council approval.

The Committee discussed the taxi service that is provided for residents to take them to the West Coast Express station if they are travelling on one of the first two trains in the morning and requested that this topic be brought up at the next Mission Abbotsford Transit Committee meeting for discussion.

Discussion regarding pavement degradation, and specifically what recourse the District has when a large utility company digs up paved roads to install their cables or pipes?

Staff were directed to amend the bylaw to include a fee that utility companies would be required to pay prior to digging up paved municipal roads for their purposes.

The Committee asked questions related to the revitalization of the downtown core and the necessary capacity of sewer and storm pipes for this development. Staff advised that an engineering servicing plan will be part of the downtown revitalization plan.

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Presentation of 2013 Draft General Operating Budgets by Department

The Deputy Treasurer/Collector referred to her report dated August 8, 2012, referencing the budget details currently known in this budget process.

Discussion ensued around the new Campus of Care and the Health Centre portion that is a P3 project. It was questioned what the \$24M grant funds (Mission's portion for the Campus of Care) were used for and what Mission can expect for them. Staff

were requested to discuss these issues with our MLA and/or the Fraser Health Authority.

Discussion regarding the 2013 budget and the expectations Council has regarding the budget increase were held. Staff confirmed that the numbers presented are preliminary and that departments will be looking at their budgets for additional savings, with the overall outcome of developing a zero based 2013 budget.

The Chief Administrative Officer confirmed that staff needs the opportunity to implement the restructuring into the departmental budgets and to see what impacts these actions have on each departments' budgets. He noted that budgets require strategic thinking/planning as outcomes can affect the future, either positively or negatively.

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AUG 8/12

Moved by Mayor Adlem, seconded by Councillor Jewell, and

RESOLVED: That the meeting be recessed until Thursday, August 9, 2012, at 3:30 pm in the Conference Room.

CARRIED

The meeting recessed at 8:05 pm.

AF 12/059
AUG 9/12

Moved by Councillor Stevens, seconded by Mayor Adlem, and

RESOLVED: That the meeting be reconvened on Thursday, August 9, 2012 at 3:30 pm in the Conference Room

CARRIED

The meeting reconvened at 3:30 pm.

Councillor Hensman arrived at 3:45 pm.

Councillor Tilbury arrived at 4:05 pm.

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Department Budget Presentations

RCMP – Margie Laue, Manager of RCMP Administration

The Manager of RCMP Administration presented her power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department initiatives/challenges.

The Manager of RCMP Administration informed Council of the current mechanical state of the Crime Prevention vehicle that was donated to the District of Mission several years ago. A grant application to the Mounted Police Foundation will be submitted in August for replacement of the vehicle. If not successful with grant process and with deterioration of vehicle, a funding request for support will be provided to Council for their consideration for the 2014 budget.

Parks, Recreation & Culture – Stephanie Key, Deputy Director of Parks, Recreation & Culture and Kerry Bysouth, Manager of Parks and Facilities

The Deputy Director of Parks, Recreation & Culture presented her power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department challenges.

Discussion ensued on the programs available for youth and how well attended these programs are, including the youth lounge. Staff confirmed that summer is usually a slow time in the youth lounge, but attendance should pick-up in the fall. The Deputy Director confirmed that program coordinators work closely with other youth programs in the community and share/combine staff and resources for different youth activities.

Staff noted that the Parks Department has a limited budget to maintain the addition of street trees, due to new subdivision development, planted throughout the community each year.

Economic Development – Stacey Crawford, Economic Development Officer

The Economic Development Officer presented his power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department challenges.

Discussion ensued around the number of active resident and home-based businesses that have been in business in Mission longer than 10 years, and how to acknowledge and promote these businesses.

Councillor Luck left the meeting and Councillor Jewell assumed the chair at 6:30 pm.

Corporate Services – Kelly Ridley, Deputy Director of Corporate Administration

The Deputy Director of Corporate Administration presented her power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department initiatives/challenges.

Councillor Luck returned to the meeting and assumed the chair at 6:45 pm.

Discussion ensued on service levels and Council requested that the following service items be included for tracking:

- a) Special Meetings (including Committee of the Whole meetings)
- b) IT call outs – break-down into:
 - i. Regular business and troubleshooting
 - ii. RCMP and non-RCMP

A review of the upcoming “Dialogue with Council” event scheduled for October 4th ensued with the Committee requesting that staff stress the following when advertising the session:

- i. The informality of the meeting,
- ii. The topics scheduled for discussion, and

- iii. The general public can bring up any topic they would like to discuss.

Corporate Services - Finance and Other Fiscal Services – Kris Boland, Acting Director of Finance

The Acting Director of Finance presented his power point presentation detailing department services; department service levels; 2013 budget variance (over 2012 budget); department successes; and department initiatives/challenges.

Staff confirmed that information on the percentage of tax payers on the District's monthly prepayment will be included on the next Administration and Finance meeting.

4. ADJOURNMENT

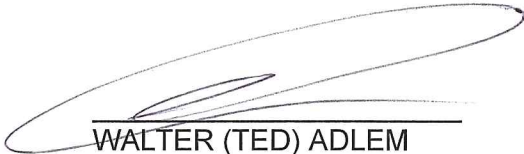
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Moved by Councillor Tilbury, seconded by Councillor Hensman, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:20 p.m.



WALTER (TED) ADLEM
MAYOR



PAUL GIPPS
DEPUTY CHIEF ADMINISTRATIVE OFFICER