

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 Thursday, January 19, 2012 commencing at 3:00 p.m.

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

Staff Members Present: Glen Robertson, Chief Administrative Officer
Ken Bjorgaard, Director of Finance
Kris Boland, Deputy Director of Finance
Kerri Onken, Deputy Treasurer/Collector
Debi Decker, Administrative Assistant - Finance

1. CALL TO ORDER

The meeting was called to order.

2. ADOPTION OF AGENDA

Moved by Councillor Stevens, seconded by Councillor Nundal, and

RESOLVED:

1. That the following items be added to this agenda under "New Business"
 - a) Budget Impact of Increase to Automobile Allowance
 - b) Proposed Fraser Valley Regional Library Budget 2012
2. That the Administration and Finance meeting schedule report be deferred until after the closed portion of this meeting; and
3. That the January 19, 2012, Administration and Finance committee agenda be adopted as amended.

CARRIED

3. NEW BUSINESS

Status of 2012 Budget

A report dated January 10, 2012, from the Director of Finance regarding the status of the 2012 budget was provided for the committee's discussion, and the Director highlighted areas of his report.

A&F 12/001
JAN 19/12

A&F 12/002
JAN 19/12

Staff responded to questions by stating that the Municipal Insurance Association (MIA) insurance deductible was raised a number of years ago because of premium savings. As the lower deductible is not a large savings now, staff are recommending to lower the amount of the insurance deductible.

The Director pointed out that the summary of operating spending packages notes requests submitted by departments and requests that originated from the previous Council.

It was clarified that none of the submitted operating spending packages were included in the budget numbers presented. It was agreed that Council would come back to discuss the spending packages after the closed portion of the meeting.

A&F 12/003
JAN 19/12

2012 New Fee-for-Service Applications

A report dated January 12, 2012, from the Deputy Director of Corporate Administration regarding new applications received for fee-for-service grants was provided for the committee's consideration.

The Director of Finance clarified that the motion at the budget meeting held on December 8, 2011, approved paying the 2012 base amount to the existing fee for service organizations. This report was detailing new fee-for-service grant applicants and one current organization was requesting additional funding.

The committee discussed the issue and it was:

Moved by Councillor Stevens, seconded by Councillor Hensman, and

RECOMMENDED:

1. That staff advise the organizations applying for a new or an additional 2012 fee-for-service grant that their applications will be deferred to early fall of 2012, when an overall review will be conducted of all fee-for-service grants for the 2013 budget;
2. That the organizations are to be advised to apply for other District of Mission municipal grants prior to the March deadline; and
3. That the organizations be advised to explore alternate funding as well.

CARRIED

A&F 12/004
JAN 19/12

Mission District Historical Society

A report dated January 17, 2012, from the Deputy Director of Corporate Administration regarding the Mission District Historical Society's request for additional funding was provided for the committee's consideration.

The committee agreed that the Mission District Historical Society is part of the fee-for-service grant recommendations above.

A&F 12/005
JAN 19/12

Utility Billing Update

A report dated January 12, 2012, from the Deputy Treasurer/Collector regarding an update to the utility billing process was provided for the committee's consideration.

The Director of Finance advised that initial discussions regarding removing the utility billings off the tax notice were due to potential water meter installations, and that staff would like direction from Council.

The committee discussed the issue and it was:

Moved by Councillor Hensman, seconded by Councillor Jewell, and

RECOMMENDED: That the utilities billing portion be made more visible or separated on the tax notice.

CARRIED

A&F 12/006
JAN 19/12

Abbotsford/Mission Water & Sewer Commission (WSC) Stipends

A report dated December 1, 2011, from the Director of Finance regarding stipends for the Abbotsford/Mission Water & Sewer Commission members was provided for the committee's consideration.

The committee discussed the issue and it was:

Moved by Councillor Stevens, seconded by Councillor Nundal, and

RECOMMENDED: That stipends are no longer to be paid to Water & Sewer Commission members for attending Water & Sewer Commission meetings.

CARRIED

A&F 12/007
JAN 19/12

Delegations before Administration and Finance Committee Meetings

A report dated December 1, 2011, from the Deputy Director of Corporate Administration regarding the Council Procedure's Bylaw and Committee of the Whole Administration and Finance Committee meetings was provided for the committee's consideration.

The committee discussed the issue and it was:

Moved by Councillor Stevens, seconded by Councillor Jewell, and

RECOMMENDED: That the Council Procedures Bylaw #3694-2004, be amended, by Council selecting Option 1 as follows:

Option 1: Unless the Mayor or two-thirds of the Council otherwise directs at the commencement of a meeting, the business of the Council for an Administration and Finance Committee meeting shall proceed in the following order:

- New Business
- Other Business
- Adjournment

CARRIED

A&F 12/008
JAN 19/12

Clarification Regarding Follow-up Meetings with RCMP and Forestry

A report dated January 10, 2012, from the Administrative Assistant requesting clarification regarding follow-up meetings with RCMP and Forestry was provided for the committee's consideration.

Staff clarified that this was a follow-up item from the previous Council.

The committee discussed the issue and it was agreed that meetings with the RCMP and/or Forestry are not required at this time.

A&F 12/009
JAN 19/12

Budget Impact of Increase to Automobile Allowance

A report dated January 17, 2012, from the Deputy Treasurer/Collector regarding confirming the automobile allowance set by the Canada Revenue Agency was provided for the committee's information.

A&F 12/010
JAN 19/12

Proposed Fraser Valley Regional Library Budget 2012

A report presented at the January 18, 2012, Fraser Valley Regional Library Board (FVRL) meeting by the library's Director of Corporate Services regarding the FVRL 2012 budget was provided for the committee's discussion.

Discussion ensued around the Fraser Valley Regional Library's budget for 2012 and it was agreed that Council respectfully declines the FVRL's delegation request for Monday, February 27, 2012.

4. RESOLUTION TO EXCLUDE PUBLIC

A&F 12/011
JAN 19/12

Moved by Mayor Adlem, seconded by Councillor Hensman, and

RESOLVED: That, pursuant to Sections 90 and 92 of the *Community Charter*, this Administration and Finance Committee budget meeting be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(c) of the *Community Charter* – labour relations or other employee relations;
- Section 90(1)(k) of the *Community Charter* – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- Section 90(2)(b) of the *Community Charter* – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED

5. RECESS TO CLOSED COMMITTEE MEETING

A&F 12/012
JAN 19/12

Moved by Councillor Nundal, seconded by Councillor Jewell, and

RESOLVED: That the Administration and Finance Committee meeting be recessed.

CARRIED

The meeting recessed at 5:00 p.m.

6. RECONVENE TO OPEN COMMITTEE MEETING

A&F 12/013
JAN 19/12

Moved by Councillor Stevens, seconded by Councillor Nelson, and

RESOLVED: That the Administrative and Finance Committee meeting be reconvened.

CARRIED

The meeting reconvened at 8:50 p.m.

A&F 12/014
JAN 19/12

Summary of Operating Spending Packages

Discussion ensued around the operating spending packages that were presented for Council's consideration and it was:

Moved by Councillor Nundal, seconded by Councillor Tilbury, and

RECOMMENDED:

1. That the second assistant fire chief position not be approved; and
2. That staff are instructed to remove this position from the departmental organizational chart.

CARRIED

A&F 12/015
JAN 19/12

Moved by Mayor Adlem, seconded by Councillor Tilbury, and

RECOMMENDED:

That the following operating spending packages be approved:

- a) \$2,500 for the Back to Health ... for Good 2013 Event – approved for the 2013 budget,
- b) \$3,145 for the enhanced staffing for youth activities in the youth lounge located within the Leisure Centre, and
- c) \$1,400 for the annual maintenance contract for the Express Check-out at the Mission Community Library.

CARRIED

A&F 12/016
JAN 19/12

Moved by Councillor Tilbury, seconded by Councillor Jewell, and

RECOMMENDED:

That staff be directed to bring detailed reports back to Council on the following operating spending packages:

- a) Additional transit hours for a bus stop at the Senior's Activity Centre – provide a means and report that makes this budget initiative budget neutral,
- b) Asset Management Technologist – this position to be reviewed after the core services review and to include whether any capital recovery funds are available to pay for this position, and
- c) Snow plowing and sanding – provide a report to show spending history.

CARRIED

A&F 12/017
JAN 19/12

Administration and Finance Committee – Budget Meeting Dates

A report dated January 10, 2012, from the Administrative Assistant regarding confirming budget meeting dates was provided for the committee's discussion.

The committee discussed possible meeting dates and it was:

Moved by Councillor Tilbury, seconded by Councillor Jewell, and

RECOMMENDED: That the following 2012 budget meeting dates and times be approved:

- 1) Monday, February 20, 2012 – Administration and Finance Committee Meeting commencing around 2:00 pm
- 2) Monday, February 27, 2012 – Administration and Finance Committee Meeting commencing at 2:00 pm
- 3) Thursday, March 15, 2012 – Public Budget Consultation Meeting commencing at 6:30 pm.

CARRIED

7. ADJOURNMENT

A&F 12/018
JAN 19/12

Moved by Councillor Tilbury, seconded by Councillor Jewell, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 9:20 p.m.



TED ADLEM
MAYOR



PAUL GIPPS
DEPUTY CHIEF ADMINISTRATIVE OFFICER