

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 Monday, July 16, 2012 commencing at 2:00 p.m.

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

Council Members Absent: Councillor Tony Luck
Councillor Nelson Tilbury

Staff Members Present: Ken Bjorgaard, Chief Administrative Officer
Paul Gipps, Deputy Chief Administrative Officer
Kris Boland, Acting Director of Finance
Kerri Onken, Deputy Treasurer/Collector
Debi Decker, Administrative Assistant – Finance

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by Councillor Hensman, seconded by Councillor Jewell, and

RESOLVED:
That the July 16, 2012, Administration and Finance Committee agenda be adopted.

CARRIED

3. NEW BUSINESS

Draft Minutes – Committee of the Whole (Administration and Finance Committee) held on June 21, 2012

The draft minutes from the Committee of the Whole (Administration and Finance Committee) held on June 21, 2012, were provided for the committee's information.

AF 12/050
JULY 16/12

AF 12/051
JULY 16/12

AF 12/052
JULY 16/12

Follow-up to Strategic Direction for the 2013 Provisional Budget

A report dated July 16, 2012, from the Acting Director of Finance was provided for the committee's review.

The Acting Director of Finance reviewed his report, highlighting the following points:

- the general fund budget summary has been rearranged to separate out budget items that will have an impact on the 2013 budget and those that are still under consideration and/or further information is to be provided;
- this listing is prior to the detailed budget compilation from the departments, and does not include any spending packages, etc.;
- new construction revenue is still a bit of a challenge to pinpoint what the final amount will be. Staff are using \$300,000 as having an impact on the budget, and are showing an additional \$60,000 in the area that is still under consideration; and
- staff are showing a 2.65% budget increase for those items that will have an impact on the 2013 budget and an additional list totaling 3.93% for those budget items that are under consideration.

Discussion ensued around the new construction revenue and BC Assessment Authority's deadlines. Staff confirmed that new construction values are assessed as of October 31st of each year to be considered as new construction revenue for the following year. If a building is not completed by October 31st of one year, the additional assessment the following year will be included in the new construction revenue for the year after. The Deputy Treasurer/Collector confirmed that in terms of subdivisions, once a property is registered at Land Title, whether it has a building or bare land, it is considered as new construction.

The following topics regarding the budget were discussed:

- recommendations from the Core Services Review that could result in an operating budget impact;
- infrastructure funding has been underfunded in the past;
- some priority spending needs to happen as under-spending in certain areas can be costly in later years;
- the difference in CPI (consumer price index) inflationary items for municipalities versus consumers and the different inflation rate outcomes;
- Council waiving their remuneration increase for the term of their office; and
- Municipal service levels - are we funding services we don't need, not funding other services enough, and what about outsourcing services?

AF 12/053
JULY 16/12

Balance of General Operating Fund Contingency

A report dated July 16, 2012, from the Deputy Treasurer/Collector was provided for the committee's review.

Discussion ensued around having a \$1,000 (or so) "float" each year that the Mayor can approve the spending of smaller amounts without Council approval, to be brought up when budget discussions resume.

4. ADJOURNMENT

AF 12/054
JULY 16/12

Moved by Councillor Stevens, seconded by Councillor Jewell, and
RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 2:40 p.m.



WALTER (TED) ADLEM
MAYOR



PAUL GIPPS
DEPUTY CHIEF ADMINISTRATIVE OFFICER