Minutes of the Freestanding Committee of the Whole (Corporate Services Committee - Budget) meeting of the DISTRICT OF MISSION held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on February 11, 2015 commencing at 2:10 p.m.

Committee Members Present: Mayor Randy Hawes (arrived at 2:12 pm)  
Councillor Pam Alexis (arrived at 2:08 pm)  
Councillor Carol Hamilton  
Councillor Jim Hinds  
Councillor Rhett Nicholson  
Councillor Jenny Stevens

Committee Members Absent: Councillor Danny Plecas

Staff Members Present: Ken Bjorgaard, Chief Administrative Officer  
*Kathryn Bekkering, Manager of Human Resources  
Kris Boland, Manager of Finance  
*Michael Boronowski, Manager of Civic Engagement and Community Initiatives  
Inspector De Jager, Mission RCMP Detachment  
*Matt Dunham, Operations Manager  
Stephanie Key, Deputy Director of Parks, Recreation & Culture  
Chris Knowles, Acting Manager of RCMP Administration  
Tracy Kyle, Director of Engineering & Public Works  
Kerri Onken, Deputy Treasurer/Collector  
Tina Penney, Acting Manager of Corporate Administration  
*Scott Ross, Manager of Accounting Services  
Maureen Sinclair, Director of Parks, Recreation & Culture  
Chief Watkinson, Mission Fire/Rescue Service  
Debi Decker, Administrative Assistant  
Brandi Cowell, Corporate Services  
*Present for a portion of the meeting

Members of the Public: 0

Members of the Press: 0

1. CALL TO ORDER

The meeting was called to order by acting Mayor Alexis.

2. ADOPTION OF AGENDA

Moved by Councillor Hinds, seconded by Councillor Stevens, and

RESOLVED:
That the February 11, 2015 Corporate Services Committee (Budget) agenda be adopted.

CARRIED
3. CORPORATE SERVICES

Tax Rates and Ratios

A report dated February 11, 2015 from the Deputy Treasurer/Collector regarding the financial plan bylaw objectives and policies was provided for the committee’s discussion.

This report provided Council with the financial plan bylaw objectives and policies regarding the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter, the distribution of property taxes among the property classes; and the use of permissive tax exemptions.

After discussion on some possible wording inclusions in the policy sections on Council’s interest in expanding Mission’s industrial base and including the Downtown Incentive Revitalization Program, the committee AGREED to bring the Financial Plan Bylaw objectives and policies to the February 23, 2015 Freestanding Committee of the Whole (Corporate Services Committee – Budget) meeting for additional discussion.

Shaw Pit Royalties

A report dated February 11, 2015 from the Manager of Finance to review the previous direction from Council regarding which reserve fund to deposit the royalties from Shaw Pit aggregate extraction was provided for the committee’s discussion and consideration.

The committee discussed another District property located within the tree farm that has the potential of aggregate extraction. Staff were directed to provide information to Council on the potential value of this land in terms of aggregate.

The committee discussed the issue and it was:

Moved by Mayor Hawes, and

RECOMMENDED: That notwithstanding motion #C2013/351 as adopted at the Closed Council meeting held on December 16, 2013, effective immediately:

a) That the first $10,000 of royalties earned from the Shaw Pit Aggregate Extraction and Processing Agreement be deposited to the Financial Stabilization Reserve Fund; and

b) That all remaining royalties earned from the Shaw Pit Aggregate Extraction and Processing Agreement be deposited to the Major Capital Reserve Fund.

CARRIED

2015 General Operating Fund Draft Budget Status

A report dated February 11, 2015 from the Deputy Treasurer/Collector provided an overview of the status of the 2015 Draft Operating budget for the general operating fund for the committee’s discussion.

Staff advised that this was a “living” document and that as the committee made budget decisions, the impact on the overall budget could be provided.
Council Attendance at Conferences

A report dated February 11, 2015 from the Deputy Treasurer/Collector regarding the Council Attendance at Conferences Policy and budget was provided for the committee's discussion and consideration.

After a discussion on the types of conferences, who should attend which conference and how often, the committee AGREED to bring this topic back to the February 23, 2015 Freestanding Committee of the Whole (Corporate Services Committee – Budget) meeting for additional discussion.

It was AGREED that whenever a Council member attends a conference, he or she would provide conference details to the Council member(s) unable to attend.

2015 Snow Removal Budget

A report dated February 11, 2015 from the Deputy Treasurer/Collector regarding the District's snow removal budget and background history was provided for the committee's discussion.

Discussion ensued on the historical costs of snow removal, how weather is unpredictable including the amount of snow fall in any given year. Staff informed the committee that sand, salt and brine mixture are part of the snow removal budget, and that for five months each year, the District provides an “Ice Patrol” to brine roads when the temperature dips below 2°C.

Discussion continued on how the budget is for a calendar year, with a potential for two different snow seasons, January to March and then again November and December. If the snow budget is used up during the beginning of the year, and there is a snow fall at the end of the year, the year-end snow removal costs would then create a budget shortfall.

Spending Packages for 2015 Draft General Fund Operating Budget

A report dated February 11, 2015 from the Deputy Treasurer/Collector regarding the list of operating spending packages submitted by departments for the possible inclusion to the 2015 draft operating budget, was provided for the committee's discussion and consideration.

Department Heads and Managers provided the committee with a brief description of each of their spending packages, and were available to answer any questions the committee had.

The following spending packages were addressed:

Tax and Utility Billing – Staffing part-time – The Deputy Treasurer/Collector advised that the Finance Department has peak demand times during the year, tax season (May to July); summer vacation months (July & August); and when the quarterly ICI (industrial, commercial, institutional) and annual residential water meter invoices are produced and mailed out. This new position would assist the regular staff performing the everyday duties (answering phone calls, emails, processing payments) while the current staff would perform the more complex issues.

It was confirmed that if Council intents to have staff investigate secondary suites and double billing, this would have an adverse impact on Finance staff as the billing codes for those residents would need to be changed so that the correct billing will be printed on the property tax notice.
The committee questioned whether or not some of staff’s time could be charged out to the utilities account, rather than from the general operating account, thereby not charging taxpayers, who are not hooked up to municipal water and/or sewer, for this staff person’s time while they are working on utility billing.

**Purchasing – part-time staffing** – the Manager of Finance advised that the Purchasing Department manages the District’s stores inventory, helps other departments with administering Request for Proposals (RFP), Tenders, during competitive bidding, etc. He advised that a few years ago there were three positions in Purchasing, and that this part-time person would assist more in the stores’ inventory management side.

Discussion ensued on whether any of staff’s time could be charged out to the utilities account rather than from the general operating account. Staff advised that there is an admin recovery fee policy whereby a percentage of general administration is charged back to the utilities.

It was AGREED that staff would provide the committee with a report and a copy of the General Administration and Engineering Cost Recoveries Policy FIN.38 at the February 23, 2015 Freestanding Committee of the Whole (Corporate Services Committee – Budget) meeting.

**Recreation Youth Worker – part-time staffing** – Deputy Director of Parks, Recreation and Culture advised that youth services is a challenge at the Leisure Centre and that this additional resource would allow the hours to the youth lounge to be extended and to double-up on the staff. As the bulk of youth are in the 13 – 16 age group it would be beneficial to have two staff members on at the same time to ensure that a variety of activities can be managed. High schools are let out at 2:50 pm and some of the youth come straight from school but have to wait until the lounge opens at 3:30 pm. These extra resources will allow the opening of the youth lounge to more closely coincide with the time the schools let out.

Staff confirmed that they do work with other agencies and apply for grants to provide additional opportunities for our youth, but that these funds would provide stability on an ongoing basis.

Staff also confirmed that a grant to start a “TAG Program” for “tweens” who are too young for the youth lounge, but feel they are too old for CLUB KIDS had been received. This would be for more structured programming rather than “hanging out” at the youth lounge.

**Parks – Full-time staffing** – Director of Parks, Recreation and Culture advised that a full-time position for the parks area was needed to assist the current staff as this section works seven days a week. As more development occurs in the municipality, there are more trees to prune, more snow clearing, and vandalism in parks seems to be increasing. In addition, staff respond to community concerns and complaints and it would be beneficial to have another person to assist with these community requests.

**Municipal Partnership Fee for Service Grant** – Staff confirmed that the 2015 grants had already been awarded and that the funds had been sent out to the organizations. It was confirmed that the spending package requests were for the three organizations requesting additional funds, over and above the 2015 approved amounts.

Discussion ensued on the application and reporting forms and the committee AGREED that they would like to create a Task Force to revisit the forms for the 2016 intake of grant applications.
It was AGREED that representatives from each of the following organizations: District of Mission Arts Council, Mission Adopt-a-Block, and Lifetime Learning Society, be contacted and requested to attend the February 23, 2015 Freestanding Committee of the Whole (Corporate Services – Budget) Meeting to speak to their request for additional Municipal Partnership Fee-for-Service grant funds, and to answer Council’s questions.

**Employee Identification** – Manager of Human Resources requested one-time and ongoing funding to create staff photo identification profiles and maintain a photo library in one controlled central location for District employees.

It was AGREED that the spending package request for employee identification would be removed.

**Health and Safety Officer – part-time staffing** – Manager of Human Resources advised that health and safety is a part of the human resources duties and that it is one of the more important functions of this job. It was noted that WorksafeBC has a program whereby if the District qualifies, a 15% rebate on WorksafeBC premiums (approximately $47,000 per year) could be realized.

It was AGREED that the spending package request for a part-time Health and Safety Officer could be removed if the Assistant Fire Chief position was considered.

**Increase hours for part-time human resources staffing** – Manager of Human Resources advised that currently there are two full-time and one half-time person working in human resources, and that by adding additional hours to the half-time person, it would help alleviate the increase in the workload. This position would also be the admin support person for the health and safety program.

**Corporate Services Administrative – part-time staffing** – The Chief Administrative Officer advised that this spending package was originally envisioned for project work that has fallen behind and for vacation relief. He explained that it was decided to fill the current vacancies and then revisit this position once the department is up to its full complement.

It was AGREED that the spending package request for Corporate Services Administrative part-time staffing would be removed.

**Manager of Environmental Services – full-time staffing** - Director of Engineering and Public Works advised that this manager position was removed in 2012 and staff are requesting to have it reinstated. This position would be responsible for Minnie’s Pit, (the District landfill), a valuable asset within Mission, which requires regulatory compliance and monitoring reports to be completed and submitted. An Environmental Charter was approved shortly before this position was eliminated and very little work on this Charter has been completed. Environmental regulations are continually being updated, and the District would benefit by having a staff member be a part of the regulatory change discussions.

**RCMP Disclosure Clerk and RCMP Assistant Property Control Clerk – part-time staffing** – Acting Manager of RCMP Administration advised that the support services or civilian side of the RCMP have two spending packages for additional staffing resources. One request is in the exhibits section, which supports the police members and needs to be staffed seven days a week. The other request is in the general investigation section, which is a conduit from the RCMP and Crown Council, as all evidence and chain of evidence must be provided in a timely manner. Both of these areas require additional resources for an additional one day per week.
RCMP General Duty Policing Resources – Inspector De Jager advised that the request for the three general duty policing resources had not changed from the discussions at the January 20, 2015 budget meeting, and that once the funding request was approved by Council, the process to fill the member positions could be started. He noted that this process could take up to 90 days, if a member needs to relocate.

3% increase – Legal Reserve Fund, Information Systems Reserve Fund, and Insurance Reserve Fund – Manager of Finance advised that these three reserve fund increases were requested to meet minimum and optimal reserve balances.

Excess development revenue transferred to reserves – Manager of Finance advised that as development is cyclical, the District chose to rely on a base amount of development revenue to fund ongoing projects. If a higher revenue development year came along, the extra funds were transferred into a reserve account. Recently, during a higher revenue development year, the full revenue amount was included in the operating budget. This caused a potential risk, as that development revenue amount (or more) would need to be received each year to cover the ongoing budget. Staff are suggesting that we revert back to using the base amount of $750,000 for budgeting purposes, and that the difference (between the base amount and the higher revenue amount) of $38,285 be included as a budget line item as a transfer to reserves.

Discussion ensued on the risks of deferring for one year, the excess development, the admin fee revenue to reserves, and the increase to capital reserve for infrastructure renewal budget items.

It was AGREED that the excess development transferred to reserves, the excess admin fee revenue transferred to capital reserve and the increase to capital reserve for infrastructure renewal spending package requests would be deferred for one year.

Assistant Fire Chief and Fire Department Training – The Fire Chief advised that fire training is a top priority for the Fire Department, and that from Council’s request to provide public education, a spending package for a broader position, Assistant Fire Chief, was submitted.

Discussion ensued on the possibility of the Assistant Fire Chief position performing the “hands-on” health and safety functions, and the need for health and safety admin support resources.

Manager Land Development & Property Management - staff clarified that this position was originally approved in 2014, and that after discussions with Council, this position would be deferred until additional information could be provided.

Discussion ensued around the budget timelines and public budget consultation meeting that is scheduled in March. Staff confirmed that 2014 budget presentation material would be provided for the committee at the February 23, 2015 Freestanding Committee of the Whole (Corporate Services Committee - Budget) meeting for the committee’s comments and direction.
4. ADJOURNMENT

Moved by Councillor Hinds, seconded by Councillor Alexis, and
RESOLVED: That the meeting be adjourned.
CARRIED

The meeting was adjourned at 5:00 p.m.

RANDY HAWES
MAYOR

TINA PENNEY
ACTING CORPORATE OFFICER