

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 **Monday, February 23, 2015** commencing at **2:00 p.m.**

Committee Members Present: Mayor Randy Hawes  
Councillor Pam Alexis  
Councillor Carol Hamilton  
Councillor Jim Hinds  
Councillor Rhett Nicholson  
Councillor Danny Plecas  
Councillor Jenny Stevens

Staff Members Present: Glen Robertson, Interim Chief Administrative Officer  
\*Kathryn Bekkering, Manager of Human Resources  
Kris Boland, Manager of Finance  
Michael Boronowski, Manager of Civic Engagement and  
Community Initiatives  
Tracy Kyle, Director of Engineering & Public Works  
Maureen Sinclair, Director of Parks, Recreation & Culture  
Kerri Onken, Deputy Treasurer/Collector  
Tina Penney, Acting Manager of Corporate Administration  
\*Scott Ross, Manager of Accounting Services  
Brandi Cowell, Corporate Services  
Debi Decker, Administrative Assistant  
\*Present for a portion of the meeting

Members of the Public: 28

Members of the Press: 0

## 1. CALL TO ORDER

The meeting was called to order.

## 2. ADOPTION OF AGENDA

COW15/025  
FEB 23/15

Moved by Councillor Hinds, seconded by Councillor Plecas, and

RESOLVED:

1. That the following items be added to this agenda:
  - a) 3 (g) Health and Safety Officer Spending Package Request
  - b) 3 (h) Council Visioning Session
2. That the February 23, 2015 Corporate Services Committee agenda be adopted as amended.

CARRIED

### 3. CORPORATE SERVICES

COW 15/026  
FEB 23/15

#### **Municipal Partnership Fee-for-Service Organization Presentations**

As previously requested by the committee, the following Municipal Partnership Fee-for-Service recipient organizations gave a presentation on their organizations.

Nancy Arcand, from the Mission Arts Council, highlighted the following areas in the presentation to the committee:

- Who the Mission Arts Council is – a non-profit organization operated by a group of Directors, staff and volunteers.
- Years of Arts Achievement – provided 43 years of programs, services and events for the community.
- Services:
  - Rock Family Gallery – average annual visitation is 5,000; 16 annual exhibitions; and used as a venue to local art and business groups
  - Arts Classes and Workshops – 50 students participated in 2014 (subsidized by the Municipal Partnership Fee-for-Service [MPFFS] grant)
  - MYAC (Mission Youth Art Council) – Formed in 2011 for youth aged 13 – 24 to promote youth activities in the community
  - Youth Arts Festival – 65 youth artists showcased their talents in visual art, spoken word, song, dance, instrumental accomplishments, etc. during a free community event held during BC Youth Week in May at the Clarke Theatre
  - ArtEscapes – A children focused art gallery show held in April showcasing works from elementary schools
  - Fraser Valley Children’s Festival – Free admission in 2014 attracted 3,200 visitors (supported by the Municipal Grant in Aid) in partnership groups such as: Early Childhood Development Commission, Mission Library, Mission Community Services, Mission Artists Association, to name just a few.
  - Camp MAC – art classes held during spring break (73 children) and in July and August (395 children)
  - Haunted Attraction – started in 2012 in the Arts Council building as a fundraiser and opportunity for students to participate as actors, make-up artists, stage hands, set design, construction, etc. Attraction moved to the Mission Raceway in 2014 and grew into the Haunted Attraction with more than 1,500 guests attending.
  - Christmas Craft Market – 5,000 visitors attended with 120 local, regional and provincial crafters and artisans in 2014
  - Envision Twilight Art in the Park – in partnership with Envision Twilight Summer Concert Series, provides an venue for evening Art Markets
  - Student Bursaries – provides 3 student bursaries in visual and performing arts
- Membership – 160 paid voting members.
- Rationale for Additional Funding Request – currently 1 full-time at 37.5 hours per week and an administrative assistant working 20 hours per month. The Doris Paterson endowment will provide \$12,550 per year (in perpetuity) to hire an administrative person to help the organization move forward and the request is for the District to match the funds to ensure a full-time administrative assistant position.

Councillor Hinds declared a conflict of interest under Section 100(2)(b) of the *Community Charter*, on the grounds that his wife is a member of the Mission Arts Council and he is on the Christmas Craft Fair Committee, and left the meeting at 2:17 pm.

Discussion ensued on the recent fundraising event, various grant programs available and volunteer opportunities with the Arts Council.

Councillor Hinds returned to the meeting at 2:24 pm.

Diana Muntigl from the Lifetime Learning Society spoke to the committee highlighting the following topics:

- Lifetime Learning Centre started 29 years ago based out of the Fraser Valley College and then as a self-entity when funding was cut.
- The Lifetime Learning Centre has a general interest section, a health and wellness section and an oral history section.
- Currently renting space from Mission School District (the old Fraserview Elementary School) and this is working to our advantage.
- Linking Hands with the Generations, an incredible intergenerational mentorship program has been greatly received.
- Volunteers with professional backgrounds assist with programming and the Centre has provided practicum opportunities with the University, and work reassessment programs. Over 7,000 of volunteer hours were provided in 2014.
- The Society participates in all community events, providing information on the Society. Numerous fundraising events are scheduled throughout the year, grants are applied for, and the drop-in and program rates have not increased in 15 years.
- The Centre provides twice as many programs today than five years ago. This equals to 10,000 program hours, not including wellness program hours which had 250 therapeutic classes.
- Programs:
  - Mission Ambassadors – to be available at the various retirement homes and community events to provide information on Mission and the Society
  - Nordic Walking Group – walking with Nordic poles to provide added benefit to walking
  - Various fitness groups - for different fitness levels and abilities
  - Learn a language courses - to help stimulate your mind
  - Travel talks – presentations on various travel experiences
  - Day trips – guides provided on the trip and is partnered with the “Busy Bus”
- Programs can be partnered with other groups, such as the Nordic Walking and Osteoporosis Canada, are unique and not duplicated with other organizations.
- Programs are taught/provided by members for free or a small honorarium.
- The Society produces a newsletter twice a month and the website receives 6,000 hits per month with requests about the community as well as available programs.
- The Society has 200 annual paid members, and growing each year.

Discussion ensued on past and current funding levels for this organization and that this funding increase is to bring the grant total up to previous year levels.

Kirsten Parsons from Mission Adopt-A-Block provided a presentation to the committee highlighting the following:

- Mission Adopt-A-Block provides volunteer opportunities to local citizens
- Assists in creating a cleaner, safer community
- Provides fundraising opportunities to other non-profit groups who are selected during two clean-up opportunities each year (spring and fall). These groups are paid (as a fundraiser) to participate in a clean-up.
- Community Programs:
  - St Patty's Day Pick and Pub – groups or individuals come out on St Patrick Day to clean an area around town, and then enjoy a lunch at a local restaurant.
  - Earth Day event – all members are invited to a picnic lunch at Heritage Park.
  - Great Canadian Shoreline Clean-up – takes place the first Pro D Day in September and is supported by school kids and community members.
  - BC Rivers Day – at Mission Harbour, in conjunction with other organizations, to help clean-up the Fraser River.
  - Junior Bug Club (JBC) – 688 members aged 2 to 12 years old receive kits with all their supplies. Special “thank-you” parties, such as the Hallowe'en Party at Save-on Foods with pumpkin carving and cookie decorating, are provided to the JBC members.
- Education Programs:
  - Love Where You Live photo contest for youth aged 12 to 18. Pictures are submitted that show pride in your community, with cash prizes awarded.
  - School Litter Audits – students collect litter from the school grounds then it is put on display and the science and behaviour of litter is discussed.
- Community Participation – try to provide interactive displays all community events to draw people into our booth and sign-up new volunteers.
- Memberships:
  - 208 individuals from 144 households,
  - 1 trail adoption,
  - 2 creek adoptions,
  - 164 block adoptions,
  - 4 park adoptions,
  - 27 registered group adoptions with 91 volunteers, and
  - 668 Junior Bug Club members
- Amount of litter collected and removed in 2014 totals 27,654 pounds. (this does not include JBC kids or the Stave Lake Clean-up which resulted in over 70,000 pounds in 2 days).
- Reaching new/current members by advertising, bi-annual newsletters, special events, email updates, street signage, social media - website and facebook.

- Funding is used towards staffing, equipment, advertising, and clean-up costs. Due in part to the consistent growth over the past four years, additional funds would be used towards staffing resources and equipment.
- Recipient of a Community Service Award and Business Excellence Award – Community Builder in 2014.

K. Parsons explained that all volunteers receive a safety orientation when they sign-up regarding specific hazardous waste like needles. She also explained that the organization is receiving more requests per week for volunteering opportunities and requests are from more diverse groups.

COW 15/027  
FEB 23/15

### **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 brought back to this meeting for the committee's consideration and discussion.

Discussion ensued around the available conferences and the budget amounts provided in the report.

It was AGREED that in each year of their term, the Mayor and Council members have the option to attend both the Union of BC Municipalities and the Lower Mainland Local Government Association conferences, and that in addition the Mayor has the option to attend the Federation of Canadian Municipalities conference.

It was AGREED to increase the Council Conference budget to \$28,000 per year.

Staff to update Council Attendance at Conferences Policy CON.1 and to bring it back to the next meeting for Council's review and approval.

COW 15/028  
FEB 23/15

### **Administrative Cost Recoveries**

A report dated February 23, 2015 from the Manager of Finance regarding the General Administration and Engineering Cost Recoveries Policy was provided for the committee's consideration and discussion.

The report discusses the Council policy that specifies how administrative cost recoveries are charged to various areas of the organization, such as the water and sewer utilities. Options for Council's consideration are included in this report.

The committee discussed the pros and cons of percentage versus flat rate calculations and how this exercise would be readjusting the funds, not creating additional revenue. Staff advised that some analysis and strategy would be worked on and reported back to Council in time for the 2016 budget discussions.

After the discussions, it was:

Moved by Councillor Hinds, and

RECOMMENDED: That staff are to implement in the 2016 budget, switching the operating cost recoveries from a percentage-based approach to a flat-rate approach.

CARRIED

COW 15/029  
FEB 23/15

### **2015 General Operating Fund Draft Budget Status**

A report dated February 23, 2015 from the Deputy Treasurer/Collector regarding the draft operating fund budget was provided for the committee's consideration and discussion.

An overview of the status of the 2015 draft operating budget and the changes that have occurred since the February 11, 2015 Freestanding Committee of the Whole (Corporate Services – Budget) Meeting was provided to the committee.

Discussion ensued on:

- What tax increase could Council support
- The possibilities of increasing transfers to reserves
- The difference between stabilization reserve funds and accumulated surplus
- The possibility of a surplus in the 2014 budget once year-end details have been finalized and that staff will report to Council once year-end has been finalized
- Information to provide to the public prior to the budget consultation meeting
- Council to provide direction on the 2015 budget at the March 2, 2015 Regular Meeting of Council

COW 15/030  
FEB 23/15

### **2015 Public Budget Consultation Information**

A report dated February 23, 2015 from the Deputy Treasurer/Collector regarding the 2015 public budget consultation was provided for the committee's discussion.

The committee discussed options for providing public information such as:

- Building a survey detailing Council's range of options for the 2015 budget
- Providing options for the public to provide input throughout the year
- Start the public survey option earlier in the 2016 budget process
- Survey the public on how they perceive the budgeting process
- Providing budget options and percentage increase ranges

The committee discussed clearly separating the utility user rate increases and the municipal tax increase to property owners. Staff confirmed that information that shows property tax increases including utility user fee increases and without utility user fee increases would be part of the budget consultation documentation package.

The committee discussed having the Public Consultation meeting webcast and that it would be scheduled for Tuesday, March 17, 2015.

COW 15/031  
FEB 23/15

### **2015 Tax Rates and Tax Ratios**

A report dated February 11, 2015 from the Deputy Treasurer/Collector regarding the financial plan bylaw objectives and policies was brought back to this meeting for the committee's consideration and discussion.

This report provides 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.

The committee discussed permissive tax exemptions and church statutory exemptions which include the church building and the land under the building. Staff confirmed that currently the church statutory exemptions were for a 10 year period.

The committee discussed the distribution of property tax percentages and that Council can determine what tax percentage each assessment class (i.e. residential, light industrial, business/other) contributes to the overall tax revenue collection.

Staff confirmed that they could take a sample property located within Mission, and provide information that would show what the taxes and assessment would be if that same property was located within another municipality.

It was AGREED that this topic is to be brought back to Council for further discussion.

COW 15/032  
FEB 23/15

### **Health and Safety Officer Spending Package Request**

The committee AGREED to add back to the agenda, the Health and Safety Officer spending package, for further discussion.

The committee discussed staff's expectations for this position, the current contractor's obligations, the WorkSafeBC compliance program, ongoing compliance and maintenance, and staff training.

The committee requested that the District's contractor be asked to give a presentation to Council on what she does for the District, what she can do for the District, and what other municipalities she works with on health and safety issues.

Staff were directed to report back to Council on health and safety information on similar sized municipalities.

COW 15/033  
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### **Date for Council Visioning Session**

The committee AGREED to add to the agenda, discussion on a Council Visioning Session.

The committee discussed the issue and it was AGREED that the Visioning Session would be held on Wednesday, March 4 2015 starting at 8:30 am in the Conference Room at Municipal Hall and that it would be facilitated by the Interim Chief Administrative Officer and the Manager of Civic Engagement and Community Initiatives.

## **4. ADJOURNMENT**

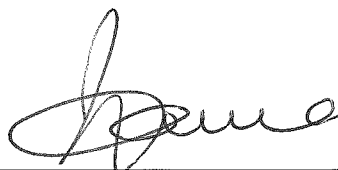
COW15/034  
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Moved by Councillor Hinds , seconded by Councillor Stevens, and

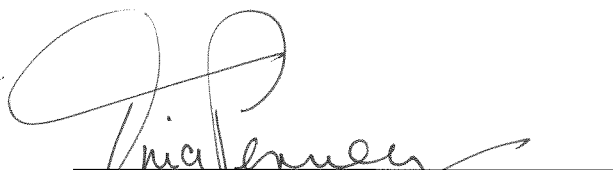
RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 4:35 p.m.



RANDY HAWES  
MAYOR



TINA PENNEY  
ACTING CORPORATE OFFICER

