

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 Wednesday, September 30, 2015 commencing at 1:00 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: Ron Poole, Chief Administrative Officer
Rogine Battel, RCMP Office Manager
*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
Dave Heyes, Manager of Forestry Business
Jay Jackman, Manager of Assets, Infrastructure & Projects
Stephanie Key, Deputy Director of Parks, Recreation and
Culture
Tracy Kyle, Director of Engineering & Public Works
*Bob O'Neal, Director of Forest Management
Kerri Onken, Deputy Treasurer/Collector
Scott Ross, Manager of Accounting Services
Jennifer Russell, Deputy Corporate Officer
Maureen Sinclair, Director of Parks, Recreation & Culture
Chief Watkinson, Mission Fire/Rescue Service
Mike Younie, Deputy Chief Administrative Officer
Debi Decker, Administrative Assistant
Jennifer Hill, Administrative Assistant
*Present for a portion of the meeting

1. CALL TO ORDER

The meeting was called to order.

2. ADOPTION OF AGENDA

Moved by Councillor Plecas, seconded by Councillor Stevens, and

RESOLVED:

1. That the following item be added to this agenda under "Corporate Services"
 - a) Communities in Bloom
2. That the September 30, 2015 Corporate Services Committee agenda be adopted as amended.

CARRIED

Councillor Hamilton assumed the chair.

3. CORPORATE SERVICES

COW 15/050
SEPT 30/15

Agenda Overview Presentation

The Deputy Treasurer/Collector gave a presentation on the 2016 budgeting process, where we are in that process, what to expect at future budget meetings and what is on today's agenda.

COW 15/051
SEPT 30/15

Forestry Operations 2016-2020 Budget (Draft)

A report dated September 30, 2015 from the Manager of Forestry Business regarding the forestry operations draft 2016-2020 budget was provided for the committee's information, discussion and consideration for approval to include in the District's financial plan.

Discussions ensued on the following topics:

- The Canadian dollar versus the American dollar conversion rates and its impact on exports;
- Possible cost savings in the forestry expenditures and estimating the market price of logs for budgeting purposes; and
- The District's lumber agent's contract expiring at the end of 2015 and the open house Forestry is planning to gather options from experts in the forestry field to help the District with the best options for moving forward.

Following further discussion it was:

Moved by Councillor Stevens, and

RECOMMENDED: That the 2016 forestry budget (draft) be approved for inclusion in the District's 2016-2020 Financial Plan.

CARRIED

COW 15/052
SEPT 30/15

Administrative Cost Recovery Policy Update

A report was provided by the Manager of Finance dated September 30, 2015 for discussion and to request the committee's consideration to approve a new methodology of calculating general administration and engineering cost recoveries.

Staff briefly explained the methodology that the updated policy would reflect by stating:

- A flat rate charge would be used instead of the current percentage based recovery;
- The operating and capital cost recoveries would be combined into one cost recovery; and
- The cost recovery charge would be allocated based on the cost driver best suited to the service provided.

Staff confirmed that this new method would make the cost recovery process less complicated to update and review for the budget. This updated cost recovery policy will better reflect the recovery of staff's time (funded through taxation) used to support divisions funded through user fees or non-taxation revenue.

Following this discussion it was:

Moved by Councillor Hinds, and

RECOMMENDED:

1. That Policy FIN.38 – General Administration and Engineering Cost Recoveries, be updated to reflect the methodology outlined in the September 30, 2015 report from the Manager of Finance titled “Administrative Cost Recovery Policy Update”;
2. That the results of this policy update be factored into the 2016 Financial Plan; and
3. That staff report back with an updated policy for Council’s approval.

CARRIED

COW 15/053
SEPT 30/15

**Updated General Operating Fund Spending Package Requests for 2016
Draft General Fund Operating Budget**

An updated report from the Deputy Treasurer/Collector dated September 30, 2015 summarizing the operating spending packages was provided for the committee’s discussion.

Discussion ensued on the definition of passive and active parkland, and the types of parks that could be funded from the Parkland Reserve fund.

The committee requested that staff review the District’s land inventory to see if any properties could be rezoned to park or greenspace.

Moved by Councillor Nicholson, and

RECOMMENDED: That Council select, if any, spending packages from Appendix A attached to the Deputy Treasurer/Collector’s report dated September 9, 2015 for the possible inclusion into the 2016 draft operating budget.

The committee discussed deferring the motion until additional budget information became available.

Following further discussion on the spending packages it was:

COW15/054
SEPT 30/15

Moved by Mayor Hawes, and

RECOMMENDED: That Council approve for inclusion in the 2016-2020 Financial Plan, subject to further budget discussions, and presentation at the budget consultation meeting tentatively scheduled for November 2, 2015, the following spending packages:

| Staffing Spending Packages Requests - <i>REVISED</i> Title of Initiative/Project | One-time Funding Requests | | On-going Funding Requests | Potential Tax Impact |
|---|---------------------------|---------------------|--|----------------------|
| Recreation - Spring Ice pilot project, net costs staffing related <i>(\$60,000 revenue / \$85,056 Expense)</i> | N/A | | \$25,056 <i>(see below for funding option)</i> | 0.09% |
| Recreation - Part-time contract Staffing for childminding <i>(\$1,000 Revenue / \$4,200 Expense)</i> | N/A | | \$3,200 | 0.01% |
| Recreation - Part-time to Full-time Staffing for fitness | N/A | | \$13,800 | 0.05% |
| Recreation - Part-time to Full-time Staffing for Child & Youth | N/A | | \$5,400 | 0.02% |
| Engineering and Public Works Business Manager - NEW position | \$5,000 | Water/Sewer Capital | \$140,200 <i>(see below for funding option)</i> | 0.48% |
| Engineering and Public - Invasive Plant Management | N/A | | \$25,000 | 0.09% |
| Transfer to General Capital Reserve | N/A | | \$290,000 | 1.00% |
| TOTAL of All Requests: | \$5,000 | | \$502,656 | 1.73% |
| Alternative Funding Sources | | | | |
| Recreation Spring Ice pilot project, funded from Financial Stabilization | | | -\$25,056 | -0.09% |
| Engineering and PW Business Manager, funded from utility operations & budget savings | | | -\$140,200 | -0.48% |
| Impact on Taxation | | | \$337,400 | 1.16% |

CARRIED

COW 15/055
SEPT 30/15

2016 Draft Budget Overview and Status General Operating Fund

A report dated September 30, 2015 from the Deputy Treasurer/Collector was provided to update the committee on the status of the 2016 draft budget, reflecting all the changes and approvals that have taken place since the September 16, 2015 Corporate Services – budget meeting.

The committee received this updated information.

COW 15/056
SEPT 30/15

Late Item – Communities in Bloom - Verbal

Mayor Hawes informed the committee that while the District has participated in the Communities in Bloom program, it was not a member of the Communities in Bloom organization.

Moved by Mayor Hawes, and

RECOMMENDED:

1. That Council approve the District of Mission applying to become a Corporate Member to the Communities in Bloom Organization;
2. That the \$500 membership fee be funded through Contingency for 2015 and through a core budget increase for 2016; and
3. That the District's 2015 Financial Plan be amended accordingly.

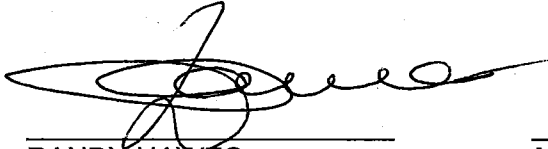
CARRIED

4. ADJOURNMENT

COW15/057
SEPT 30/15

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

The meeting was adjourned at 2:15 p.m.



RANDY HAWES
MAYOR



MICHAEL YOUNIE,
CORPORATE OFFICER