

Minutes of the Freestanding Committee of the Whole (Corporate Administration and Finance 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 14, 2016 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
*Councillor excluded himself from the meeting for portions of C2016/042; C2016/043 as indicated in the body of the minutes.

Staff Members Present: Mike Younie, Deputy Chief Administrative Officer
Kris Boland, Director of Finance
*Rogine Battel, Manager, RCMP Administration
Michael Boronowski, Manager of Civic Engagement and Community Initiatives
Ted De Jager, Officer in Charge, Mission RCMP Detachment
Dave Heyes, Manager of Forestry Business
Tracy Kyle, Director of Engineering & Public Works
Kerri Onken, Deputy Treasurer/Collector
Scott Ross, Manager of Accounting Services
Jennifer Russell, Deputy Corporate Officer
*Brent Schmitt, Manager of Business Services
Maureen Sinclair, Director of Parks, Recreation & Culture
*Dan Sommer, Director of Development Services
Dale Unrau, Fire Chief
*Dale Vinnish, Operations Supervisor
Debi Decker, Administrative Assistant
Allyssa Fischer, Administrative Clerk
*Present for a portion of the meeting

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m.

2. ADOPTION OF AGENDA

COW16/025
SEPT 14/16

Moved by Councillor Hamilton, seconded by Councillor Plecas, and

RESOLVED:

That the September 14, 2016 Corporate Administration and Finance committee agenda be adopted.

CARRIED

3. CORPORATE ADMINISTRATION AND FINANCE

COW 16/026
SEPT 14/16

Agenda Overview Presentation

The Deputy Treasurer/Collector gave a presentation on the 2017 budgeting process, where we are in that process, what is on today's agenda, what to expect at future budget meetings and the actions required from Council.

COW 16/027
SEPT 14/16

Budget and Citizen Satisfaction Survey Results

The Manager, Civic Engagement & Corporate Initiatives provided detailed graphs and a summary of the comments from the results of the Budget and Citizen Satisfaction Survey in a report dated September 14, 2016.

Discussion ensued on the responses from the satisfaction portion of the survey which has created a baseline for future surveys, and whether a disclaimer could be included on future surveys listing the services that respondents commented on but which the District has no control over or does not provide.

COW 16/028
SEPT 14/16

2017 Departmental Previews

A report dated September 14, 2016 from the Deputy Treasurer/Collector provided departmental information for the Committee listing services, financial information, initiatives and challenges facing each of the District's departments.

The following subjects were discussed briefly:

- The municipal employee and RCMP member ratio
- Challenges facing the Victim Services program
- Paid-on-Call fire fighters recruitment for Halls 2 and 3
- The transit budget

COW 16/029
SEPT 14/16

2017 General Operating Fund Draft Budget Status

The Deputy Treasurer/Collector gave a presentation referencing her report dated September 14, 2016 providing the Committee with an overview of the status of the 2017 draft operating budget for the general operating fund.

The presentation by the Deputy Treasurer/Collector highlighted:

- Revenue increases or decreases
- Expenditure/Transfer to Reserve changes
- Other budget increases approved by Council
- Budget reductions
- Place holders for items for Council's consideration

The Committee was advised that as last minute information had been received regarding a reimbursement of surplus premiums the District had paid to the benefit carrier, staff would be postponing their recommendation to increase the payroll overhead rate for 2017.

Staff explained that the payroll overhead funds the benefit expenses of an employee such as annual vacation, sick time, health premiums, pension contributions, etc. The revenue to fund these benefits is transferred from each department's budget based on a percentage or rate for each employee's hours worked.

Discussion continued on the proposed postponement of hiring an RCMP officer in 2017, with the Committee commenting that public safety was noted as a high priority in the Budget & Citizen Satisfaction Survey detailed earlier on the agenda. It was suggested that as it can take months from requesting an officer until one arrives at the detachment, an option could be to have the officer starting in July of 2017, and thus lessening the budget impact in 2017.

4. RESOLUTION TO EXCLUDE PUBLIC

COW16/030
SEPT 14/16

Moved by Councillor Hamilton, seconded by Councillor Plecas, and

RESOLVED: That, pursuant to Sections 90 and 92 of the *Community Charter*, this portion of the Corporate Administration & Finance Committee 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

CARRIED

5. RECESS TO CLOSED COMMITTEE MEETING

COW16/031
SEPT 14/16

Moved by Councillor Plecas, seconded by Councillor Hinds, and

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

CARRIED

The meeting recessed at 2:10 p.m.

6. RECONVENE TO OPEN COMMITTEE MEETING

COW16/032
SEPT 14/16

Moved by Councillor Stevens, seconded by Councillor Plecas, and

RESOLVED: That the meeting be reconvened.

CARRIED

The meeting reconvened at 2:43 p.m.

COW 16/033
SEPT 14/16

Debt Servicing Cost Savings

A report dated September 14, 2016 from the Director of Finance regarding debt servicing cost savings was provided for the Committee's information and consideration.

Discussions on whether to redirect the debt servicing cost savings to a reserve fund, to be used for funding capital projects, or to be used towards reducing the operating budget ensued.

Moved by Councillor Plecas, and

RECOMMENDED: That \$230,400 of debt servicing cost savings that will be realized in 2017 and annually thereafter, resulting from the Municipal Finance Authority of British Columbia refinancing the District's existing debt issues #95 and #99, be redirected to the Debt Retirement Reserve Fund.

Further discussion ensued and it was:

COW16/034
SEPT 14/16

Moved by Mayor Hawes, and

RECOMMENDED: That the decision of where to redirect the \$230,400 of debt servicing cost savings that will be realized in 2017 and annually thereafter, resulting from the Municipal Finance Authority of British Columbia refinancing the District's existing debt issues #95 and #99, be deferred until the October 20, 2016 Freestanding Committee of the Whole (Corporate Administration & Finance – Budget) meeting discussions.

CARRIED

COW 16/035
SEPT 14/16

Forestry Operations 2017-2021 Budget (Draft)

A report was provided from the Manager of Forestry Business dated September 14, 2016 for the Committee's discussion and consideration to include the 2017 draft Forestry budget, as attached as Appendix C, into the District's 2017-2021 financial plan.

The Manager of Forestry Business explained the main difference between the net profit for 2016 and 2017 is that the 2016 revenue budgeted for timber sales was lower than actually received, and the 2017 budgeted revenue is reflecting the lower revenue amount as the actual timber sale prices are uncertain at this point in time.

Discussions ensued on the Forestry Reserve Fund, the capital projects being funded through this reserve, and the Stave West recreational area including the province-wide shortage of campsites.

Moved by Councillor Stevens, and

RECOMMENDED: That the 2017 Forestry budget (draft) attached as Appendix C to the report dated September 14, 2016 entitled "Forestry Operations 2017-2021 Budget (Draft)" from the Manager of Forestry Business be approved for inclusion in the District's 2017-2021 financial plan.

CARRIED

COW 16/036
SEPT 14/16

2017 Fees and Charges Review

A report from the Deputy Treasurer/Collector dated September 14, 2016 provided the Committee with proposed increases to existing fees and charges and introduced new fees for Council's consideration.

Staff confirmed that research into other municipalities' policies and fees associated with road degradation will be conducted with a report coming forward for Council's consideration sometime in 2017.

The Deputy Treasurer/Collector advised that a more comprehensive report would be brought forward to Council with the necessary bylaw amendments before the end of the year.

COW 16/037
SEPT 14/16

Spring Ice Review

A report dated September 14, 2016 from the Deputy Director of Parks, Recreation and Culture provided a review of the spring ice pilot project for the Committee's information.

Discussion ensued on the dry floor use shortage that has a potential to increase especially during the winter months. Staff advised that further discussion of this issue will take place in the future.

Moved by Councillor Hinds, and

RECOMMENDED:

- 1) That Spring Ice be provided annually until the last week of May beginning in 2017; and
- 2) That the Parks, Recreation & Culture Department monitor spring ice and dry floor use and if demands change significantly that it be reviewed and adjusted accordingly.

CARRIED

COW 16/038
SEPT 14/16

Mission Fire/Rescue Service Officers and Fire Fighters Indemnities 2017 Rates

A report on the Fire/Rescue Service Offices and Fire Fighter's indemnities from the Fire Chief dated September 14, 2016 was provided for the Committee's discussion and consideration.

The Committee discussed the issue and it was:

Moved by Councillor Plecas, and

RECOMMENDED:

- 1) That effective January 1, 2017, the Mission Fire/Rescue Service Officer and Fire Fighter indemnities be increased from \$25.71 per hour to \$26.22 per hour; and
- 2) That effective January 1, 2017, the Officer Monthly Honorarium be increased by 2%.

CARRIED

COW 16/039
SEPT 14/16

Spending Packages for 2017 Draft General Fund Operating Budget

The Deputy Treasurer/Collector provided a report dated September 14, 2016 summarizing the operating spending package requests submitted by departments for the Committee's discussion and consideration.

The Committee discussed the spending package requests and it was:

Moved by Councillor Plecas, and

RECOMMENDED: That the request to increase the Human Resources part-time position's weekly hours be included in the 2017 draft operating budget for consideration by Council.

CARRIED

COW16/040
SEPT 14/16

Moved by Councillor Plecas, and

RECOMMENDED: That a new full-time Finance Accounting Clerk 3 position be included in the 2017 draft operating budget for consideration by Council.

CARRIED

COW16/041
SEPT 14/16

Moved by Mayor Hawes, and

RECOMMENDED: That a new full-time RCMP support services Administrative Clerk position be included in the 2017 draft operating budget for consideration by Council.

CARRIED

Councillor Hinds declared a conflict of interest under Section 100(2)b of the *Community Charter*, due to having a training component to a past position with BC Hydro, and left the meeting at 3:22 p.m.

COW16/042
SEPT 14/16

Moved by Councillor Plecas, and

RECOMMENDED: That Fire/Rescue Records Management Software Upgrade training be included in the 2017 draft operating budget for consideration by Council.

CARRIED

COW16/043
SEPT 14/16

Moved by Councillor Plecas, and

RECOMMENDED: That Fire/Rescue Succession Planning training be included in the 2017 draft operating budget for consideration by Council.

CARRIED

The Fire Chief clarified that as training courses are mainly on-line, there would be an expectation that most of the course work would be completed on the fire fighter's own time, however, there could be some time during a normal shift where course work could be completed.

Councillor Hinds returned to the meeting at 3:25 p.m.

COW16/044
SEPT 14/16

Moved by Councillor Hamilton, and

RECOMMENDED: That the request to increase the Engineering budget for utility modeling be included in the 2017 draft operating budget for consideration by Council.

CARRIED

COW16/045
SEPT 14/16

Moved by Councillor Nicholson, and

RECOMMENDED: That one-time funding for the special events services contract be included in the 2017 draft operating budget for consideration by Council.

CARRIED

COW16/046
SEPT 14/16

Moved by Councillor Nicholson, and

RECOMMENDED: That one-time funding for the Canada 150th/Mission 125th celebrations in 2017 be included in the 2017 draft operating budget for consideration by Council.

CARRIED

The Deputy Treasurer/Collector referred to the General Operating Fund Budget Summary explaining the impacts from the proposed increase to the payroll overhead that staff are suggesting to be postponed, and the postponement of a new RCMP officer in 2017.

Staff confirmed that at the October 20, 2016 Freestanding Committee of the Whole (Corporate Administration & Finance – Budget) Meeting the following items from this agenda would be brought back for the Committee's consideration:

- Adding a new RCMP member in 2017; and
- Redirecting the debt servicing cost savings to be realized in 2017 and annually thereafter

Discussion ensued on how public opinion could be sought on the hiring of an RMCP officer in 2017 (or not) and the budget increase that will affect property owners, prior to Council making the final decision on the 2017 operating budget. Staff advised that an on-line question could be posed, along with a mail-out, with responses to be finalized and tabulated for the final 2017 budget meeting with Council.

7. ADJOURNMENT

COW16/047
SEPT 14/16

Moved by Councillor Plecas, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 3:35 p.m.



RANDY HAWES,
MAYOR



MICHAEL YOUNIE,
CORPORATE OFFICER