

Minutes of the **Freestanding Committee of the Whole (Corporate Administration & 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, May 17, 2017 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: Mike Younie, Deputy Chief Administrative Officer
Rogine Battel, Manager, RCMP Administration
Kris Boland, Director of Finance
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Matt Dunham, Operations Manager
Hirod Gill, Manager of Engineering Planning & Design
Dave Heyes, Manager of Forestry Business
Stephanie Key, Deputy Director of Parks, Recreation & Culture
Kerri Onken, Deputy Treasurer/Collector
Bob O'Neal, Director of Forestry
Scott Ross, Manager of Accounting Services
Maureen Sinclair, Director of Parks, Recreation & Culture
Brent Schmitt, Manager of Business Services
Dan Sommer, Director of Development Services
Dale Unrau, Fire Chief Mission Fire/Rescue Service
Debi Decker, Administrative Assistant

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by Councillor Alexis, seconded by Councillor Nicholson, and

RESOLVED:

That the May 17, 2017 Freestanding Committee of the Whole (Corporate Administration & Finance) committee agenda be adopted.

CARRIED

3. CORPORATE ADMINISTRATION AND FINANCE

The Deputy Treasurer/Collector gave a presentation on the 2018 budgeting process, where we are in that process, what is on today's agenda, what to expect at future budget meetings, and actions required from Council.

COW 17/002
MAY 17/17

Proposed 2018 Budget Schedule

A report dated May 17, 2017 from the Deputy Treasurer/Collector regarding the proposed 2018 budget schedule was provided for the committee's discussion and consideration.

Moved by Councillor Plecas, and

RECOMMENDED: That the proposed 2018 budget schedule, attached as Appendix A to the report dated May 17, 2017 from the Deputy Treasurer/Collector, be approved.

CARRIED

COW 17/003
MAY 17/17

Preliminary 2018 Budget Status

A report from the Deputy Treasurer/Collector dated May 17, 2017 was provided for discussion on the known budget impacts and areas of potential budget impact that might influence the 2018 budget discussions.

The following topics were discussed:

- Capital budget, the Welton Plaza, and detailed discussions on the capital budget will take place at the September 13, 2017 budget meeting.
- Softwood lumber tariffs, shipping raw logs versus lumber, and the possible economic ramifications.
- Drainage utility fund, how it is funded, and its reserve account status.
- Payroll overhead, what it pays for, how it is funded, and dealing with the possible annual deficit.
- The 2016 surplus, the accumulated surplus reserve account status, what surplus typically funds, and the potential capital projects that could be funded from this reserve.

COW 17/004
MAY 17/17

Financial Plan Objectives and Policies

A report from the Deputy Treasurer/Collector dated May 17, 2017 detailing the financial plan objectives and policies was provided for the committee's information and for consideration at a later budget meeting.

In response to questions from Council, staff stated:

- For a property to have farm class, the property owners would need to meet BC Assessment's conditions and qualifications. Only the farm buildings and land would be classed as farm, the home and the land under the home are classed as residential.
- If the municipality had a commercial grow-op, the land would be taxed at an industrial tax rate.

COW 17/005
MAY 17/17

Budget Consultation

Provided for the committee's information was a report dated May 17, 2017 from the Manager of Civic Engagement and Corporate Initiatives indicating that staff are planning a Citizen Satisfaction Survey and detailed budget survey to be part of the 2018 budgeting process.

The following topics were discussed:

- Communication and advance notice to be provided prior to the survey being made available.
- Rural areas of Mission where difficulties may arise with internet access and delivery of the local newspaper.

In response to questions from Council, staff stated:

- The District has a budget email (budget@mission.ca) for people to submit questions and/or comments and a reply will be provided.
- A comment form is on the budget page of the District's website (mission.ca/budget) where comments or questions can be submitted, and a reply may be provided if warranted.
- This is a service satisfaction survey, not a services provided survey.
- The survey should not be so onerous that people are not willing to take the time to complete it.
- There is some correlation with departments and the survey.
- The budget survey (in the fall) will allow participants to manipulate the budget numbers and as they increase or decrease possible budgetary spending, the effect on their tax notice will be realized.

Council asked staff to consider the following in regards to the citizen satisfaction survey:

- To look at the community's perception of the value of the services provided and how best to give them an understanding of the value they are receiving for the taxes paid.
- To include an opportunity for survey participants to list their top 3 services in order of importance.

4. ADJOURNMENT

COW17/006
MAY 17/17

Moved by Councillor Plecas, seconded by Councillor Stevens, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 1:50 p.m.



RANDY HAWES,
MAYOR



MICHAEL YOUNIE,
CORPORATE OFFICER