

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, November 1, 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: Ron Poole, Chief Administrative Officer
Barry Azevedo, Manager of Environmental Services
Stacey Crawford, Economic Development Officer
Matt Dunham, Operations Manager
Annette Fellner, Officer in Charge, Mission RCMP Detachment
Heather Gherman, Manager of Human Resources
Hirod Gill, Manager of Engineering Planning & Design
Jay Jackman, Manager of Development Engineering & Projects
Stephanie Key, Deputy Director of Parks, Recreation & Culture
Chris Knowles, Manager of Information Services
Kerri Onken, Deputy Treasurer/Collector
Scott Ross, Manager of Accounting Services
Jennifer Russell, Deputy Corporate Officer
Maureen Sinclair, Director of Parks, Recreation & Culture
Brent Schmitt, Acting Director of Engineering & Public Works
Steve Simmonds, Manager of Inspection Services
Dan Sommer, Director of Development Services
Dale Unrau, Fire Chief Mission Fire/Rescue Service
Dale Vinnish, Assistant Operations Manager
Mike Younie, Deputy Chief Administrative Officer
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 Plecas, and

RESOLVED:

That the November 1, 2017 Corporate Administration and Finance committee agenda be adopted.

CARRIED

3. CORPORATE ADMINISTRATION AND FINANCE

COW 17/037
NOV 1/17

Agenda Overview Presentation

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

COW 17/038
NOV 1/17

Municipal Comparisons of Residential Property Taxes and Charges

The Committee reviewed a report and power point presentation from the Deputy Treasurer/Collector dated November 1, 2017 comparing the District's 2017 municipal residential property taxes and charges with other municipalities within the Lower Mainland.

The following comparisons were highlighted:

- Municipal Comparisons
 - Include property tax levies for municipal services and other taxing authorities
 - Service costs may be reported under municipal portion or under other authorities portion
- Average Assessed Value Homes are different in each municipality.
- Similar Valued Homes in each municipality can vary from a 24 year old 3,262 sq. ft. single-family home, a 14 year old 1,010 sq. ft. townhouse, to a 40 year old 1,458 sq. ft. single-family home.
- How property taxes are charged in relationship to assessments within the community. For example, a property assessed three times more than another would pay three times the property taxes.
- Municipal property taxes paid on the higher, medium and lower assessed homes and how each municipality strives to have each home pay its fair portion of the budget.
- In 2017 Mission had the fourth lowest municipal property taxes, including other taxing authorities, when compared with twenty-two other municipalities in the Lower Mainland.

Discussion ensued on how the make-up of a community, in relation to residential, business, industrial, etc. properties, has an impact on property taxes, as well as the burden of the budget being distributed to each of the BC Assessment property tax classes.

Discussion continued on assessment value timing with staff clarifying that, for example, 2018 property taxes will be calculated on assessments based on the value at July 1, 2017. If assessments increased (or decreased) during 2018, this would then affect the 2019 property taxes.

The Deputy Treasurer/Collector continued, that if a building is being constructed (home, business, outbuilding, etc.) in 2017, the improvements would be assessed (how far along the construction is) as of October 31st, but BC Assessment would use a July 1st value as the 2018 assessment value.

Staff further stated that potentially the full value of the newly constructed building would not be realized until 2019 (or until the year after the building is completed).

The process for setting the tax rate in 2018 is to take the 2018 assessment roll and recalculate the tax rates to collect the same tax revenue collected in 2017, then the approved budget increase is added and the tax rate is recalculated for 2018.

COW 17/039
NOV 1/17

2018 General Operating Fund Draft Budget Status

A report and power point presentation dated November 1, 2017 from the Deputy Treasurer/Collector summarizing the draft 2018 General Operating Fund Budget status was provided for the Committee's discussion and consideration.

The following highlights from the presentation were provided:

- Updated Status of Operating Budget – changes since September 19th
- Maintaining Existing Services has a net budget impact of \$42,925 (0.14% budget increase) or a \$2.65 impact on the average assessed home's municipal property taxes
- New Initiatives / Increased Services have a potential total of \$1,093,450 (3.63% budget increase) or a \$68.83 impact on the average assessed home's municipal property taxes
- Outstanding issues include BC Transit 2018/2019 budget and non-market changes from BC Assessment

Discussions ensued on the additional police officer that was scheduled to be hired in 2018. The Inspector clarified that a Letter of Approval is submitted to the Federal Government, with approval or denial of the request in approximately May of each year. Once an authorization and a position number has been received, the detachment has up to one year to staff that position. Depending on the officer rank a municipality wants, and whether or not a candidate is making a lateral move or a promotion, it can take up to six months to fill that position.

Moved by Councillor Hamilton, and

RECOMMENDED: That the 2018 draft General Operating Financial Plan and the proposed tax levy increase of 3.63% for 2018 be presented for feedback at the upcoming public budget consultation meeting on November 20, 2017.

CARRIED

Discussions ensued on the need for an additional supervisory position at the detachment, and the possible funding sources for the member who may not be staffed until mid to late 2018.

COW17/040
NOV 1/17

Moved by Mayor Hawes, and

RECOMMENDED:

1. That staff notify the Federal Government in writing that the District of Mission requests an increase to the Mission Detachment complement by one officer during the RCMP's 2018-2019 fiscal year;

2. That this additional RCMP officer be funded in 2018 from the 2017 and 2018 budget savings in the RCMP area; and
3. That starting in 2019, the funding for this additional RCMP officer to come from taxation.

CARRIED

COW 17/041
NOV 1/17

Projected 2018 Property Tax, Drainage Levy and Utility User Fees Impact on Average Assessed Home in Mission

The Deputy Treasurer/Collector provided the Committee with information in a report dated November 1, 2017 regarding the financial impact that the projected 2018 property tax, drainage levy and utility user fees will have on an average assessed residential property.

COW 17/042
NOV 1/17

New Public Works Electrician Position

A report dated November 1, 2017 from the Acting Director of Engineering and Public Works regarding a late spending package submission for a new electrician position was provided for the Committee's discussion and consideration.

In response to questions from the Committee, staff stated:

- All initial vehicle purchases are funded from the capital reserve, and replacements are funded from the equipment reserve.
- This one electrician position will not cover all the electrical issues within the municipality and there may be times when a contractor will be required. Each situation will be assessed to determine whether over-time is appropriate or whether a contractor needs to be called in.
- Specific details of the position, such as level of qualifications, are still in discussions between Human Resources and the union.
- The intent is that simple electrical requests can be handled quickly without the need to wait until something larger or more serious happens before a contractor will come out to deal with it.
- If and when required, a second staff member will be available to assist the electrician.
- This position will be funded from the budgets of the departments that currently utilize contractors to do electrical work.
- Currently the District spends approximately \$200,000 per year on electrical contractors. It is staff's opinion that it would be more efficient and cost effective to have an electrician on staff.

After the Committee discussed the issue it was:

Moved by Councillor Stevens, and

RECOMMENDED:

1. That a new electrician position be created within Public Works;
2. That staff negotiate details of the job description and salary with CUPE; and

3. That the 2018 Operating Spending Package Request list be updated to include an Electrician position at a cost of \$140,000 funded by operating budget reductions within several funds equaling \$140,000 and include a capital request of \$160,000 for the purchase of a bucket truck funded by the General Capital Reserve Fund and be presented with the other spending packages under consideration by Council for feedback at the upcoming public budget consultation meeting on November 20, 2017.

CARRIED

The Committee led discussion on the upcoming predicted snow conditions and the public's reaction to the last snow/winter season including the safety and risk issues to the public regarding municipal sidewalks that were not cleared of snow.

Staff commented that in addition to not having appropriate equipment available, there is also the issue of manpower or staff resources to clear municipal sidewalks during a snow fall.

The Committee directed staff to provide a report back to Council on purchasing two commercial snow blowers, and to include a list of municipal sidewalk areas that would be considered "high priority" (similar to snow routes for streets) that would be cleared of snow.

4. ADJOURNMENT

COW17/043
NOV 1/17

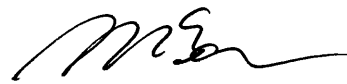
Moved by Councillor Plecas, seconded by Councillor Nicholson, and
RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 2:08 p.m.



RANDY HAWES,
MAYOR



MICHAEL YOUNIE,
CORPORATE OFFICER

