

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 29, 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
Rogine Battel, Manager, RCMP Administration
Kris Boland, Director of Finance
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Annette Fellner, Officer in Charge, Mission RCMP Detachment
Heather Gherman, Manager of Human Resources
Hirod Gill, Manager of Engineering Planning & Design
Dave Heyes, Manager of Forestry Business
Jason Horton, Manager of Parks & Facilities
Stephanie Key, Deputy Director of Parks, Recreation & Culture
Kerri Onken, Deputy Treasurer/Collector
Scott Ross, Manager of Accounting Services
Jennifer Russell, Deputy Corporate Officer
Brent Schmitt, Acting Director of Engineering & Public Works
Steve Simmonds, Manager of Inspection Services
Maureen Sinclair, Director of Parks, Recreation & Culture
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 29, 2017 Corporate Administration & Finance committee agenda be adopted.

CARRIED

3. CORPORATE ADMINISTRATION AND FINANCE

COW 17/045
NOV 29/17

Agenda Overview Presentation

The Deputy Treasurer/Collector presented information on the 2018 budgeting process, what actions are required from Council, and the reports on today's agenda.

COW 17/046
NOV 29/17

Public Feedback on Proposed 2018 Budget

The Committee reviewed a report from the Manager of Civic Engagement and Corporate Initiatives and the Deputy Treasurer/Collector dated November 29, 2017 detailing all the comments received, the results from the Budget and Citizen Satisfaction Survey and Budget surveys, and the draft excerpt (community budget consultation portion) of the November 20, 2017 Regular Meeting of Council minutes.

The Manager of Civic Engagement and Corporate Initiatives noted that the budget questions were the last of a long list of consultation and social media presence the District has had this year with the 125 Celebrations, the Citizen Satisfaction Survey, the Official Community Plan consultation, and the arts and culture survey.

In response to a comment from the Committee, staff responded that not everyone who starts a survey completes every question, or provides comments at every opportunity. There are some respondents who are specifically interested in one (or more) areas of a survey and that may be all they complete.

Staff further noted that what is happening in the community at the time the survey is completed may influence the comments or ratings given to any question or area. For example, if curbside refuse was missed being picked up that week a more negative response to a question on curbside collection may be given.

Discussion ensued regarding:

- attracting and retaining businesses and providing new jobs for Mission residents;
- the level/amount of explanations necessary to provide in District surveys prior to requesting responses about services;
- monitoring the percentage ratio of the total of property taxes collected between commercial, industrial and residential assessment classes;
- the most effective way to communicate to the public, i.e. newspaper versus social media and the District's website; and
- the potential for development within the Agriculture Land Reserve on land that is not suitable for growing crops.

COW 17/047
NOV 29/17

2018 to 2022 Financial Plan Objectives and Policies

A report from the Deputy Treasurer/Collector dated November 29, 2017 was provided for discussion and the Committee's approval to include the 2018 to 2022 Financial Plan objectives and policies, as presented within the report entitled "2018 to 2022 Financial Plan Objectives and Policies", into the 2018 to 2022 Financial Plan.

Moved by Councillor Hamilton, and

RECOMMENDED: That the District's 2018 to 2022 Financial Plan Bylaw includes the objectives and policies as noted in the report entitled "2018 to 2022 Financial Plan Objectives and Policies" dated November 29, 2017 from the Deputy Treasurer/Collector.

CARRIED

COW 17/048
NOV 29/17

2018 to 2022 Financial Plan Bylaw Preparation

A report dated November 29, 2017 from the Deputy Treasurer/Collector regarding the final recommendations required for staff to prepare the 2018 to 2022 Financial Plan Bylaw was provided for the committee's consideration.

In response to a question, staff clarified that all the budget impacts presented that show an impact to the tax rate are items that are ongoing annual expenditures.

The Committee discussed the issue and it was:

Moved by Mayor Hawes, and

RECOMMENDED:

1. That the 2018 General Fund budget, capital and operating, including an increase of 3.63% to the 2018 property tax levy which includes the operating spending packages presented and one additional RCMP Officer, be approved;
2. That the 2018 Water Utility Financial Plan, capital and operating, including a 1% increase in water user rates effective January 1, 2018, be approved;
3. That the 2018 Sewer Utility Financial Plan, capital and operating, including a 4% increase in sewer user rates effective January 1, 2018, be approved;
4. That the 2018 Waste Management Utility Financial Plan, capital and operating, including increases to various landfill tipping fees effective January 1, 2018 be approved;
5. That the 2018 Drainage Utility Financial Plan, capital and operating, including a 4.6% increase to the 2018 drainage levy, be approved;
6. That the increases noted above, as well as all of the recommendations of the Freestanding Committee of the Whole (Corporate Administration & Finance) Budget meetings, put forward during the 2018 budget process, and subsequently approved and adopted by Council, be included in the District's 2018 to 2022 Financial Plan Bylaw; and
7. That all other applicable bylaws be updated accordingly.

CARRIED

4. ADJOURNMENT

COW17/049
NOV 29/17

Moved by Councillor Plecas, and

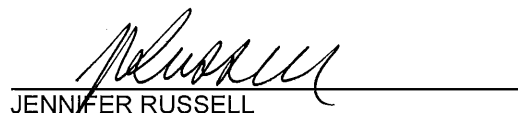
RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 2:00 p.m.



RANDY HAWES,
MAYOR



JENNIFER RUSSELL
DEPUTY CORPORATE OFFICER

