

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, September 18, 2019, commencing at 1:00 p.m.

Committee Members Present: Mayor Pam Alexis
Councillor Cal Crawford
Councillor Jag Gill
Councillor Carol Hamilton
Councillor Ken Herar

Committee Members Absent: Councillor Mark Davies
Councillor Danny Plecas

Staff Members Present: Mike Younie, Chief Administrative Officer
Jennifer Russell, Corporate Officer
Barclay Pitkethly, Deputy Chief Administrative Officer
Rogine Battel, Manager, RCMP Administration
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Clare Seeley, Manager of Tourism
Chris Knowles, Manager of Information Services
Dale Unrau, Fire Chief Mission Fire Rescue Service
Dale Vinnish, Assistant Operations Manager – Roads & Drainage
Dan Sommer, Director of Development Services
Guy Gusdal, Manager of Inspection Services
Heather Gherman, Manager of Human Resources
Jason Horton, Manager of Parks & Facilities
Jay Jackman, Manager of Development Engineering & Projects
Kelly Cameron, Forestry Technologist
Kerri Onken, Deputy Treasurer/Collector
Madison MacAulay, Accounting Clerk II
Rob Publow, Manager of Planning
Scott Ross, Manager of Accounting Services
Stephanie Key, Deputy Director of Parks, Recreation & Culture
Tracy Kyle, Director of Engineering and Public Works
Jamie Brovold, Administrative Assistant

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by Councillor Hamilton, and

RESOLVED:

That the September 18, 2019 Freestanding Committee of the Whole (Corporate Administration & Finance – Budget) Committee agenda be adopted.

CARRIED

3. CORPORATE ADMINISTRATION AND FINANCE

COW19/017
SEP 18/19

Agenda Overview Presentation

The Deputy Treasurer/Collector presented information about the 2020 budgeting process including current status, what to expect at future budget meetings, and actions required from Council.

COW19/018
SEP 18/19

Budget & Citizen Satisfaction Survey Results

A report and presentation from the Manager, Civic Engagement & Corporate Initiatives provided the Committee with the 2019 Budget & Citizen Satisfaction Survey information collected.

Discussion ensued and staff confirmed that the sample of residents that were sent surveys in the mail was a random selection. It was noted that a report will be coming back to Council in the future regarding the survey being available in different languages that will include a structure and budget.

COW19/019
SEP 18/19

Background Information on Capital Plans

A report dated September 18, 2019 from the Deputy Treasurer/Collector provided the background information on the District's capital plans along with context for 2020 general capital plan discussions.

COW19/020
SEP 18/19

General Fund Reserve Projections

A report from the Deputy Treasurer/Collector dated September 18, 2019 regarding reserve fund projections was provided for the Committee's information.

Discussion ensued regarding the past balances of the capital reserve and how the financial sustainability study, that will be presented to Council next year, will help with determining optimal reserve levels

COW19/021
SEP 18/19

Draft 2019 General Capital Plan

The Deputy Treasurer/Collector presented the draft General Capital Plan in the report dated September 18, 2019.

Discussion ensued on various ongoing projects.

Staff were directed to provide a report to Council regarding the feasibility of proceeding with the planned improvements in Ogle Park in 2020 if the Griner Park improvements were delayed to 2021.

COW 19/023
SEP 18/19

List of Unfunded General Capital Projects

A report dated September 18, 2019 from the Deputy Treasurer/Collector regarding the updated unfunded capital project list was provided for the Committee's information.

Discussion ensued regarding items that have been on the unfunded list for a long time and how the financial sustainability report will be a useful tool to look at these items in the future. The Committee was in agreement that the nine recommended projects identified in the report should be removed from the unfunded list and funded as part of the General Capital Plan.

COW 19/024
SEP 18/19

Draft Equipment Capital Plan

A report from the Deputy Treasurer/Collector dated September 18, 2019 presented the draft 2019 Equipment Capital Plan for the Committee's information.

Staff confirmed that the equipment program is for the replacement of existing equipment and not for the purchase of any new assets.

COW 19/025
SEP 18/19

2020 Fees and Charges Review

A report from the Deputy Treasurer/Collector dated September 18, 2019 presented a review of various fees and charges.

Discussion ensued regarding the proposed changes to the fire pit fee and clarification of picnic shelter fees.

Staff were directed to bring forward additional information about the sources of revenue including graphics.

COW 19/027
SEP 18/19

Forestry Enterprise 2020-2024 Draft Operating and Capital Budgets

A report dated September 18, 2019 was presented by the Accounting Clerk II regarding the Forestry Enterprise 2020-2024 Draft Operating and Capital Budgets.

Staff confirmed that the Acting Director of Forestry is continuing the ongoing collaborations with the Ministry of Forests, Lands, Natural Resource Operations & Rural Development and the Ministry of Transportation and Infrastructure regarding funding assistance to maintain forest service roads.

COW 19/028
SEP 18/19

2020 General Operating Fund Draft Budget Status

A report from the Deputy Treasurer/Collector dated September 18, 2019 presented the 2020 General Operating Fund Draft Budget Status.

Discussion ensued regarding the process on how the budget information is gathered and prepared for Council.

COW 19/029
SEP 18/19

Paid-on-Call Firefighter Remuneration

A report from the Deputy Treasurer/Collector dated September 18, 2019 regarding the Paid-on-Call Firefighter remuneration structure was provided for the Committee's consideration.

COW 19/030
SEP 18/19

RECOMMENDED:

That consideration of the report from the Deputy Treasurer/Collector dated September 18, 2019 regarding the Paid-on-Call Firefighter remuneration structure be referred to a closed meeting of Council as the subject matter pertains to labour relations or other employee relations and falls under section 90(1)(c) of the *Community Charter*.

Moved by Councillor Crawford, seconded by Councillor Gill

CARRIED

COW 19/031
SEP 18/19

Spending Packages for 2020 Draft General Fund Operating Budget

A report from the Deputy Treasurer/Collector dated September 18, 2019 presented the Spending Packages for 2020 Draft General Fund Operating Budget.

Discussion ensued regarding the process followed by staff in ranking the various items and organizing them for presentation to the Committee. Discussion about the spending packages will resume at the October 23rd, 2019 Freestanding Committee of the Whole - Budget Meeting.

COW 19/032
SEP 18/19

Financial Plan Objectives and Policies

A report from the Deputy Treasurer/Collector dated September 18, 2019 regarding the Financial Plan Objectives and Policies was presented for the Committee's information.

4. ADJOURNMENT

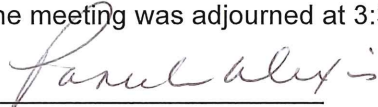
COW 19/033
SEP 18/19

Moved by Councillor Herar, seconded by Councillor Hamilton, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 3:37 p.m.



PAMELA ALEXIS,
MAYOR



JENNIFER RUSSELL,
CORPORATE OFFICER