

Minutes of the **Committee of the Whole (Administration and Finance Committee - Budget) Meeting** of the **DISTRICT OF MISSION** held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on Monday, February 20, 2012 commencing at 3:00 p.m.

Council Members Present: Mayor Ted Adlem  
Councillor Dave Hensman  
Councillor Jeff Jewell  
Councillor Tony Luck  
Councillor Larry Nundal  
Councillor Jenny Stevens  
Councillor Nelson Tilbury

Staff Members Present: Glen Robertson, Chief Administrative Officer  
Paul Gipps, Deputy Chief Administrative Officer  
Ken Bjorgaard, Director of Finance  
Kris Boland, Deputy Director of Finance  
Kerri Onken, Deputy Treasurer/Collector  
Debi Decker, Administrative Assistant – Finance

Other Staff Members Present for Specific Topics:

AF 12/031 – 12/035 Rick Bomhof, Director of Engineering  
AF 12/036 – 12/037 Chris Knowles, Manager of Information Services

### 1. CALL TO ORDER

The meeting was called to order.

### 2. ADOPTION OF AGENDA

A&F 12/028  
FEB 20/12

Moved by Mayor Adlem, seconded by Councillor Hensman, and

RESOLVED:

1. That the February 20, 2012, Administration and Finance committee agenda be adopted.

CARRIED

### 3. NEW BUSINESS

A&F 12/029  
FEB 20/12

#### **2012 General Operating Fund Budget - main report for discussion**

A report dated February 13, 2012, from the Director of Finance regarding the status of the 2012 budget was provided for the committee's discussion. The Director highlighted areas of his report.

A&F 12/030  
FEB 20/12

### **2012 Convention Budget**

A report dated February 13, 2012, from the Chief Administrative Officer regarding the District's 2012 convention budget was provided for the committee's consideration.

The committee discussed the issue and it was:

Moved by Councillor Nundal, seconded by Councillor Hensman, and

RECOMMENDED: That the 2011 convention budget be reduced by 10% across the board for the 2012 budget.

CARRIED

A&F 12/031  
FEB 20/12

### **Snow Removal Budget**

A report dated February 9, 2012, from the Deputy Treasurer/Collector and Operations Manager regarding the snow removal budget was provided for the committee's discussion.

Staff clarified that in most years a public works budget surplus has more than off-set the deficit in snow clearing. The Director of Finance clarified further that at year-end, it is the District's whole budget that is balanced, and if one department has a surplus, then it is put towards other departmental deficit if they occur. If there is an overall District budget surplus, then these funds are recommended to Council to be transferred to a specific reserve funds.

The committee discussed the issue and it was:

Moved by Councillor Nundal, seconded by Councillor Hensman, and

RECOMMENDED:

1. That the snow removal budget in Public Works be increased by \$20,000 (in addition to the budget increase of \$15,000 already built into the budget) in 2012, \$50,000 in 2013, \$50,000 in 2014, and \$50,000 in 2015; and
2. That the snow removal budget be reassessed annually.

CARRIED

A&F 12/032  
FEB 20/12

### **Update on Regional Water and Sewer Financial Plans**

A report dated February 17, 2012, from the Director of Finance regarding the regional water and sewer financial plans was discussed. The Director explained that the City of Abbotsford have been reviewing their budget options, some of which will impact the regional water and sewer financial plans. He noted that the next report on the agenda, Water and Sewer User Rates and 2012 Water and Sewer Financial Plans, may be affected by the outcome of Abbotsford's discussions. Any impacts would be discussed at a joint Council Meeting on February 27, 2012.

A&F 12/033  
FEB 20/12

### **Water and Sewer User Rates & 2012 Water and Sewer Financial Plans**

A report dated February 20, 2012, from the Director and Deputy Director of Finance regarding water and sewer user rates and the 2012 water and sewer financial plans was provided for the committee's discussion.

The Director of Finance confirmed that the major change to the attached regional water and sewer financial plans, as a result of Abbotsford's discussions, may be the deferral of some capital projects, mainly because of growth. He stated that if there were any changes to the regional financial plans, staff would bring forward the updated plans for Council's approval.

The committee discussed the issue and it was:

Moved by Councillor Nundal, seconded by Councillor Jewell, and

**RECOMMENDED:**

1. That the 2012 Abbotsford/Mission Water & Sewer Services financial plans (regional utilities) be approved for inclusion in the District's 2012 financial plan; and
2. That proposed water and sewer user rate increases of 2% for 2012 be presented at the upcoming public consultation budget meeting.

**CARRIED**

The Director of Finance confirmed that the proposed utility user rate increases were for water and sewer only, that garbage and recycling/composting were not increasing in 2012.

A&F 12/034  
FEB 20/12

#### **Staff Request for Expedited Budgetary Approval**

A report dated February 7, 2012, from the Operations Manager requesting early budgetary approval for 2012 fleet capital program was provided for the committee's discussion.

Discussion ensued by the committee and it was:

Moved by Councillor Tilbury, seconded by Councillor Jewell, and

**RECOMMENDED:**

1. That the request for early budgetary approval for 2012 fleet capital program be deferred until the next Council meeting; and
2. That staff provide the following additional information:
  - a. the cost for each of the equipment items;
  - b. who the intended user is (department); and
  - c. whether the new purchase could be delayed.

**OPPOSED:** Mayor Adlem  
Councillor Nundal

**CARRIED**

A&F 12/035  
FEB 20/12

#### **2012 Budget Carry Forwards**

A report dated February 20, 2012, from the Accounting Supervisor regarding budget carry forward requests was provided for the committee's discussion.

The Director of Finance clarified that the list of capital projects provided are projects that were started in 2011 with 2011 budget funds but were not completed in 2011. These carry forward requests are to carry forward the remaining 2011 budget dollars to 2012 in order for the projects to be completed and paid for.

The committee discussed the issue and it was:

Moved by Mayor Adlem, seconded by Councillor Nundal, and

RECOMMENDED:

1. That the 2011 capital budget carry forwards be approved for inclusion in the 2012 Financial Plan (final dollar amounts will depend on year-end balances); and
2. That the 2011 operating budget carry forwards and re-budget requests be approved for inclusion in the 2012 Financial Plan.

CARRIED

A&F 12/036  
FEB 20/12

### **Computer and Document Accessibility Options for Council**

A report dated February 14, 2012, from the Manager of Information Systems providing information regarding computer and document accessibility was provided for the committee's consideration.

The Manager of Information Systems explained the three options provided for the committee's review.

The committee discussed the issue and it was:

Moved by Mayor Adlem, seconded by Councillor Nundal, and

RECOMMENDED:

1. Staff be directed to amend the Information Services Capital Plan accordingly to advance funding for the early replacement of Council and Administrative laptops with Apple iPad devices and required software in the amount of \$16,000; (Given this scenario, Councillor Stevens would receive a new laptop);
2. Staff amends the Information Services Capital Plan and Capital Asset Inventory to accommodate a three-year replacement cycle for Council and Administrative tablets;
3. That staff be directed to modify the core operating budget accordingly for the additional costs associated with Rogers Wireless mobile data plan subscriptions and Apple device administration software in the estimated total amount of \$4,600 per year;
4. Staff be directed to amend their agenda creation procedures to produce digital Adobe Acrobat PDFs and minimize scanning, photocopying and OCR processes where possible; and
5. Staff be directed to request and accept digital submissions from external agenda contributors as part of the agenda creation procedure.

OPPOSED: Councillor Nundal

CARRIED

A&F 12/037  
FEB 20/12

### **Council Chambers Improvements**

A report dated February 20, 2012, from the Deputy Chief Administrative Officer regarding the sound system and modifications to improve communication and visibility in the Council Chambers was provided for the committee's information.

The committee discussed the issue and it was:

Moved by Mayor Adlem, seconded by Councillor Jewell,, and

RECOMMENDED:

1. That the sound system in the Council Chambers be considered as part of the 2012 budget process;
2. That modifications to the Council Chambers to improve communication and visibility is considered as part of the 2012 budget process; and
3. That a total of \$31,000 be allocated in the 2012 Capital budget for visibility and communication changes in the Council Chambers, with funding coming from the General Capital Reserve Fund (\$16,700 from the 2012 Council Chambers chair replacement budget and \$14,400 from unspent 2011 Council sound system budget).

CARRIED

#### 4. RESOLUTION TO EXCLUDE PUBLIC

A&F 12/038  
FEB 20/12

Moved by Mayor Adlem, seconded by Councillor Jewell, and

RESOLVED: That, pursuant to Sections 90 and 92 of the *Community Charter*, this Administration and Finance Committee budget 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;
- Section 90(1)(d) of the *Community Charter* – the security of the property of the municipality;
- Section 90(1)(k) of the *Community Charter* – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- Section 90(2)(b) of the *Community Charter* – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED

#### 5. RECESS TO CLOSED COMMITTEE MEETING

A&F 12/039  
FEB 20/12

Moved by Mayor Adlem, seconded by Councillor Jewell, and

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

CARRIED

The meeting recessed at 4:54 p.m.

**6. RECONVENE TO OPEN COMMITTEE MEETING**

A&F 12/040  
FEB 20/12

Moved by Councillor Stevens, seconded by Councillor Hensman, and

RESOLVED: That the Administrative and Finance Committee meeting be reconvened.

CARRIED

The meeting reconvened at 6:04 p.m.

**7. ADJOURNMENT**

A&F 12/041  
FEB 20/12

Moved by Councillor Stevens, seconded by Councillor Tilbury, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:05 p.m.



WALTER (TED) ADLEM  
MAYOR



PAUL GIPPS  
DEPUTY CHIEF ADMINISTRATIVE OFFICER