

Minutes of the **Freestanding Committee of the Whole (Corporate Services 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, July 9, 2014 commencing at 2:01 p.m.

Committee Members Present: Mayor Ted Adlem
Councillor Dave Hensman (arrived at 2:03 pm and left at 5:55 pm)
Councillor Jeff Jewell
Councillor Tony Luck
Councillor Larry Nundal

Committee Members Absent: Councillor Jenny Stevens
Councillor Nelson Tilbury

Staff Members Present: Tina Penney, Acting Manager of Corporate Administration
Kris Boland, Manager of Finance
Kerri Onken, Deputy Treasurer/Collector
Jennifer Russell, Deputy Corporate Officer
Debi Decker, Administrative Assistant

Other Staff Members Present As Required: Kelly Cameron, Forestry Technician
Margie Laue, RCMP Office Manager
Sgt. Shaun Wright, RCMP Member, Mission Detachment
Staff Sgt. Rob Dixon, RCMP Member, Mission Detachment
Rob Collins, Assistant Fire Chief
Stacey Crawford, Economic Development Officer
Sean McGinn, Acting Director of Engineering & Public Works
Matt Dunham, Operations Manager
Maureen Sinclair, Director of Parks, Recreation & Culture
Stephanie Key, Deputy Director of Parks, Recreation & Culture
Kerry Bysouth, Manager of Parks and Facilities
Kathryn Bekkering, Manager of Human Resources
Chris Knowles, Manager of Information Services

1. CALL TO ORDER

The meeting was called to order.

2. ADOPTION OF AGENDA

Moved by Councillor Nundal, seconded by Councillor Jewell, and

RESOLVED: That the July 9, 2014 Corporate Services Committee agenda be adopted.

CARRIED

3. CORPORATE SERVICES

COW14/034
JUL 9/14

2015 General Operating Fund Draft Budget Status

A report dated July 9, 2014 and a presentation from the Deputy Treasurer/Collector regarding the 2015 general operating fund draft budget status was provided for the committee's information.

The Deputy Treasurer/Collector provided the following information in her presentation:

- a) Overview of the draft 2015 operating budget:
 - Staff are proposing a \$773,735 or a 2.77% budget increase over 2014
 - This includes \$275,159 to maintain services, and
 - Includes an increase of \$498,576 in transfers to reserves
- b) Unknown Impacts:
 - BC Transit contract
 - Spending package requests
 - New Construction revenue
- c) Total of twelve spending package requests to be presented to Council at the August 6, 2014 budget meeting, and
- d) Upcoming budget meeting discussions.

COW14/035
JUL 9/14

Department Presentations on Draft 2015 Operating Budget

The following departments gave a presentation detailing the department services, department service levels, 2015 budget variance (over the 2014 budget), department successes, initiatives and challenges and, where applicable, spending packages:

- Forestry Enterprises (Kelly Cameron, Forestry Technologist);
- Police Support Services (Margie Laue, RCMP Office Manager);
- Police Services - RCMP Contract (Sgt. Shaun Wright, RCMP Member); and
- Fire/Rescue Service (Rob Collins – Assistant Fire Chief).

The meeting recessed at 3:30 pm and reconvened at 3:35 pm. Council attendance remained the same.

The department presentations continued as follows:

- Economic Development (Stacey Crawford, Economic Development Officer); and
- Engineering/Public Works and Facilities (Sean McGinn, Acting Director of Engineering & Public Works).

Following a discussion on road repairs and the asphalt rehabilitation statistic numbers, it was agreed that staff would provide statistics calculated in square meters rather than kilometers (as is currently calculated).

Staff were requested to bring back to Council, at the next budget meeting, a matrix on the locations and work details for all road/pavement management works, including any new infrastructure work being completed underneath the road works.

The presentations continued as follows:

- Parks, Recreation & Culture, Administration, Parks, and Cemetery (Maureen Sinclair, Director of Parks, Recreation & Culture);
- Development Services, Building/Bylaw, Planning and Transit (Mike Younie, Director of Development Services);
- Corporate Services, Council and Corporate Administration (Tina Penney, Acting Manager of Corporate Administration);
- Corporate Services, Finance/Purchasing (Kerri Onken, Deputy Treasurer/Collector);
- Corporate Services – Reserve Transfers General Operating Fund (Kerri Onken, Deputy Treasurer/Collector);
- Corporate Services – Taxation – (Kerri Onken, Deputy Treasurer/Collector); and
- Corporate Services – Payroll Overhead – Kerri Onken, Deputy Treasurer/Collector.

Following a discussion on employee cost and payroll overhead calculations, staff advised that they would provide Council members with copies of the information discussed.

Councillor Hensman excused himself from the meeting at 5:55 pm.

The final presentation was as follows:

- Corporate Services – Debt and Other Fiscal Services – Kris Boland, Manager of Finance.

4. ADJOURNMENT

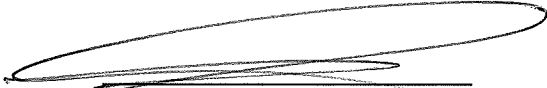
COW14/036
JUL 9/14

Moved by Councillor Luck, seconded by Councillor Nundal, and


RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:08 p.m.



WALTER (TED) ADLEM
MAYOR



TINA PENNEY
ACTING MANAGER OF CORPORATE
ADMINISTRATION