

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 January 20, 2015 commencing at 2:00 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: Ken Bjorgaard, Chief Administrative Officer
Kris Boland, Manager of Finance
*Michael Boronowski, Manager of Civic Engagement and
Community Initiatives
Inspector De Jager, Mission RCMP Detachment
Chris Knowles, Manager of Information Services
Tracy Kyle, Director of Engineering & Public Works
*Jennifer Meier, Environmental Coordinator
Maureen Sinclair, Director of Parks, Recreation & Culture
Kerri Onken, Deputy Treasurer/Collector
Tina Penney, Acting Manager of Corporate Administration
Scott Ross, Manager of Accounting Services
Chief Watkinson, Mission Fire/Rescue Service
Debi Decker, Administrative Assistant
*Present for a portion of the meeting

Members of the Public: 0

Members of the Press: 0

1. CALL TO ORDER

The meeting was called to order.

2. ADOPTION OF AGENDA

Moved by Councillor Stevens, seconded by Councillor Alexis, and

RESOLVED:

That the January 20, 2015 Corporate Services Committee – Budget agenda be adopted.

CARRIED

3. CORPORATE SERVICES

The Manager of Finance clarified that the 2015 budget summary (page 104 of the agenda) shows budget items as they become known and that this document is a living document that changes almost daily.

He further stated that this summary is broken down into three sections: Revenue Increases or Decreases and are typically not something that can be decided upon, as it shows estimates of funds that the District receives; Expenditure Changes are mainly various contract obligations, operating expenses due to capital projects, and other obligations to previous commitments with not a lot of optional changes; and the Proposed Options for Council's Consideration is entirely made up of budget items that Council has control over.

The Manager of Finance explained that when the summary shows a 2.45% increase in expenditures and a subtotal of a 0.21% budget increase to maintain existing services, this is staff showing the committee where the budget stands at this time, subject to change by the next budget meeting as more information becomes available.

COW 15/002
JAN 20/15

2015 Budget Meeting Schedule and Timelines

A report from the Deputy Treasurer/Collector dated January 20, 2015 regarding the meeting schedule for the 2015 budget in order for the District to meet the legislative deadlines was provided for the committee's information.

The Manager of Finance gave a presentation which explained budget items that had been discussed with the previous Council at earlier budget meetings.

The history of the utility user rates and staff recommendation of a 2% increase to water and sewer utility user rates, a 0% increase to the curbside refuse and recyclables/compost user rates, and a 2% increase in the tipping fees at the municipal landfill was discussed.

Further discussion ensued around:

- The difficulty comparing different municipalities' tax notices as some municipalities include utilities and others do not, and municipalities' utilities may vary;
- Secondary suites and those not paying the double utilities;
- Universal water meters for Mission residential properties;
- The pilot study on older homes on water meters and their usage versus newer homes on water meters and their usage;
- The water meter usage rate for residential properties; and
- The declining block water meter usage rate for commercial properties.

The committee discussed the water and sewer user rate issues and it was:

Moved by Councillor Hinds, and

RECOMMENDED: That staff proceed to the public consultation meeting with presenting their recommended increases for:

- a 2% increase to the water user fee;
- a 2% increase to the sewer user fee;
- a 0% increase to the curbside collection of refuse and recyclables/compost; and
- a 2% increase to the tipping fees at the municipal landfill.

CARRIED

COW 15/003
JAN 20/15

Funding the Pavement Management Program

A report from the Manager of Finance dated January 20, 2015 regarding options for Council's consideration in terms of funding sources for the pavement management program and the duration of the program was provided for the committee's consideration.

Discussion ensued on the dollar amount going towards pavement management and when this amount should be revisited and possibly redirected towards other road rehabilitation projects or other capital projects.

The committee discussed the issue and it was:

Moved by Mayor Hawes, and

RECOMMENDED:

1. That the pavement management program budget be increased to \$3,202,910 annually, for years 2019 through 2023, with funding from the Community Works Gas Tax Reserve Fund;
2. That the existing annual funding sources for the pavement management program of \$225,000 from the General Capital Reserve Fund and \$100,000 from the Major Capital Reserve Fund, be replaced with funding from the Community Works Gas Tax Reserve Fund, on an ongoing basis; and,
3. That the District's 2015 financial plan be amended accordingly

CARRIED

COW 15/004
JAN 20/15

Early Approval of Proposed 2015 Capital Projects

A report from the Manager of Accounting Services dated January 20, 2015 requesting Council's early approval of the District's proposed 2015 capital projects, as well as requesting Council approve the draft 2015-2019 capital plan summary for inclusion in the 2015-2019 Financial Plan was provided for the committee's consideration.

Discussion ensued on the following topics:

- Moving the artificial turf off the unfunded list and onto the General Capital Plan for 2015;
- The Skateboard Park;
- Leisure Centre repairs;
- Griner Park washroom situation;
- Hatzic Park washroom situation, bringing the field house project forward to 2015, the need for a change room, and the parking situation that could be dangerous;
- The Sports Park drainage request on the Unfunded Capital list;
- Stave West recreational area; and
- Storm sewer drainage infrastructure added to the 2015 capital plan.

The committee AGREED to request a meeting (prior to February 11, 2015 if possible) with the School District Board to discuss the following topics:

- Artificial turf field location and possible cost sharing
- Heritage Park School community gymnasium floor replacement
- Clark Theatre user agreement

- Use of schools as community centres and planned programming
- Use of Albert McMahon school washrooms for patrons of Griner Park

The committee requested that the Director of Parks, Recreation & Culture to also attend this meeting.

The committee discussed the issue and it was:

Moved by Councillor Hamilton, and

RECOMMENDED: That in regards to an artificial sports field, the following points be addressed:

1. Staff to have a conversation with the School District regarding possible locations and cost sharing;
2. That this project be completed within this Council's term;
3. That the artificial turf project be moved from the Unfunded Capital list for 2016 onto the General Capital Plan for 2015 for \$2.9 million with tentative funding from the Community Works Gas Tax Reserve fund; and
4. That staff to report back at a later date with confirmed funding options and project costs.

CARRIED

The committee discussed the issue and it was:

Moved by Councillor Hinds, and

RECOMMENDED:

1. a) That the proposed 2015 capital projects, included as Appendix "A" Draft 2015 Capital Plan Summary to the report entitled "Early Approval of Proposed 2015 Capital Projects" from the Manager of Accounting Services dated January 20, 2015, and as amended by including an artificial turf in the amount of \$2.9 million and tentatively funded by the Community Works Gas Tax Reserve fund, be approved as a budget amendment to the 2014 - 2018 Financial Plan Bylaw #5392-2013,
 - b) That staff be authorized to proceed with these proposed 2015 capital projects, and
 - c) That the 2014 - 2018 Financial Plan be amended accordingly; and
2. That Appendix "B" Draft 2015 - 2019 Capital Plan Summary, as attached to the report entitled "Early Approval of Proposed 2015 Capital Projects" from the Manager of Accounting Services dated January 20, 2015, and as amended by including in 2015 an artificial turf in the amount of \$2.9 million and tentatively funded by Community Works Gas Tax Reserve fund, be approved for inclusion in the 2015 - 2019 Financial Plan.

CARRIED

The committee requested that staff remove and all references regarding the Relocation of the Provincial Highway from 1st Avenue to Railway Avenue from the Unfunded Capital list.

COW 15/006
JAN 20/15

Abbotsford/Mission Recycling Depot 2015-2019 Budget Status Update

A report from the Manager of Accounting Services dated January 20, 2015 regarding a status update to the District of Mission's portion of the Abbotsford/Mission Recycling Depot (AMRD) 2015-2019 operating and capital budgets was provided for the committee's information.

Staff confirmed that most of the AMRD budget is on hold due to the uncertainty of the Multi-Material BC (MMBC) program, and that staff are regularly in contact with MMBC.

COW 15/007
JAN 20/15

Resolution Released from Closed Council

A report from the Administrative Assistant dated January 20, 2015 releasing the resolutions related to an approved decrease in the District's Liability Insurance deductible from \$100,000 to \$50,000 from the November 3, 2014 Closed Council Meeting, as part of the 2015 budget was provided for the committee's information.

COW 15/008
JAN 20/15

Fees & Charges Review Update

A report from the Deputy Treasurer/Collector dated January 20, 2015 regarding the status of the District's fees and charges review, was provided for the committee's information.

COW 15/009
JAN 20/15

2015 Municipal Partnership Fee-for-Service Grants

A report from the Deputy Treasurer/Collector dated January 20, 2015 providing background information for the additional 2015 Municipal Partnership Fee-for-Service Grant requests that are added to the budget process as spending packages and are included in the separate Spending Package report on the agenda was provided for the committee's information.

The committee requested that staff report back on the following:

- New Horizon's Lawn Bowling Society – their membership size; the community usage; the building that they occupy; and how to get the residents of Mission to learn about lawn bowling.
- Copies of the budgets for the three community groups asking for additional funds (Mission Arts Council; Lifetime Learning Society; Mission Adopt-a-Block).
- Mission Arts Council – the committee would like to know how many classes were provided in 2014 for seniors and children.

COW 15/010
JAN 20/15

RCMP Spending Package Update

A report from the Mission RCMP Detachment Commander dated January 08, 2015 providing an update to the current spending package submission in terms of accelerated deployment of recommended regular member positions was provided for the committee's discussion.

The Inspector advised that he would like to see three additional police members in 2015 to assist with new policing initiatives. One member would be a Detachment Mental Health Coordinator for the Assertive Community Treatment (ACT) team that is under development for Mission and Abbotsford. This member would assist the ACT team when a police presence is required.

The other two members would allow for a Prolific Target Team to assist the current Community Response Team to actively target those people who cause the greatest criminal impact to our community.

Discussion ensued around the restructuring of current police member duties with three additional members and the possibilities of additional police presence in the downtown area.

The committee discussed the issue and it was:

Moved by Councillor Hinds, and

RECOMMENDED: That option #1a from the Detachment Commander's report dated January 8, 2015 and entitled "RCMP Spending Package Update" be used to update the current spending package for additional RCMP members as follows:

- That Council authorize funding in the amount of \$405,000 for the three regular member positions already listed on the detachment establishment in 2015; and
- That the District increase the current RCMP compliment by one position per year in years 2016, 2017 and 2018.

CARRIED

OPPOSED: Councillor Stevens

COW 15/011
JAN 20/15

Bring Forward

The committee **AGREED** to bring the following items forward in the agenda:

- 3 (j) Status of Long-Term Debt and the Debt Retirement Reserve Fund; and
- 3 (k) Reserve Projections.

COW 15/012
JAN 20/15

Status of Long-Term Debt and the Debt Retirement Reserve Fund

A report from the Manager of Finance dated January 20, 2015 providing an update on the status of the District's long-term debt as at December 31, 2014, to review upcoming early debt retirement opportunities, and to discuss the annual transfer to the Debt Retirement Reserve Fund and its relation to the 2015 budget discussions was provided for the committee's discussion.

The committee discussed the issue and it was:

Moved by Mayor Hawes, and

RECOMMENDED: That the annual amount of \$521,820, that is currently being transferred into the Debt Retirement Reserve fund, be redirected to the 2015 General Operating budget.

CARRIED

OPPOSED: Councillor Stevens

COW 15/013
JAN 20/15

Reserve Projections

A report from the Deputy Treasurer/Collector dated January 20, 2015 advising Council of the reserve projections ahead of the budget discussion and the 2015-2019 Financial Plan being approved was provided for the committee's information.

COW 15/014
JAN 20/15

2015 Spending Packages

A report from the Deputy Treasurer/Collector dated January 20, 2015 providing a list of the operating spending packages submitted by departments for the possible inclusion to the 2015 draft operating budget was provided for the committee's information.

The Committee requested the following information be provided for the February 11, 2015 budget meeting:

- A spending package for a safety training budget for the fire department;
- A spending package for a Fire Education position (to provide fire safety/danger education to school aged children);
- Updated RCMP member spending package to reflect motion #COW15/010 above;
- A spending package for an increase to the tourism budget through the Economic Development Office; and
- All spending packages for staffing resource requests be updated with any changes.

Staff advised that all department heads will be present at the next budget meeting to be available to answer any questions that Council may have regarding the spending package requests.

COW 15/015
JAN 20/15

2015 Budget Update

A report from the Deputy Treasurer/Collector dated January 20, 2015 providing an overview of the status of the 2015 draft operating budget for the general operating fund was provided for the committee's information.

After a lengthy discussion on the 2015 draft budget summary information, the committee requested that the Welton Plaza maintenance in the amount of \$19,000 be removed from the 2015 draft budget.

Councillor Plecas left the meeting at 5:22 pm

4. ADJOURNMENT

COW15/016
JAN 20/15

Moved by Councillor Alexis, seconded by Councillor Hinds, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:23 p.m.


RANDY HAWES
MAYOR


KEN BJORGAARD,
CHIEF ADMINISTRATIVE OFFICER
(Interim Corporate Officer)