

Minutes of the **ADMINISTRATION and FINANCE COMMITTEE** Meeting (Budget discussions) held in the Council Chambers at the Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia, on Wednesday, February 9, 2011 commencing at 4:05 pm.

Committee Members Present: Mayor James Atebe
Councillor Terry Gidda
Councillor Paul Horn (arrived at 4:30 pm)
Councillor Danny Plecas
Councillor Mike Scudder
Councillor Jenny Stevens
Councillor Heather Stewart

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

Mayor Atebe called the meeting to order
Councillor Stevens assumed the chair.

1. NEW BUSINESS

AF 11/02
FEB 9/11

Fee for Service Agreements

Discussion ensued around whether the fee for service agreements should be for one or three years. Council decided that they wanted to provide the non-profit organizations some financial stability with a three-year agreement.

Moved by Mayor Atebe, and

RECOMMENDED:

1. That a fee for service agreement be signed with the following agencies for a three-year period from January 1, 2011, to December 31, 2013 in the following amounts:

Mission Adopt a Block	\$27,551
Mission Heritage Association	\$11,356
Mission Arts Council	\$23,094
New Horizons Lawn Bowling	\$ 5,623
Fraser Valley Humane Society	\$23,840
Lifetime Learning Centre Society	\$11,246
Mission Regional Chamber of Commerce	\$34,067
Mission District Historical Society	\$75,097
Mission Community Services	\$37,000
Mission Search and Rescue – Mershon Street	\$ 4,737 – Use of building in-kind

2. That no increases in fee for service grants be approved in 2011 with letters going out to the agencies indicating this decision; and
3. That no new fee for service agreements be entered into in 2011, and that the new applicants be advised of this decision.

CARRIED

AF 11/03
FEB 9/11

Financial Plan/Budget Bylaw

The Director of Finance indicated that since the last meeting there was added budget savings of \$69,000 that materialized and that staff wanted to caution Council in regards to potential future transportation challenges. The Director indicated that staff are trying to move forward with the budget, to prepare the bylaws, and were looking for direction from Council.

Discussions ensued around the many good and varied comments Council received from the members of the public. Staff indicated that the January 31, 2011, minutes had been reviewed and it was noted that a few of the questions proposed that evening had not been answered at that time. A list of specific questions along with the answers was handed out.

Council decided to go through each of the budget items in the various scenarios and decide whether they should be included or excluded from the budget.

The following budget line items were discussed:

- *Collection of subdivision engineering administration fee upfront* (\$22,000) – staff confirmed that the fee collection timing had already been implemented – additional revenue to remain in the budget.
- *Advertising opportunities at the Leisure Centre* (\$7,000) – additional revenue to remain in the budget.
- *Institute \$10/player field fee for minor sports participants* (\$12,000) – additional revenue to be removed from the budget as Council received numerous comments regarding this fee. It was noted that sports groups indicated that if a charge was needed to go towards a specific upgrade/project, they would support the fee, but not if the funds went into “general revenue”.
- *Finance Budget* (reduce training budget) (\$5,000) – the Director of Finance indicated that the majority of these funds were for the purchasing area, and that the employees had reached the levels of certification required. Reduction to remain in the budget.
- *Recreation & Culture* (reduce afternoon reception coverage) (\$15,000) – reduction to remain in the budget.
- *Planning budget* (reduce overtime at public hearings) (\$2,500) – reduction to remain in the budget.

The Fire Chief responded via telephone conference to questions regarding the fire/rescue budget items.

- *Fire/Rescue budget* broken down into:

- Eliminate annual fire apparatus operators' course (\$12,500) – the Fire Chief indicated that enough fire fighters had taken this course. Reduction to remain in the budget.
- Eliminate annual live fire training for volunteer fire fighters (\$10,472) – the Fire Chief indicated that this cost was to participate at the training centre in Maple Ridge and that in the past fire fighters have been fortunate enough to have a structure within Mission to have controlled burn training on. Reduction to remain in the budget.
- *Engineering/Public Works* (reduce survey consulting, roads budget, etc.) (\$66,639) – reduction to remain in the budget.
- *Corporate Administration* (reduce corporate training, legal, etc.) (\$39,080) – reduction to remain in the budget.
- *Delay RCMP LiveScan implementation to 2012* (\$30,000) – reduction to remain in the budget.
- *Defer electronic document management system upgrade* (\$25,000) – reduction to remain in the budget.
- *Downtown security* (fund from gaming revenue) (\$38,940) – staff confirmed that currently \$42,000 of the security budget is being funded through taxation and \$38,940 is being funded through gaming revenue. Reduction (\$38,940) to remain in the budget and add \$42,000 (funded from taxation) to be funded from gaming. Total funded from gaming = \$80,940 which will reduce the budget by a further \$42,000.

Moved by Councillor Horn, seconded by Councillor Scudder and

RESOLVED: That this meeting be recessed.

CARRIED

The meeting recessed at 6:25 pm.

AF 11/04
FEB 9/11

Moved by Councillor Plecas, seconded by Councillor Stewart and

RESOLVED: That this meeting be reconvened.

CARRIED

The meeting reconvened at 6:40 pm.

AF 11/05
FEB 9/11

Moved by Councillor Horn, seconded by Councillor Plecas and

RESOLVED: That this meeting be recessed and moved to closed.

CARRIED

The meeting recessed at 6:40 pm

AF 11/06
FEB 9/11

Moved by Councillor Plecas, seconded by Councillor Horn and

RESOLVED: That this meeting be reconvened from closed.

CARRIED

The meeting reconvened at 7:00 pm

Discussion continued on the following budget line items as to whether they should remain in the budget or be removed from the budget:

- *Forego the additional RCMP member (Domestic Violence Coordinator) (\$122,000)* – the RCMP Inspector, via telephone conference, clarified that the Domestic Violence Coordinator position would be a specialized trained RCMP member and not a civilian position. Staff confirmed that it would be difficult for another designated RCMP member to move into this position and forego their current position. Council agreed that this position was something Mission needed; however, Council was concerned about the ramifications of the RCMP contract expiring in 2012. It was stated that it would be better if the RCMP could reallocate priorities to fund such a position from within. The reduction is to remain in the budget, with five councillors in favour of the reduction and two councillors (Councillor Horn and Councillor Stewart) in opposition.
- *1% capital contribution (\$252,196)* – the increase in revenue is to remain in the budget.

AF 11/07
FEB 9/11

Moved by Councillor Scudder, seconded by Councillor Stewart and

RESOLVED: That this meeting be recessed.

CARRIED

The meeting recessed at 7:20 pm.

AF 11/08
FEB 9/11

Moved by Councillor Gidda, seconded by Councillor Plecas and

RESOLVED: That this meeting be reconvened.

CARRIED

The meeting reconvened at 7:28 pm.

Mayor Atebe assumed the chair.

Discussion continued on the following budget line item:

- *Forego the hiring of a second assistant fire chief (\$66,525)* – staff confirmed that this amount is for only half a year and the other half a year would be included in the 2012 budget. Creative suggestions were made to alleviate the cost and the work load. The reduction is to remain in the budget with six councillors in favour of the reduction and one councillor (Councillor Horn) in opposition.

AF 11/09
FEB 9/11

Moved by Councillor Horn, and

RECOMMENDED: That a 3.57% budget/tax increase, which includes the hiring of a domestic violence coordinator (RCMP Member) be approved.

OPPOSED: Mayor Atebe
Councillor Gidda
Councillor Plecas
Councillor Scudder
Councillor Stevens

DEFEATED

AF 11/10
FEB 9/11

Moved by Councillor Stevens, and

RECOMMENDED:

That a 3.09% budget/tax increase be approved, by:

- including utilizing the savings of \$69,000,
- implementing the savings of \$43,500 by funding the entire downtown security costs from the gaming reserve,
- forego the hiring of a police officer in January 2011,
- forego the hiring of a second assistant fire chief in July 2011, and
- not including the additional revenue from the \$10/player field fee for minor sports participants.

Details of the budget is as follows:

	2011	
	Budget Dollars	% Tax Increase
2011 Budget		
Cost of Maintaining Existing Services		
Police services (includes member wages)	302,915	1.19%
Salary/benefit increases	493,806	1.97%
Transit (including West Coast Express & Train Bus)	305,113	1.22%
Contractual increases and other commitments	100,209	0.39%
	1,202,043	4.77%
Revenue Increases		
Revenue from new development	(236,000)	-0.93%
Other revenue adjustments (user fees, grants in-lieu, etc.)	(273,614)	-1.09%
	(509,614)	-2.02%
Efficiencies		
Removal of Inflation	(108,491)	-0.43%
	(108,491)	-0.43%
New or Enhanced Services		
Additional police officer effective January 1, 2011	122,000 A	0.48%
Second assistant Fire Chief effective July 1, 2011	66,525 B	0.26%
Remove existing gaming reserve portion of downtown security budget	38,940 C	0.15%
Increased funding for Economic Development Office	35,000	0.14%
Budget Update	(69,500)	-0.28%
Increase in Community Special Events Grants	5,000	0.02%
	197,965	0.77%
Hiring Full-time Fire Fighters (completion of hiring 2nd complement)	259,650	1.03%
Increase in Reserve Transfers for Capital	252,196	1.00%
Total Full Service Budget Scenario	1,293,749	5.13%
Additional Budget Reductions		
Forego hiring of police officer - January 1, 2011	(122,000) A	-0.48%
Forego hiring of second assistant Fire Chief - July 1, 2011	(66,525) B	-0.26%
Fund 100% of downtown security budget from gaming reserve	(82,440) C	-0.33%
Defer electronic document management system upgrade/migration for one year	(25,000)	-0.10%
Delay RCMP LiveScan implementation to 2012	(30,000)	-0.12%
Eliminate Council miscellaneous budget	(5,000)	-0.02%
Reduce staff recognition budget (Corporate Administration)	(5,000)	-0.02%
Reduce consulting budget (Corporate Administration)	(5,000)	-0.02%
Reduce legal budget for labour relations	(3,000)	-0.01%
Reduce advertising for vacant positions budget (HR)	(8,000)	-0.03%
Reduce Corporate Training budget	(10,000)	-0.04%
Cancel software annual maintenance for Captaris Rightfax and Kiwi Syslog	(3,080)	-0.01%
Forego 2011 "new infrastructure" increase to General Roads budget	(29,059)	-0.12%
Eliminate property insurance on District bridges	(22,580)	-0.09%
Reduce Engineering survey consulting budget	(15,000)	-0.06%
Eliminate annual live fire training for volunteer fire fighters	(10,472)	-0.04%
Eliminate annual fire apparatus operators course	(12,500)	-0.05%
Reduce over-time budget for public hearings (Planning)	(2,500)	-0.01%
Reduce to one Program Registration Receptionist weekdays between 2 - 4pm	(15,000)	-0.06%
Reduce travel, training, etc. budget (Finance/Purchasing)	(5,000)	-0.02%
New Revenue		
Institute a \$10/player field fee for minor sports participants (Not instituted)	-	0.00%
Advertising opportunities at the Mission Leisure Centre	(7,000)	-0.03%
Subdivision engineering administration fees	(30,000)	-0.12%
Budget/Percentage Increase	779,593	3.09%

A & B = Not implementing the hiring of a police officer and the second assistant fire chief
C = Funding 100% of the downtown security budget from gaming with no funds from taxation

OPPOSED: Councillor Horn
Councillor Stewart

CARRIED

Staff confirmed that the minutes from this meeting will be brought forward to a regular meeting of council for adoption and the 2011-2015 financial plan bylaw will be brought forward to Council for first three readings and then final adoption.

2. ADJOURNMENT

Moved by Councillor Stevens seconded by Councilor Plecas, and

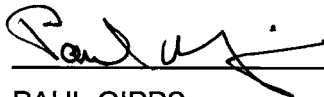
RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 7:45 pm.



JAMES ATEBE,
MAYOR



PAUL GIPPS,
DEPUTY CHIEF ADMINISTRATIVE OFFICER