

Minutes of the **ADMINISTRATION and FINANCE COMMITTEE** Meeting (Budget discussions) held in the Conference Room at the Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia, on Wednesday, December 8, 2010 commencing at 4:15 pm.

Committee Members Present: Mayor James Atebe
Councillor Terry Gidda
Councillor Paul Horn
Councillor Danny Plecas
Councillor Mike Scudder
Councillor Jenny Stevens
Councillor Heather Stewart

Staff Members Present: Glen Robertson, chief administrative officer
Rick Bomhof, director of engineering & public works
Ray Herman, director of parks, recreation & culture
Kris Bolland, deputy director of finance
Kerri Onken, deputy treasurer/collector
Debi Decker, administrative assistant

Mayor Atebe called the meeting to order and assumed the chair.

1. NEW BUSINESS

Economic Development Office Budget Increase Request (Late Item)

AF 10/95
DEC 1/10

The economic development officer gave a brief overview of his report, indicating he was requesting an incremental budget increase of \$35,000 per year over the next five years to support economic development by increasing marketing and communication in the first year, adding staff in the second year and possible relocation in later years. He added that the funding philosophy to support is projected to be budget neutral, utilizing non-residential new construction revenue.

Discussion ensued on the amount of the increase, the financial impact and possible future capital funds required.

Discussion continued on culture events in the community, the economic spin-offs, and that an economic base is required to assist with the organization of these events.

Moved by Councillor Plecas, and

RECOMMENDED: That commencing January 1, 2011, increase the economic development department budget by \$35,000 per annum, funded against non-residential taxation increases (utilizing new construction revenue). This per annum increase is to be for a funding period of no less than five (5) years, subject to an annual performance measure review conducted by the Economic Development Select Committee and approved by Council.

CARRIED

AF 10/96
DEC 8/10

Budget Requests for Grant Funds

The director of finance referred to the report dated December, regarding the two requests for grant funds.

Discussion ensued around a tax increase or a one-time increase for the two community events, and how to achieve on-going accountability from the community groups.

Moved by Councillor Horn, and

RECOMMENDED: That a 0.02% core budget increase to the annual Community Special Events 2011 budget to include the following annual community events be approved:

1. Diwali Light Festival - \$2,000
2. Heritage Week - \$3,000

CARRIED

AF 10/97
DEC 8/10

Moved by Councillor Horn, and

RECOMMENDED: That staff bring back a report to council showing a method to institute a 3-year term contract agreement for the community special events grant recipients including provision for them to report back as to how the event went.

CARRIED

AF 10/98
DEC 8/10

2011 Budget Status for Fraser River Heritage Park

The director of parks, recreation and culture gave an overview of his report dated November 22, 2010 regarding the 2011 budget status for the Fraser River Heritage Park. He explained that there were two additional items for 2011, maintenance for the new greenway trail (\$5,500 increase approved July 19, 2010) and \$6,674 for the newly landscaped areas. He added that higher maintenance would be required for the first couple of years, until the plants had an opportunity to get established.

Moved by Councillor Stevens, and

RECOMMENDED:

1. That a one-time funding request of \$6,670 from stabilization for maintenance to the new landscaping area of the Fraser River Heritage Park be approved; and
2. That staff advise Mission Heritage Association in writing, that the maintenance funding of \$6,670 is one-time only.

CARRIED

AF 10/99
DEC 8/10

Increases in Payroll Benefits

The deputy treasurer/collector provided a brief overview of her report dated December 7, 2010, regarding increases in payroll benefits. She confirmed that in 2011 the District will see increases to almost all benefit premiums. She continued explaining that a number of injuries had occurred to employees, increasing our Work Safe BC premiums. Staff advised that a report will be coming forward to council in the new year regarding lowering Work Safe BC premiums.

Moved by Councillor Horn, and

RECOMMENDED:

1. That any potential deficit in the 2011 payroll overhead is offset by any 2011 general surpluses, or general accumulated surplus; and
2. That staff monitor the 2011 payroll overhead and take appropriate action for 2012.

CARRIED

AF 10/100
DEC 8/10

2011 Budget Meeting Schedule

Discussions will take place after discussions in the closed meeting.

AF 10/101
DEC 8/10

Fee for Service Grants – Late Discussion Item

Discussion ensued regarding the new group of Fee-for-Service applications that take effect January 1, 2011, for a 3-year term.

Moved by Councillor Stevens, and

RECOMMENDED:

1. That all current (2010) Fee-for-Service grant recipients be given an amount equal to that which they received in 2010 on January 2, 2011, and
2. That when council makes the final decisions for 2011, and if an increase in the grant amounts are approved, that the increased amount be forwarded to all grant recipients at that time.

CARRIED

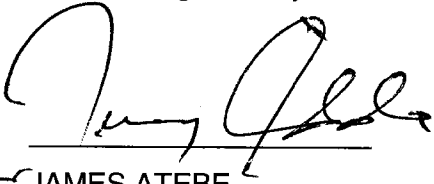
2. ADJOURNMENT

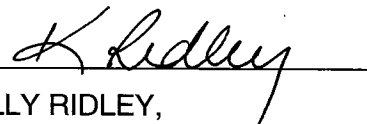
Moved by Councillor Stevens seconded by Councilor Gidda, and

RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 6:00 pm.



JAMES ATEBE,
MAYOR

KELLY RIDLEY,
DEPUTY DIRECTOR OF CORPORATE ADMINISTRATION

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