

Minutes of the **ADMINISTRATION and FINANCE COMMITTEE** Meeting (Community Amenity Contribution discussions) held in the Conference Room at the Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia, on Wednesday, February 10, 2010, commencing at 5:30 pm.

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

Committee Members Absent: Councillor Jenny Stevens

Staff Members Present: Glen Robertson, chief administrative officer
Dennis Clark, director of corporate administration
Ken Bjorgaard, director of finance
Sharon Fletcher, director of planning
Ray Herman, director of parks, recreation & culture
Kris Boland, deputy director of finance
Debi Decker, administrative assistant

The Mayor called the meeting to order.

As Councillor Stevens was absent, Mayor Atebe chaired the meeting.

1. NEW BUSINESS

AF 10/21
FEB 10/10

Community Amenities Update Project

The director of finance advised that staff are requesting direction from council on:

- o the interim community amenity contribution amount including policy update;
- o the process chart and timeline for moving forward with public/developer input; and
- o refining the draft project list that will go forward for public comment.

Discussion started on the first point, the interim community amenity contribution amount, with the director of finance explaining that he came up with May 1, 2010, as a start date for the new interim amount, as this would be approximately two months after the policy could be updated and approved by council.

Discussion continued around comparing other municipalities' community amenity contribution amounts with staff advising that each municipality collects contributions differently and that it is difficult to compare. They also explained that when negotiations are involved, the outcomes are often confidential or not equally distributed across all developments or over time.

Council requested that staff convey the above facts to the public when the public orientation presentation is made, that is that all municipalities collect community amenity contribution amounts in different ways and that there are many ways to assess a contribution amount.

The director of planning added that often negotiations take place with commercial or large residential developments with smaller residential developers only able to contribute their share if there is a community amenity contribution. She continued that the contribution per unit is an upfront known expense that developers know before they purchase/develop land, whereas negotiations happen after a developer has purchased property and has already started the development process.

Moved by Councillor Horn, and

RECOMMENDED: That an interim community amenities contribution of \$2,680.00 be approved for all new rezoning applications received on or after May 1st of 2010, and that the District's Financial Contributions for Community Amenities Policy – LAN.40 be updated to reflect the new interim contribution and the new projects.

CARRIED

Discussion moved on to the second point, process chart and timeline for public/developer input, with the director of planning advising that the public needs to be as well informed as possible. The District could utilize its website, the city page, provide a fact sheet and include storyboards in the foyer (static forms). The director continued explaining that the next step would be recording the questions, comments and conversations from the open house and presenting this to council. Then the project list and static forms would be updated prior to a public open forum where the public would be able to make comments/questions directly to council. After all this, council should be able to make some decisions about the projects on the list.

Discussion ensued around who to invite to the open house, and it was agreed that as many community groups, rate payer groups, stakeholders, developers, etc. could be invited to attend a focus group format meeting rather than an open house. All groups should be invited to attend the same meeting, in order for each group to hear what the other group has to say.

Discussion continued as to the format of the meeting, and the World Café approach was suggested.

AF 10/22
FEB 10/10

Moved by Councillor Horn, and

RECOMMENDED: That staff move forward with the proposed project process chart and timeline with the following amendments:

- a. Staff to prepare an initial public orientation and present it at a regular council meeting;
- b. Staff to report after the initial presentation, as to how a community forum will take place, who will be invited and what format it will take; and
- c. Staff to report back after the first community forum, whether a second forum with developers and/or other stakeholders is necessary or warranted.

CARRIED

Discussion moved onto the third point, refining the draft project list that will go to public consultation, with the director of finance requesting clarification from council on what was meant by "growth for technology". The director noted that staff had removed some projects from the draft list as they were deemed to be operational in nature (such as the art strategy) or as in the case of the Hatzic Cemetery items, a new reserve had recently been approved to address these items.

Discussion centered around staff's suggestion to remove projects from the list that are expected to cost under \$100,000. It was suggested that if a project could be attributed to growth, then it should be on the list, no matter what the cost.

Council requested that this third topic (refining the draft project list that will go forward to public consultation) be brought back to another administration and finance committee community amenity discussion meeting.


2. ADJOURNMENT

Moved by Councillor Scudder, seconded by Councillor Gidda, and

RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 6:45 pm.



JAMES ATEBE,
MAYOR

DENNIS CLARK,
DIRECTOR OF CORPORATE ADMINISTRATION