

Minutes of the **ADMINISTRATION and FINANCE COMMITTEE** Meeting held in the Conference Room at the Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia, on Thursday, January 7, 2010 commencing at 3:35 pm.

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

Committee Members Absent: Councillor Terry Gidda

Staff Members Present: Glen Robertson, chief administrative officer  
Dennis Clark, director of corporate administration  
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 10/01  
JAN 7/10

### Meeting Follow-Ups

The director of finance referred to the meeting follow-up forms advising that he had an update on item #3 from the December 10, 2009, meeting follow-up. He informed council that the Maclure main water line construction and second water source projects were discussed at a recent Utility Management Committee meeting and Abbotsford staff agreed to use the new funding formula percentages for these projects.

Discussion ensued around water meters and possible funding. The director of finance advised that since gas tax dollars aren't being used for growth related water projects that the funds could be used for metering. Staff are working on the terms of reference for a consultant's report on implementing water meters.

The meeting follow-ups from the December 10 and 17, 2009, Administration and Finance Committee meetings were provided for council's information.

AF 10/02  
JAN 7/10

### LATE ITEM: Grant Request – Mission Arts Council

The report from the director of corporate administration dated December 21, 2009, was deferred from the January 4, 2010, regular meeting of council.

Discussion ensued around the grant request from the Mission Arts Council, with staff confirming that there was a small amount of funds unallocated in the fee-for-service account.

Discussion continued around the Mission Arts Council's need to have a strategic plan drafted to help them with their funding requirements.

Moved by Councillor Horn, and

**RECOMMENDED:**

1. That council approve the funding request of \$983 from the Mission Arts Council to be funded from the \$1,200 unallocated fee-for-service budget as a one-time only grant; and,
2. That staff communicate to the Mission Arts Council that this is one-time funding.

**CARRIED**

The director of corporate administration advised that he would be contacting the Mission Arts Council to inform them of council's resolution.

AF 10/03  
JAN 7/10

**LATE ITEM: Correspondence from City of Burnaby re: Police Records Information Management Environment (PRIME)**

Information from the City of Burnaby dated November 23, 2009, was deferred from the January 4, 2010, regular meeting of council.

Discussion ensued around PRIME and the amount that is currently in the District's budget, and the possibility of additional increases, i.e. including integrated teams into the required costing amounts.

Discussion continued around the "no consultation" process at E Division, and the timing of information.

Moved by Councillor Horn, and

**RECOMMENDED:** That staff be directed to write to the Solicitor General requesting written confirmation that there will be no further increases to the PRIME license fees.

**CARRIED**

AF 10/04  
JAN 7/10

**LATE ITEM: Downtown Private Security**

The director of corporate administration referred to his report dated January 6, 2010. Staff confirmed that \$43,000 for the library and museum is being funded from taxation, and approximately an additional \$39,000 for the downtown area was being funded in 2010 from the gaming reserve. The current intention is that in 2011 and beyond, the private security would be funded entirely from taxation.

Discussion ensued around the effectiveness of downtown security and whether there is a need for the security 12 months of the year. Also discussed was whether to have some form of public forum for council to hear from "clients", businesses, and residents from the area regarding downtown security.

Discussion moved towards the responsibilities of the security guards and whether they should be "ambassadors" or have some bylaw enforcement capabilities. The original intent of the project was for public safety in the downtown area, to provide a visible presence to deter criminal behaviour and conduct and to make the downtown area feel safe.

Discussion ensued around the regular meetings held with the director of corporate administration, the RCMP, the Downtown Business Association and the security company, (to discuss issues) and whether other focus groups, such as the downtown citizens' coalition could attend these meetings to provide input on the program.

Moved by Mayor Atebe, and

**RECOMMENDED:**

1. That the downtown private security pilot project be supported for another year with funding from gaming revenue in 2010; and
2. That staff bring forward to council, a strategy on how to obtain input from a diverse number of stakeholders in the area, (i.e. business staff/owners, downtown citizens coalition) and on how to improve the public safety model.

**CARRIED**

AF 10/05  
JAN 7/10

**Budget Direction**

The director of finance referred to his report entitled "Budget Direction" dated December 31, 2010, requesting direction from council on the scenarios and related Financial Plan/Budget Highlights to be presented to the public, the location, times and formats for the public consultation sessions, the public consultation session advertisement and the operating and capital spending packages.

Discussion ensued on the budget scenarios and council requested that the differences between each of the scenarios be highlighted and that the scenarios reflect the following:

- 1) inflation – is only reflected in scenario C in 2010
- 2) Assistant Fire Chief – position hired in 2010 in scenario C only; requested to include position to start in July of 2011 in scenarios A and B
- 3) police officer – member hired in 2010 in scenarios B and C
- 4) 2<sup>nd</sup> set of four fire fighters hired in 2010 and 3<sup>rd</sup> set in 2012 in scenarios A and B
- 5) 2<sup>nd</sup> set of four fire fighters hired in 2010 in scenario C; 3<sup>rd</sup> set in 2011 and 4<sup>th</sup> set in 2012
- 6) new user fees/charges – which are only reflected in scenarios A and B, requested to include new revenue in scenario C as well
- 7) efficiencies and reductions in services savings of \$44,000 – currently only implemented in scenarios A and B, requested to include savings in scenario C as well

The director of finance advised that new information had been received from BC Assessment Authority regarding new construction revenue. The latest figures indicate that the District should be receiving approximately \$271,000 in new construction revenue, after funds from the Solterra industrial park have been taken into consideration.

Discussion ensued around whether the additional new construction funds should be used partially or completely to reduce the tax increase or allocated to reserve funds.

Moved by Councillor Horn, and

RECOMMENDED: That staff be directed to allocate all of the additional new construction revenue received, above the \$150,000 base amount (approximately \$121,000 = \$271,000 - \$150,000) to reserve funds.

OPPOSED – Mayor Atebe  
Councillor Stewart

CARRIED

The Chief Administrative officer left the meeting at 6:20 pm.

Discussion ensued around the budget highlights document, and the following amendments were suggested:

- 1) page 2 – clarify gaming revenue and not property tax money for funding private security
- 2) important financial terms –
  - a. remove budget and property tax, talk more about revenue sources, gaming, user fees, taxation
  - b. capital budget expenses – capital doesn't generally mean tax increase.
- 3) a portion of the comments that the RCMP Inspector provided for the RCMP section are to be included with the current comments.

AF 10/06  
JAN 7/10

Moved by Councillor Horn, and

RECOMMENDED: That staff include the following statement to the policing paragraph on page 7 in the 2010 budget highlights document:

“The RCMP provides community policing services under contract to the District of Mission. Police services have adopted a crime reduction model and have implemented specific strategies which are very focused on reducing the level of crime and victimization in the community.”

CARRIED

Discussion ensued around holding the public budget consultation session in the Council Chambers on Tuesday, January 19, 2010, commencing at 6:00 pm. The director of finance advised that this budget consultation session would be informal with no power point

presentation, but would have story boards, and copies of the budget highlight document, as well as a community feedback form. Staff advised that they would request water and sewer story boards from Abbotsford for the session. Staff confirmed that the February 1, 2010, public budget consultation meeting would be held prior to the regular meeting of council (starting at 6:00 pm) and the director of finance would provide a power point presentation and there would be an opportunity for the public to speak.

Councillor Stevens left the meeting at 6:30 pm and Mayor Atebe assumed the chair.

Discussion continued on the operating and capital spending packages, and the fee-for-service grant request from the Mission Association for Seniors Housing (MASH).

AF 10/07  
JAN 7/10

Moved by Councillor Scudder, and

**RECOMMENDED:**

1. That Council approve for inclusion in the public budget presentation scenarios, a \$7,100 fee-for-service grant requested by the Mission Association for Seniors Housing for their busy bus; and,
2. That the \$7,100 grant for the busy bus be broken down with \$3,000 as a fuel credit from the public works and \$4,100 cash grant for maintenance costs on the busy bus.

**CARRIED**

Staff noted that the previously approved \$3,000 (vehicle fuel funds) in September of 2009, would not be carried forward to 2010, if the \$7,100 grant is approved as apart of the final budget.

Council requested that staff provide follow-up/clarification on existing spending packages and/or provide new spending packages on the following items/projects:

1. Storm sewer replacement – staff to clarify whether completion of this project is time sensitive or not.
2. Emergency generator and JEPP grant – staff to clarify if this project is time sensitive and if the grant is due by March 31<sup>st</sup>.
3. Rain garden – staff to clarify/explain if in-ground garbage cans are necessary.
4. Running water / sanitary facilities at the Hatzic baseball park – staff to provide details and submit a spending package.
5. Master Plan for Griner Park – staff to clarify who is to do this study, with a suggestion for university students to complete the study.
6. Park shelters at various parks, install one per year – staff to provide details and submit a spending package for building park shelters and for staff to propose which parks the shelters should be placed in.
7. Benches at the Centennial Park walking track for seniors to sit down on while they are walking – staff to provide details and submit a spending package.

8. To "dress-up" the upper park / boat launch area west of the Spirit Square – staff to provide details and submit a spending package.
9. Staff to advise if any of the capital projects on the capital spending package summary were time sensitive.

The director of finance advised that funding for the operating component of any approved capital spending packages could be one-time funds for 2010 and then funded through taxation in 2011.

The director of corporate administration requested that the following spending packages be removed as they are no longer necessary:

1. Bylaw enforcement officer – a report will be forwarded to council regarding revamping the ticketing bylaw and utilizing the extra revenue to fund an additional bylaw enforcement officer.
2. Social development clerical assistance and restorative resolutions full-time – operating and capital.

Discussion ensued around reserve funds, capital plan project time-lines and funding and the possibility of allocating a portion of the tax increase directly to reserves.

AF 10/08  
JAN 7/10

Moved by Councillor Horn, and

**RECOMMENDED:** That staff be directed to set-up an Administration & Finance Committee meeting once the budget discussions have been completed to:

- a) review the capital plan in terms of time-lines, funding and content;
- b) review and create a strategy to replenish the reserve funds; and,
- c) review the 2011 and 2012 operating budgets.

CARRIED

## 2. ADJOURNMENT

Moved by Councillor Horn, seconded by Councillor Plecas, and

**RESOLVED:** That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 7:25 pm



JAMES ATEBE,  
MAYOR



DENNIS CLARK,  
DIRECTOR OF CORPORATE ADMINISTRATION

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