

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 Wednesday, October 21, 2015 commencing at 1:00 p.m.

Committee Members Present: Mayor Randy Hawes  
Councillor Pam Alexis  
Councillor Carol Hamilton  
Councillor Jim Hinds  
Councillor Danny Plecas  
Councillor Jenny Stevens (arrived at 1:10 pm)

Committee Members Absent: Councillor Rhett Nicholson

Staff Members Present: Ron Poole, Chief Administrative Officer  
Kris Boland, Manager of Finance  
\*Michael Boronowski, Manager of Civic Engagement and Community Initiatives  
Rick Grant, Assistant Operations Manager  
Jay Jackman, Manager of Assets, Infrastructure & Projects  
Dan Sommer, Director of Development Services  
Stephanie Key, Deputy Director of Parks, Recreation and Culture  
Tracy Kyle, Director of Engineering & Public Works  
Maureen Sinclair, Director of Parks, Recreation & Culture  
Kerri Onken, Deputy Treasurer/Collector  
Scott Ross, Manager of Accounting Services  
Jennifer Russell, Deputy Corporate Officer  
Chief Watkinson, Mission Fire/Rescue Service  
Mike Younie, Deputy Chief Administrative Officer  
Debi Decker, Administrative Assistant  
Haylee Gould, Administrative Assistant  
\*Present for a portion of the meeting

## 1. CALL TO ORDER

The meeting was called to order.

## 2. ADOPTION OF AGENDA

Moved by Councillor Alexis, seconded by Councillor Hamilton, and

RESOLVED:

That the October 21, 2015 Corporate Services committee agenda be adopted.

CARRIED

Councillor Hamilton assumed the chair.

### 3. CORPORATE SERVICES

COW 15/068  
OCT 21/15

#### Agenda Overview Presentation

The Deputy Treasurer/Collector gave a presentation on the 2016 budgeting process, including where we are in that process, what to expect at future budget meetings and a summary of the reports on today's agenda.

COW 15/069  
OCT 21/15

#### 2016 Fees and Charges Review

A report was provided from the Deputy Treasurer/Collector dated October 21, 2015 for discussion and the committee's approval to increase specific District user fees and charges, to add new fees to a bylaw, to delete fees from three bylaws, and five housekeeping items to two different bylaws.

Staff asked to amend Table 1, new fees, with three new fees that were inadvertently missed.

Discussions ensued on the following:

- Municipal Cemetery - goal is cost recovery and although Mission's cemetery has not reached that goal, it is getting closer.
- Mobile stage – rental fee is there in case a for-profit group wants to rent the stage. Non-profit groups are not charged a rental, and Mission Towing has been known to donate their towing costs for the non-profit groups.
- Each department reviews their fees and decides whether or not to increase fees. Comparisons are completed to determine if Mission's fees are in line with other municipalities and/or other agencies.
- PLAY Program – this program uses the same eligibility criteria as the Federal government.

Following the discussions, it was:

Moved by Councillor Plecas, and

**RECOMMENDED:**

1. That the fee increases attached to the October 21, 2015 report Entitled "2016 Fees and Charges Review" from the Deputy Treasurer/Collector be approved effective January 1, 2016;
2. That the following new fees, as amended, be approved effective January 1, 2016 for inclusion in:

Schedule 1 of the User Fees & Charges Administrative Bylaw #4029-2007:

#### A. CORPORATE SERVICES

##### 5. Microfiche

- a) Microfiche Research Fee for property information (flat rate) - \$20.00;

##### 9. District Insignia Items

- a) District Pins - \$0.70
- b) District Flags - \$165

##### 10. Land Title Fees

A processing fee shall apply to each (a); (b); (c) & (d) plus the LTO fee - \$50.00

B. ENGINEERING / PUBLIC WORKS

10. Street Sweeping - \$55.15

Schedule 2 of the User Fees & Charges Administrative Bylaw #4029-2007:

- Busking Annual Permit - \$25 for individual
  - \$50 for group
  - \$15 fee for lost permits

3. That the following deleted fees be approved effective January 1, 2016:

Schedule 1 of the User Fees & Charges Administrative Bylaw #4029-2007:

H. RCMP Services

- 4 (i) Special Occasion Permits - \$35.00
- 4 (j) Service of Subpoenas - \$0.00 and  
6 Photographs
  - (a) from negatives - \$4.00
  - (b) 3x5 - \$4.00
  - (c) 5x7 - \$7.00
  - (d) 8x10 \$10.00
  - (e) from slides - \$4.50

Water Bylaw #2196-1990

Meter Read System Prepayment Fee - \$144.85

Land Use Application Procedures and Fees Bylaw #3612-2003

Major LUC Amendment - \$2,913.00

Minor LUC Amendment- \$1,919.00

Water Meter Read System Prepayment - \$143.50

4. That the following housekeeping items be approved effective January 1, 2016:

Schedule 1 of the User Fees & Charges Administration Bylaw #4029-2007:

A. 5. Microfiche

Re-number (a) per copy (8.5" x 11") to (b) per copy (8.5" x 11")

E. 3. Land Title Fees

Move fees (a) through to (d) from Section "E" to Section "A" Corporate Services 10. Land Title Fees

H. 2. Consent/Court Orders/ Investigational

(j) Photographs (see below) – remove item

Sign Bylaw #1662-1987

Move the fee "The applicant for a permit has paid to the District of Mission a fee per sign of \$118.50" from the Sign Bylaw to Schedule 1 of the User Fees & Charges Administrative Bylaw #4029-2007, Section "E" Inspection Services, 3 – Sign Permit

CARRIED

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### **Heritage Park Operating Budget**

A report from the Director of Parks, Recreation and Culture dated October 21, 2015 was provided to update the committee and to provide background information for discussion on the proposed 2016 operating budget for the Fraser River Heritage Park.

Discussion ensued on the following:

- Current District grants that were provided to either Mission Heritage Association (MHA) (the society who operated the Fraser River Heritage Park [Park]) or groups who held events at the Park, to be moved to the Heritage Park operating budget.
- A discussion needs to take place on the Community Enhancement grant.
- Assets that MHA holds, i.e. tools, equipment, etc. that were purchased for the Park.
- Tracking of donations/fundraising monies for specific items at the Park to be handled the same as other donations received for specific parks or items.
- Any funds MHA received from the Memorial Park benches will be transferred to the District for ongoing maintenance of those benches.

Staff confirmed that this report covers the operating budget for the Park and does not include capital budgets.

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### **Status of 2016 General Operating Draft Budget**

A report dated October 21, 2015 from the Deputy Treasurer/Collector provided an overview of the changes to the 2016 general operating fund budget for the committee's discussion and consideration.

Discussion ensued on the following unknown budget items:

- Even with staff's contact with Translink, Westcoast Train Bus service and budget expectation details are not known at this time.
- The implications on the BC Transit budget in light of the Provincial government's budget freeze.

The Committee spoke to Council's objective of keeping tax increases in line with the Vancouver Consumer Price Index (CPI) (all items, annual). Council's objective to keep the tax increase to the CPI was decided with the best information available at the time. More information has now become available and the public's input is needed.

The Committee noted that a recent asset management workshop revealed that there are shortfalls, not only in Mission but in municipalities across the country, for infrastructure upkeep. Money is spent to put in water and sewer lines, build and pave roads, but the Committee further noted that money is seldom spent on aging infrastructure. Taxpayers need to be involved in discussions regarding an acceptable tax increase, and the responsibility of paying for aging infrastructure.

Following the discussions, it was:

Moved by Councillor Stevens, and

**RECOMMENDED:** That the 2016 General Operating Financial Plan (Draft), as attached to the report dated October 21, 2015 entitled "Status of 2016 General Operating Draft Budget" from the Deputy Treasurer/Collector, be approved in principle and presented for feedback at the upcoming public budget consultation meeting on November 2, 2015.

**CARRIED**

**4. ADJOURNMENT**

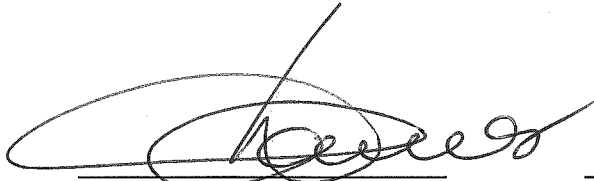
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Moved by Mayor Hawes, seconded by Councillor Alexis, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 2:00 p.m.



RANDY HAWES,  
MAYOR



MICHAEL YOUNIE,  
CORPORATE OFFICER