

**Minutes of the Freestanding Committee of the Whole (Corporate Administration & Finance 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, September 7, 2016 commencing at 1:00 p.m.

Committee Members Present: Mayor Randy Hawes  
Councillor Pam Alexis  
Councillor Carol Hamilton  
Councillor Jim Hinds  
Councillor Rhett Nicholson  
\*Councillor Danny Plecas  
Councillor Jenny Stevens

Staff Members Present: Mike Younie, Deputy Chief Administrative Officer  
Kris Boland, Director of Finance  
Rogine Battel, Manager, RCMP Administration  
Ted De Jager, Officer in Charge, Mission RCMP Detachment  
\*Matt Dunham, Operations Manager  
\*Michele Fernie, Engineering Technologist II – Assets  
\*Hirod Gill, Manager of Engineering Design and Planning  
\*Chris Knowles, Manager of Information Services  
Tracy Kyle, Director of Engineering & Public Works  
\*Gina MacKay, Director of Long-Range Planning & Special Projects  
Maureen Sinclair, Director of Parks, Recreation & Culture  
Brent Schmitt, Manager of Business Services  
\*Dan Sommer, Director of Development Services  
Kerri Onken, Deputy Treasurer/Collector  
Scott Ross, Manager of Accounting Services  
Jennifer Russell, Deputy Corporate Officer  
Dale Unrau, Fire Chief  
Debi Decker, Administrative Assistant  
Jenny Hill, Administrative Assistant  
\*Present for a portion of the meeting

## **1. CALL TO ORDER**

The meeting was called to order at 1:00 p.m.

## **2. ADOPTION OF AGENDA**

COW16/008  
SEPT 07/16

Moved by Councillor Plecas, seconded by Councillor Hamilton, and

**RESOLVED:**

That the September 7, 2016 Corporate Administration & Finance committee agenda be adopted.

**CARRIED**

### **3. CORPORATE ADMINISTRATION AND FINANCE**

COW 16/009  
SEPT 07/16

#### **Budget Overview Presentation**

The Deputy Treasurer/Collector gave a presentation on the 2017 budgeting process, where we are in that process, what is on today's agenda, what to expect at future budget meetings, and the actions required from Council at each meeting.

COW 16/010  
SEPT 07/16

#### **Background Information on Capital**

The Committee reviewed a report dated September 7, 2016 from the Deputy Treasurer/Collector with background information regarding the District's capital plans and context for 2017 general capital plan discussions. This report was provided for information purposes only.

COW 16/011  
SEPT 07/16

#### **General Fund Reserve Projections Summary**

A report dated September 07, 2016 from the Director of Finance was provided to present the general fund reserve projections, an important component of the 2017 budget discussions. This report was provided for information purposes only.

The Director of Finance advised that as the budgeting process continues, the reserve balances could be impacted as budget items are approved. The General Capital Reserve Fund and the Roads Capital Reserve Fund are currently the only two reserve funds below their recommended minimums. The Committee was advised that the District is making good progress paying down its internal debt with \$3.5 million remaining outstanding.

COW 16/012  
SEPT 07/16

#### **Draft 2017 General Capital Plan and Unfunded Existing Infrastructure Projects and Assets**

A report from the Deputy Treasurer/Collector dated September 7, 2016 regarding the draft 2017 general capital plan and unfunded existing infrastructure projects and assets was provided for the committee's discussion and consideration.

The Director of Finance confirmed that the 2017-2021 capital plan is a continuation of what Council approved in 2016. The unfunded infrastructure projects included in the capital plan are those that represented a safety concern, or were required to maintain or replace existing infrastructure.

Staff clarified that the existing playground equipment budget within the capital plan of \$39,000 is for a standard replacement of equipment, whereas the additional \$95,500 in the unfunded project listing for 2017 is for more specific and emergent park projects.

The Committee discussed the issue and it was:

Moved by Councillor Plecas, and

#### **RECOMMENDED:**

- 1) That the unfunded capital projects and funding sources as listed in Appendix A - Replacement of Existing Infrastructure and Assets in the Draft 2017 General Capital Plan and Unfunded Existing Infrastructure Projects and Assets report from the Deputy Treasurer/Collector dated September 7, 2016 be approved for inclusion in the 2017 to 2021 Financial Plan; and

- 2) That the Draft 2017 General Capital Plan as attached as Appendix B to the report dated September 7, 2016 from the Deputy Treasurer/Collector entitled Draft 2017 General Capital Plan and Unfunded Existing Infrastructure Projects and Assets be approved for inclusion in the 2017 to 2021 Financial Plan.

CARRIED

COW 16/013  
SEPT 07/16

#### **Cherry Avenue Sidewalk Request Fronting Griner Park**

A report dated September 7, 2016 from the Engineering Technologist II – Asset Management was provided as a response to a request from the Mission Traffic and Transit Committee for a sidewalk on the south side of Cherry Avenue fronting Griner Park.

Discussion ensued on the three options presented for the pedestrian walkway on the Griner Park side of Cherry Avenue. Staff advised that if the recommendations in the Sidewalk and Walkway Program Update report were approved, then Option 2 from this report would be constructed in 2017-2018 with nothing further required from the Committee.

COW 16/014  
SEPT 07/16

#### **Sidewalk and Walkway Program Update**

The Committee reviewed a report from the Engineering Technologist II – Asset Management dated September 7, 2016 regarding an update to the Sidewalk and Walkway Program.

The Director of Engineering and Public Works advised that an increase of \$227,425 to the annual sidewalk and walkway program budget for the years 2017 to 2022 is being requested. Staff noted that there is a potential to reduce the pavement management program budget, and that these savings could cover this budget increase request.

Discussion ensued on the matrix for rating the new sidewalk installations which was a desk top exercise to set area categories such as a high, medium or low priority as determined by the matrix criteria (such as: close to a school, transit stop, shopping, etc.). The sidewalk installations would depend on which roads required road/underground works, and any additional work that could be constructed at the same time, i.e. sidewalk installation would be considered at the same time as the road works.

Staff confirmed that they would investigate whether or not Development Cost Charge (DCC) monies are eligible for funding a sidewalk program and possibly include this in the upcoming DCC review.

The Committee discussed the issue and it was:

Moved by Councillor Plecas, and

**RECOMMENDED:** That staff report back with a draft Local Service Area (LAS) Program procedure and policy that outlines a program for residents who wish to have a sidewalk installed in their neighbourhood.

CARRIED

COW 16/015  
SEPT 07/16

### **2016 Pavement Management Program Funding Update**

A report dated September 7, 2016 from the Engineering Technologist II – Asset Management regarding future funding for the 2016 pavement management program was provided for the Committee's discussion.

The Director of Engineering and Public Works advised that after the completion of a consultant's study on the District's paved roads, staff are proposing a decrease to the annual pavement management program budget from \$3.2 million to \$2.8 million. Staff clarified that despite this proposed budget reduction, the average pavement conditions would be maintained at their current levels. Staff propose utilizing these savings towards the sidewalk and walkway program noted earlier on this agenda.

COW 16/016  
SEPT 07/16

### **Cedar Street and 7<sup>th</sup> Avenue Intersection Funding Options**

A report from the Director of Finance dated September 7, 2016 regarding the Cedar Street and 7<sup>th</sup> Avenue intersection expansion project was provided for the Committee's discussion and consideration.

Staff noted that the BC Hydro and Petro Canada property purchase negotiations should start before future plans are made.

Staff confirmed that any grant applications for funding capital projects within the District would require Council approval.

The Committee discussed the issue and it was:

Moved by Councillor Plecas, and

RECOMMENDED:

- 1) That staff begin negotiations with BC Hydro and Petro Canada to acquire the portion of their land required for the eventual expansion of the Cedar Street and 7<sup>th</sup> Avenue intersection; and
- 2) That no action be taken at this time with regard to negotiating with the other private property owners, nor with committing to a construction schedule for the intersection improvements.

CARRIED

COW 16/017  
SEPT 07/16

### **1<sup>st</sup> Avenue Streetscape Improvements Project**

A report dated September 7, 2016 from the Manager of Long Range Planning & Special Projects regarding the Streetscape Improvements Project for 1<sup>st</sup> Avenue was provided for the Committee's discussion and consideration.

The Manager of Long Range Planning & Special Projects explained that the suggested improvements listed in her report were for the three blocks of 1<sup>st</sup> Avenue between Horne and Grand Streets, and that Option A is a complete street upgrade whereas Options B & C are not.

Discussions pertaining to Option A ensued regarding:

- The number of decorative trees per block.
- The need to bring the property owners on 1<sup>st</sup> Avenue onboard with the changes.
- The Ministry of Highways' responsibility for street lights on the corners.

- The Welton Street Plaza plans, the proposed “bulb outs”, the future closing of Welton Street, and whether a plaza could be considered a “park”.
- The current bus route along 1<sup>st</sup> Avenue and Welton Street.
- Construction disturbances to 1<sup>st</sup> Avenue businesses and downtown residents.
- The possibility of having detailed plans ready in 2017 and construction starting in 2018.
- Funding options and the possibility of providing funding over two budget years.

Moved by Councillor Hinds, and

RECOMMENDED:

- 1) That Option A, as presented in the report entitled 1<sup>st</sup> Avenue Streetscape Improvements Project dated September 7, 2106 from the Manager of Long Range Planning & Special Projects be approved in the amount of \$3.5 million;
- 2) That staff report back to Council on a plan for a downtown plaza to be located at or near Welton Street; and
- 3) That funding for the \$3.5 million 1<sup>st</sup> Avenue Streetscape Improvements Project be funded as follows:
  - a) In 2017 - \$500,000 from General Fund Accumulated Surplus for the project’s design; and
  - b) In 2018 - \$300,000 from General Fund Accumulated Surplus, \$808,869 from the District of Mission Development Corporation Accumulated Surplus, and the balance of \$1,891,131 to come from the General Capital Reserve Fund.

CARRIED

COW16/018  
SEPT 07/16

Moved by Councillor Plecas, and

RESOLVED: That the Corporate Administration and Finance Committee meeting be recessed for 10 minutes.

CARRIED

The meeting recessed at 3:12 p.m.

The meeting reconvened at 3:21 p.m.

COW 16/019  
SEPT 07/16

### **Draft 2017 General Capital Plan Unfunded Capital Projects**

The Committee reviewed a report dated September 7, 2016 from the Deputy Treasurer/Collector with the updated 2017 General Capital Plan unfunded capital project listing.

Discussion took place on the following unfunded capital projects:

- Asset Management infrastructure study - still in the working stages, a listing of funding requirements will be identified once completed.
- Fraser River Heritage Park - funding for the office space renovations, Clayburn building requirements, and neighbourhood park needs versus community park needs.

- Municipal Hall, RCMP building, civic center – staff are in the preliminary stages of scoping this project.
- Existing playground equipment - replacements of existing equipment and new playground equipment for parks such as Fraser River Heritage Park and the Sports Park.
- Parks & Recreation Advisory Committee - specific ongoing funding for park upgrades.
- Mission Seniors Activity Centre - staff will report back to Council on costs of the renovations study.
- BC Transit's new vehicle yard facility - costs and funding source.

Councillor Plecas left the meeting at 3:34 p.m.

COW 16/020  
SEPT 07/16

#### **Draft 2017 Equipment Capital Plan**

A report from the Deputy Treasurer/Collector dated September 7, 2016 was provided for the Committee's consideration to include the 2017 Equipment Capital Plan into the 2017-2021 Financial Plan.

Staff identified an amended Appendix A that was provided as a late item for the Committee's consideration that included 10 vehicles that would be postponed and their positive impact on the reserve fund.

Staff explained the yearly process of reviewing all the equipment listed for purchase in the budget year to identify those purchases that can be delayed to another year, and to update costs where necessary. Staff confirmed that a part of this yearly review is looking at environmentally friendly vehicles (alternative fuel or electric) and whether or not they are economical to purchase and repair, and whether these vehicles meet the specific requirements of the departments requiring the vehicle.

Staff pointed out that the Fire/Rescue Service vehicles referred to in the next report on this agenda were not included in this report's figures. The Fire Chief confirmed that the District should be able to repurpose the stainless steel tanker on one of the existing trucks, and possibly other parts. The tanker trucks may have some residual value for resale to a smaller rural community.

Discussion ensued around the added expense of purchasing fire truck equipment in U.S. Dollars and staff advised they will report back on possible solutions at a later date.

Moved by Councillor Hamilton, and

**RECOMMENDED:** That the Draft 2017 Equipment Capital Plan, attached as Amended Appendix A – 2017 Capital Plan and Reserve Projections to the report from the Deputy Treasurer/collector entitled Draft 2017 Equipment Capital Plan dated September 7, 2016 be approved for inclusion in the 2017-2021 Financial Plan.

**CARRIED**

COW 16/021  
SEPT 07/16

**Superior Tanker Shuttle Service (STSS) Certification**

A report from the Fire Chief dated September 7, 2016 was provided for consideration by the Committee regarding the Superior Tanker Shuttle Service (STSS) Certification criteria.

The Fire Chief advised that a motion would be required to indicate to the Fire Underwriters Survey that Mission will be changing their pumper trucks from a 25-year to a 20-year replacement schedule to qualify for the STSS Certification.

Moved by Councillor Hinds, and

RECOMMENDED:

- 1) That the current fire tanker replacement schedule of 25 years be changed to 20 years in order to meet Superior Tanker Shuttle Service Certification requirements;
- 2) That effective January 1, 2017 the Equipment charge-out rates for the three tankers in the fire department budget be increased by a total of \$27,000 to assist with collecting additional funds for the 20-year replacement cycle; and
- 3) That these changes be factored into the District's financial plan.

CARRIED

**4. RECAP OF GENERAL CAPITAL PLAN PROJECT REQUESTS**

COW16/022  
SEPT 07/16

Moved by Mayor Hawes, and

RECOMMENDED:

- 1) That effective January 1, 2017 the funding level for the Pavement Management Program be decreased from \$3,200,000 to \$2,850,000 annually;
- 2) That the \$350,000 reduction be split between the two funding sources for the Pavement Management Program, specifically \$50,000 from the Roads Capital Reserve Fund and \$300,000 from the Community Works Gas Tax Reserve Fund; and
- 3) That consideration be given to utilizing the Community Works Gas Tax revenue savings, from the reduced Pavement Management Program budget, towards the Sidewalk and Walkway Program funding shortfall.

CARRIED

COW16/023  
SEPT 07/16

Moved by Councillor Hinds, and

RECOMMENDED:

- 1) That the Sidewalk and Walkway Program budget be increased by \$227,425 (from \$72,575 to \$300,000), for the years 2017 through to 2022; and
- 2) That this \$227,425 increase be funded from the Community Works Gas Tax revenue savings from the reduced Pavement Management Program budget.

CARRIED

**5. ADJOURNMENT**

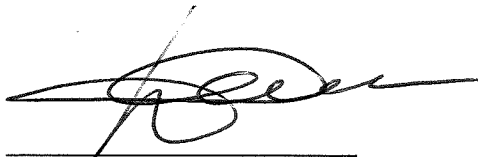
COW16/024  
SEPT 07/16

Moved by Councillor Hinds, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 4:15 p.m.



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RANDY HAWES,  
MAYOR



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MICHAEL YOUNIE,  
CORPORATE OFFICER