

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 13, 2017 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: Ron Poole, Chief Administrative Officer
Rogine Battel, Manager, RCMP Administration
Kris Boland, Director of Finance
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Annette Fellner, Officer in Charge, Mission RCMP Detachment
*Hirod Gill, Manager of Engineering Planning & Design
Dave Heyes, Manager of Forestry Business
Stephanie Key, Deputy Director of Parks, Recreation & Culture
*Chris Knowles, Manager of Information Services
Tracy Kyle, Director of Engineering and Public Works
Kerri Onken, Deputy Treasurer/Collector
Scott Ross, Manager of Accounting Services
Jennifer Russell, Deputy Corporate Officer
Steve Simmonds, Manager of Inspection Services
Maureen Sinclair, Director of Parks, Recreation & Culture
Brent Schmitt, Manager of Business Services
*Dan Sommer, Director of Development Services
Dale Unrau, Fire Chief Mission Fire/Rescue Service
Mike Younie, Deputy Chief Administrative Officer
Debi Decker, 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

COW17/007
SEPT 13/17

Moved by Councillor Nicholson, and

RESOLVED:

1. That the September 13, 2017 Freestanding Committee of the Whole (Corporate Administration & Finance – Budget) Committee agenda be adopted.

CARRIED

3. CORPORATE ADMINISTRATION AND FINANCE

COW 17/008
SEPT 13/17

Agenda Overview Presentation

The Deputy Treasurer/Collector presented information on the 2018 budgeting process, where we are in that process, what to expect at future budget meetings, actions required from Council and what is on today's agenda.

COW 17/009
SEPT 13/17

Budget & Citizen Satisfaction Survey Results

A report and power point presentation from the Manager, Civic Engagement & Corporate Initiatives provided Council with results of the Budget & Citizen Satisfaction Survey prior to the beginning of the 2018 budget discussions.

The following highlight areas were discussed:

- The total number of participants was slightly down from last year's survey, partially due to another survey running just prior to this one;
- The areas where the participants noted the highest dissatisfaction, or the most passion in written comments, had a common thread around curbside collection, public safety, and homelessness/addiction;
- As the age of the respondent increased, the priority service area of focus was safety and security, whereas the focus area was on transit and transportation for respondents of a younger age group;
- Parks, greenspace, activities and the small town feel/culture are consistently the most important for all respondents;
- Survey results are strongly influenced by the most emergent or controversial issue at the time the survey is taken;
- The length of the survey was too long for some respondents, and staff will look at streamlining the survey for next year;
- Although the location of respondents is not tracked, a filter could be set-up in the future that could identify general locations through comments which could indicate how certain neighbourhoods answer questions, e.g. rural residents who want sidewalks, etc. ;
- Residents who move to Mission from larger communities want/expect services such as upgraded parks, trails, playgrounds and dog off-leash parks; and
- The high level of detail and thoughtfulness in the respondents' written comments.

COW 17/010
SEPT 13/17

Background Information on Capital Plans

A report dated September 13, 2017 from the Deputy Treasurer/Collector provided the background information on the District's capital plans along with context for 2018 general capital plan discussions.

Staff clarified the following questions from Council:

- The Fraser River Sewer Crossing Project does not appear in 2018 as the project was budgeted for in 2017; however there will be a carry-forward request. This project as shown includes the funding from the provincial and federal governments;

- The Development Cost Charge (DCC) Capital Plan does not currently include a high level of detail as the District is in the process of updating the DCC bylaw. Once that has been finalized, the DCC capital projects will be included within the DCC Capital Plan;
- Additional details will be brought to the October 23, 2017 Freestanding Committee of the Whole meeting when municipal utilities will be discussed at length, including the recycling depot capital plan.

COW 17/011
SEPT 13/17

General Fund Reserve Projections

A report from the Deputy Treasurer/Collector dated September 13, 2017 regarding reserve fund projections was provided for Council's information prior to the 2018 capital budget discussions.

Staff confirmed that the Reserve Fund policy that listed minimal and optimal reserve fund balances was just a guideline with the amounts selected at the time the policy was created. Staff further stated that there will be a request for a modest increase to the transfers to the General Capital Reserve Fund at the next budget meeting, as this reserve is the main funding source for a number of capital projects.

COW 17/012
SEPT 13/17

Draft 2018 General Capital Plan and Recommended Projects from Unfunded Capital List

The Deputy Treasurer/Collector presented, for Council's consideration, the draft 2018 general capital plan along with recommended projects from the unfunded capital list in the report dated September 13, 2017.

Council discussed the issue and it was:

Moved by Councillor Plecas, and

RECOMMENDED:

- 1) That the capital projects and funding sources as listed and attached in Appendix A – Recommended Capital Projects from Unfunded Capital List in the "Draft 2018 General Capital Plan and Recommended Projects from Unfunded Capital List" report from the Deputy Treasurer/Collector dated September 13, 2017, be approved for inclusion in the Draft 2018 to 2022 Financial Plan; and
- 2) That the Draft 2018 General Capital Plan as attached as Appendix B – Draft 2018 General Capital Plan, as amended to include projects from Appendix A, be approved for inclusion in the Draft 2018 to 2022 Financial Plan.

CARRIED

COW 17/013
SEPT 13/17

List of Unfunded General Capital Projects

A report dated September 13, 2017 from the Deputy Treasurer/Collector regarding the updated unfunded capital project listing was provided for Council's information and discussion.

Discussion ensued around the recent sale of municipal property, where these funds should be allocated to, and the projects on the unfunded capital project list.

In response to questions from Council, staff confirmed that:

- They would follow-up on how the Welton Street Plaza project report was progressing;
- Experience the Fraser Trail would be addressed within the Parks Master Plan recommendations; and
- The north-south trail corridor (river to forest) was almost complete up to Dewdney Trunk Road, but that the trail north of Dewdney Trunk needed more planning.

Council discussed the issue and it was:

Moved by Mayor Hawes, and

RECOMMENDED: That \$409,000 of the proceeds from the sale of the property located at 8708 Cedar Street be allocated from the Land Sale Reserve and used towards funding a variety of parks capital projects.

CARRIED

COW 17/014
SEPT 13/17

Draft 2018 Equipment Capital Plan

A report from the Deputy Treasurer/Collector dated September 13, 2017 presented the draft 2018 Equipment Capital Plan to Council for their discussion and consideration.

Discussion ensued regarding the purchase of two electric vehicles, maintenance requirements, and operating costs.

Staff confirmed that when a vehicle has reached its lifespan, it is auctioned off and that some revenue is generated from the sale. It was noted that fire vehicles will now be auctioned off in the United States, which could potentially bring in more revenue depending on the exchange rate at the time of sale.

Moved by Councillor Hamilton, and

RECOMMENDED:

- 1) That the Draft 2018 Equipment Capital Plan, attached as Appendix A – 2018 Equipment Capital Plan and Reserve Projections to the report from the Deputy Treasurer/Collector entitled "Draft 2018 Equipment Capital Plan", dated September 13, 2017 be approved for inclusion in the Draft 2018 to 2022 Financial Plan; and
- 2) That the increase in cost of \$27,770 to replace the two hybrid vehicles with two electric vehicles be funded from the appropriated surplus account for Carbon Tax Funds.

CARRIED

COW 17/015
SEPT 13/17

2018 Fire Apparatus Procurement Process

A report from the Fire Chief dated September 13, 2017, detailing the procurement process and timeline for ordering fire apparatus was provided for Council's information and consideration.

Moved by Councillor Plecas, and

RECOMMENDED:

That the Manager of Purchasing and Stores be approved to start the procurement process and initiate a Request for Proposal (RFP) for the scheduled and budgeted replacement of the 1997 Freightliner Pumper ahead of adopting the 2018 to 2022 Financial Plan.

CARRIED

COW 17/016
SEPT 13/17

2016 Bridge Inspection Report

A report dated September 13, 2017 from the Manager of Business Services provided a summary of the findings from the 2016 Bridge Inspections report including budget implications for Council's information and consideration.

In response to a question from Council, the Manager of Business Services confirmed that if Chester Street was closed to traffic, then the bridge replacement project and budget would be removed from the Capital Plan.

Council discussed the issue and it was:

Moved by Councillor Stevens, and

RECOMMENDED:

That the Draft 2018 General Capital Plan, be amended to include the following projects, which will be funded by the Roads Capital Reserve Fund:

- a) Gill Avenue Bridge – Deck Resurfacing: \$115,000 in 2036;
- b) Wallace Street Bridge – Deck Resurfacing: \$35,000 in 2031;
- c) West Coast Express Pedestrian Overpass – Repainting of entire steel truss: \$500,000 in 2031;
- d) Chester Street Bridge – Replacement: \$200,000 in 2026;
- e) Silverdale Bridge – Replacement: \$1,200,000 in 2026; and
- f) Wren Street Bridge – Replacement: \$300,000 in 2032.

CARRIED

4. ADJOURNMENT

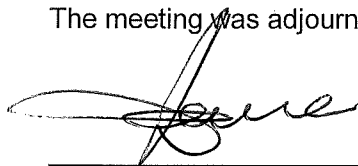
COW17/017
SEPT 13/17

Moved by Councillor Plecas, seconded by Councillor Hinds, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 2:54 p.m.



RANDY HAWES,
MAYOR



MICHAEL YOUNIE,
CORPORATE OFFICER

