

Minutes of the **SPECIAL MEETING** (Administration & Finance) of the **DISTRICT OF MISSION COUNCIL** held in the Conference Room at the Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia, on Monday, February 9, 2009, commencing at 6:05 pm.

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

Committee Members Absent: Councillor Danny Plecas

Staff Members Present: Glen Robertson, chief administrative officer
Dennis Clark, director of corporate administration
Ken Bjorgaard, director of finance
Rick Bomhof, director of engineering and public works
Kerri Onken, deputy treasurer/collector
Kris Boland, manager of capital/utility financial planning and investments
Debi Decker, administrative clerk

1. COMMITTEE OF THE WHOLE

RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

AF
09/21 Moved by Councillor Stevens, seconded by Councillor Gidda and,

RESOLVED: That council now resolve itself into committee of the whole.

CARRIED

ADMINISTRATION & FINANCE

Councillor Stevens assumed the chair.

AF 09/22 **Financial Challenges Related to the Regional Water and Sewer Systems**

The director of finance referred to his report dated January 29, 2009, and the late item handed out, supplemental information, as the share percentages for allocating regional utility expenses had just been updated.

The manager of capital/utility financial planning and investments reviewed the four scenarios and the different financial impacts to the District.

Discussion ensued around utilizing gas tax funds towards capital projects necessary due to growth, the fast-tracking of regional capital projects, and whether all capital projects are required in the year stipulated in the financial plan.

The director of finance reiterated that gas tax funds are mandated to be spent on cleaner air and cleaner water, and that water capital projects fall into this category.

Staff informed council that an updated Water Master Plan is currently being developed and is expected to be completed by late August of 2009. It was indicated that this new master plan would take into consideration Mission's lower growth projections, stricter water conservation, and the timing/acceleration of capital projects. Staff continued that the Water Master Plan may adjust the timelines or eliminate of some of the capital projects.

Discussion continued around setting the water and sewer user rates for 2009 and how much the DCC rates need to increase. Staff confirmed that user rates need to be finalized within the next two months, and that the DCC rates should be set as soon as possible, to reflect the regional financial plans that require adoption.

It was agreed that the Abbotsford/Mission Water & Sewer Commission (WSC) members would bring up at the February 12, 2009, WSC meeting that Mission council has not approved the financial plans nor the pre-approval for capital projects, that Mission council had reservations around some of the timelines for regional water capital projects, and that solutions need to be discussed.

Council requested that staff prepare a new report addressing:

- what are the consequences if some of the regional water capital projects do not go ahead as planned;
- are there other options to the acceleration of capital projects;
- to show a range of options including phasing in of the DCC rates; and
- to see what Abbotsford's future projected growth is in comparison to Mission.

It was agreed to defer further discussion until after the February 12, 2009, Abbotsford/Mission Water & Sewer Commission meeting, and a new staff report can be presented.

AF
09/23

Regional Utility Financial Plan

This item was deferred pending additional information.

AF
09/24

Preapproval of Regional Utility Capital Projects

This item was deferred pending additional information.

AF
09/25

District's Objectives and Policies in Terms of Revenue Sources, Distribution of Property Taxes and Permission Tax Exemptions including Revitalization Exemptions

The director of finance referred to his report dated January 16, 2009, explaining that legislation now requires municipalities to include council policies and objectives around revenue sources, distribution of property taxes and permissive tax exemptions in their financial plan bylaws.

Discussion ensued around staff's proposed policies and objectives, revitalization tax exemptions and the new legislative changes.

Moved by Mayor Atebe, and,

RECOMMENDED:

1. That council approve policies and objectives in regards to the District's revenue sources and distribution of property taxes for inclusion in the public consultation document and subsequently for inclusion in the District's financial plan bylaw;
2. That council approve policies and objectives in regards to permissive tax exemptions including revitalization exemptions for inclusion in the public consultation document and subsequently for inclusion in the District's financial plan bylaw; and
3. That council provide general direction to staff in terms of drafting revitalization tax exemption guidelines/policies.

CARRIED

AF
09/26

LATE ITEM: 2009 Municipal Tax & Utility Scenarios

Discussion ensued around the various tax increase scenarios (dollar amount and percentage of tax/utilities increases for 2009 versus 2008, on three different assessed values using four different tax increases) that were handed out as a late item. Council appreciated seeing the dollar amount of the tax increase as well as the percentage.

The Mayor excused himself from the meeting at 8:25 pm citing a conflict of interest with the next item.

AF
09/27

2009 Fraser Valley Regional Library Draft Budget Scenarios

The director of finance referred to his report dated January 22, 2009, and the draft budget for the Fraser Valley Regional Library (FVRL). He advised council that a decision needed to be conveyed to Councillor Stevens, the District's FVRL representative, as she will be voting on proposed budgets at the February, 2009, FVRL board meeting.

The director reviewed the three budget scenarios and their financial impact to Mission, and clarified that under version 1, after taking into account new construction revenue, the tax increase would be approximately 3.5%.

Moved by Councillor Horn and,

RECOMMENDED: That Councillor Stevens be directed to vote for Version 1 (as outlined below) to be included in the Fraser Valley Regional Library's 2009 budget.

Version 1 includes:

- results in \$52,286 or 5.11% increase for Mission;
- includes a contingency for contract negotiations and inflation for supplies;
- includes a 3% budget increase for new library materials; and
- includes a full-time technician for the information technology department.

CARRIED

The Mayor returned to the meeting at 8:35 pm.

AF
09/28

Council Follow-ups

Follow-ups from the January 8, 12, and 20, 2009, special meeting of council (administration & finance) were attached for council's information and review.

Staff noted that the following items required further clarification from council:

1. Water cisterns (January 8, 2009 meeting) – council clarified that it was questioned why cisterns were not used within the District, as the province of Ontario does. Council suggested that a resolution be forwarded to the UBCM to encourage legislature in the province of BC on cistern use.

Staff were directed to provide a report on the feasibility of requiring cisterns.

2. District vehicle sharing (January 12, 2009 meeting) – council clarified that they questioned whether or not District vehicles could be used by more than one staff member working different shifts or whether one vehicle could be shared by various staff members.

Staff responded by stating that to the degree possible, this already happens. It was confirmed that the vast majority of District vehicles are being used throughout the day and that during the sprinkling restriction months when staff patrol the District, they generally use the building inspectors' vehicles.

Council had comments regarding the following items:

1. Actuals and budget comparison for the leisure centre accounts – it was questioned why the percent the user pays decreased in the years 2009 to 2011 as compared to 2008.

Staff responded that the fee increase for users of programs at the leisure centre is not included in the budget numbers.

Council requested that the fee increases be included in the budget projections.

2. Listing of Municipal "construction ready" projects and regional utility projects – council advised that the projects needed to be put in a priority listing.

Discussion ensued around the next scheduled special council (administration & finance) meeting on February 19, 2009, and due to conflicts it was agreed to reschedule the February 19th meeting to Monday, March 9, 2009, immediately following the scheduled closed council meeting. It was confirmed that there was already a meeting scheduled for March 3, 2009, that would remain.

AF
09/29

Status of 2009, 2010, and 2011 Provisional Operating Budgets/Tax Increases

Due to time constraints, this topic was not discussed.

AF
09/30

Discussion of Spending Packages

Due to time constraints, this topic was not discussed.

RESOLUTION TO RISE AND REPORT

Mayor Atebe resumed the chair.

AF
09/31

Moved by Councillor Gidda, seconded by Councillor Scudder and,

RESOLVED: That the Committee of the Whole now rise and report.

CARRIED

2. ADOPTION OF COMMITTEE OF THE WHOLE

AF
09/32

Moved by Councillor Stevens, seconded by Councillor Horn and,

RESOLVED: That the recommendations of the committee of the whole, as contained in items AF09/20 to AF09/31, be adopted.

CARRIED

3. OTHER BUSINESS

There was no further business.

4. ADJOURNMENT

Moved by Councillor Stevens, seconded by Councillor Stewart, and

RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 9:00 pm.



JAMES ATEBE,
MAYOR



DENNIS CLARK,
DIRECTOR OF CORPORATE ADMINISTRATION

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