

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 Tuesday, January 20, 2009 commencing at 3:30 pm, and on Thursday, January 29, 2009 commencing at 3:30 pm.

Committee Members Present: Mayor James Atebe
Councillor Terry Gidda (arrived at 4:45 pm Jan 29th)
Councillor Paul Horn (arrived at 5:00 pm Jan 20th)
Councillor Danny Plecas (arrived at 3:55 pm Jan 20th) (absent Jan 29th)
Councillor Mike Scudder
Councillor Jenny Stevens (absent Jan 29th)
Councillor Heather Stewart

Staff Members Present: Glen Robertson, chief administrative officer
Dennis Clark, director of corporate administration
Ken Bjorgaard, director of finance
Kerri Onken, deputy treasurer/collector
Debi Decker, administrative assistant

January 20, 2009
staff members present for
part of the meeting:

Pat Walsh, Inspector, RCMP
Margie Laue, RCMP office manager
Ian Fitzpatrick, acting fire chief
Larry Watkinson, assistant fire chief
Mike Dekkers, manager of public safety inspection team
Kim Allan, director of forest management
Bob O'Neal, manager of forestry
Rick Bomhof, director of engineering and public works
Doug Riecken, deputy director of engineering and public works
Mike Younie, manager of environmental services
Greg Giles, superintendent of utilities
Matt Dunham, superintendent of roads and drainage
Kris Boland, manager of capital/utility financial planning and investments

January 29, 2009
staff members present for
part of the meeting

Kevin Poole, manager of economic development
Ray Herman, director of parks, recreation and culture
Wendy McCormick, deputy director of parks, recreation and culture
Kerry Bysouth, manager of parks and facilities
Sharon Fletcher, director of planning
Bev Endersby, manager of inspection services
Darryl Gehlen, manager of restorative resolutions
Mike Giesbrecht, manager of purchasing and stores

1. COMMITTEE OF THE WHOLE

RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

AF
09/14 Moved by Councillor Stewart, 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
09/15 The director of finance stated that department heads provide an overview of their respective programs and services, including service levels from an operational and capital perspective, and that council would be given an opportunity to ask questions.

He indicated that the operating budget for 2008 and 2009, including variances between the two years would be shown on the screen.

Police Services – Inspector P. Walsh

The Inspector gave an overview of the department structure, crime statistics, and crime comparisons between Mission and surrounding municipalities.

When questioned, staff informed council that a report would be forthcoming on the federal mandate for cell retrofitting.

Fire Operations – I. Fitzpatrick, acting fire chief

The acting fire chief gave a brief overview of the fire stations and the new initiatives. He explained that in July of 2009 the move towards composite fire fighters will take place.

Council requested that staff provide the details of the budget variances for the Fire Hall operations.

Emergency Programs – I. Fitzpatrick, acting fire chief

The acting fire chief gave a brief overview of the emergency programs, explaining that the search & rescue receives funds from the Fraser Valley Regional District. Staff explained that if expenditures are less than revenues, the surplus funds are transferred to a reserve account, to be expended at a later date.

Public Safety Inspection Team – I. Fitzpatrick, acting fire chief

The acting fire chief gave a brief overview of the public safety inspection team and staff cautioned council that other municipalities have been challenged through the courts.

Forestry – K. Allan, director of forest management

The director of forest management gave a brief overview of the forestry department, explaining that the world market prices were fluctuating and that staff were constantly re-evaluating their programs.

Refuse Services – R. Bomhof, director of engineering and public works

The director of engineering and public works gave a brief overview of the refuse services, confirming that council had just approved an increase in the refuse collection rate, tipping fees, and the recycling/composting collection rate, and that the District had a new refuse collection company start on January 1, 2009.

Council questioned whether or not there was more than one size of the rain barrels?

Engineering – R. Bomhof, director of engineering and public works

The director of engineering and public works gave a brief overview of the engineering department, explaining that the increase in the budget was mainly due to wages and vehicles.

Staff clarified that the numbers used to calculate the revenue for subdivision inspections was from the director of planning.

Council requested that the director of planning explain how these numbers were arrived at, and to indicate the last time the subdivision numbers were this low at the January 29th meeting.

Public Works - R. Bomhof, director of engineering and public works

The director of engineering and public works gave a brief overview of the public works department, explaining that the list of projects to be completed each year is included in the departmental goals and objectives. The director commented that the roads crews cannot keep up with all the asphalt or sidewalk repairs. Staff are considering having a Public Works Master Plan study completed, that would identify the needs of the community.

Council questioned why both public works crews and parks/facilities crews were driving around throughout the District collecting garbage from the public garbage cans, and the superintendent of roads and drains advised that he would speak to the director of parks, recreation and culture regarding this.

Discussion ensued around the maintenance and cleanliness of the highways meridians, and **council requested staff** investigate whether there was any liability issues with volunteer groups (i.e. Adopt-A-Block) collecting roadside garbage on behalf of the District.

Equipment Pool – G. Giles, superintendent of utilities

The superintendent of utilities gave a brief overview of the equipment pool, pointing out that a number of the larger fire engines will need to be replaced in approximately 7 – 10 years, creating a strain on the reserves.

Discussion ensued around the option of borrowing funds or leasing vehicles, the fire engines in particular, and **council requested staff** provide information on the disposal process of District vehicles.

Discussion continues on the option of paying staff mileage versus driving a municipally owned vehicle. **Council requested staff** investigate whether staff can be required to use their own vehicles and be paid mileage, rather than using a District vehicle.

The Mayor left the meeting at 8:40 pm.

Transit Services - R. Bomhof, director of engineering and public works

The director of engineering and public works gave a brief overview of the transit services, advising council that the Mission Abbotsford Transit Committee will be reviewing details regarding initiating the 15 minute service or look at other options. He continued that a report from the Transit Committee should be forthcoming in February or March.

Moved by Councillor Stewart and,

RECOMMENDED: The meeting be recessed until Thursday, January 29, 2009, at 3:30 pm in the Conference Room.

CARRIED

The meeting was recessed at 8:50 pm.

The meeting reconvened on Thursday, January 29, 2009, at 3:40 pm in the Conference Room.

Mayor Atebe resumed the chair in the absence of Councillor Stevens and alternate Councillor Plecas.

AF
09/16

Federation of Canadian Municipalities – Late Item

The director of finance indicated a late item regarding increasing the current council budget to include councilors to attend the Federation of Canadian Municipalities' (FCM) conference in Whistler this April. The director requested that council address this issue this evening as there is a deadline for registration to this conference.

Discussion ensued around the benefits of attending this conference, and that this conference was not held in the British Columbia very often. The director commented that this conference could be considered a one-time expense, funded through council contingency and not as a core budget increase, if council felt that members would not be attending this conference on an annual basis.

Discussion ensued around the upcoming spending package, which would increase the council conference budget, to allow each member to attend two conferences of their choice. It was noted that this request would be separate to the spending package proposal.

Moved by Councillor Horn, and,

RECOMMENDED: That approval be given to those councillors who wish to attend the June 5 - 8, 2009 Federation of Canadian Municipalities' conference in Whistler, B.C., with funding to come from the 2009 council contingency.

CARRIED

AF
09/17

The director of finance advised that departmental presentations would be continuing with the economic development officer's presentation.

Economic Development – K. Poole, economic development officer

The economic development officer gave a brief overview of his department and handed out a document that showed a detailed 2009 dollar listing of his budget. He advised council that the majority of his project revenue was received from one-time grants, which were to be spent on specific projects. He continued by explaining that some of the tourism projects are in conjunction with other municipalities, such as the Scenic 7 project.

Recreation Administration – R. Herman, director of parks, recreation and culture

The director of parks, recreation and culture gave a brief overview of the administration section of the recreation department. He advised council that the sports shop at the Leisure Centre was moving out at the end of May, and that staff were looking for a new tenant.

Discussion ensued around the use of the soon to be vacant area, and whether or not this space could have a different use.

Discussion continued around the school district administration fees, and staff when questioned, advised that the revenue received did not offset the expenditures. Council suggested that the District should move towards increasing the revenues in this area.

After being advised that the majority of the expense in the administration account was for wages, **Councillor Horn requested** a written break-down of all the items within this account.

Recreation Programs – R. Herman, director of parks, recreation and culture

The director of parks, recreation and culture gave a brief overview of the recreation programs advising that this section was the largest in both activity and budget. He explained that recreation programs were broken into three areas: registered, drop-in, and rentals, and that the expenditures were very much related to revenues. He clarified that if fewer programs or drop-in sessions were run there would be an impact on both expenditures and revenues.

Discussion ensued around the subsidy that taxpayers were providing patrons using the leisure centre, and whether the subsidy was increasing. Council questioned what percentage of the community utilizes the leisure centre, and staff advised that they can track the number of visits, but not the percentage of the community that uses our facilities.

Council requested that on the next community survey, staff ask residents "what community services do you use?" Council questioned the subsidy per household other municipalities provide for their leisure centre facilities, and staff advised that it is difficult to compare other municipalities as each municipality offers different programs. The director of parks, recreation and culture advised that he relies on a recovery rate for programs, and on average, a 40% recovery rate (where 40% of revenue covers the expenses) is very good.

Council requested that staff provide a calculation of the subsidy for recreation services in the longer term plan (the amount of property tax subsidy for leisure centre user rates) for council to review, along with the number of people who use the leisure centre facilities.

Municipal Buildings – R. Herman, director of parks, recreation and culture

The director of parks, recreation and culture gave a brief overview of the municipal buildings department explaining that this area recorded mostly expenditures with limited revenue.

Cemetery - R. Herman, director of parks, recreation and culture

The director of parks, recreation and culture gave a brief overview of the cemetery area explaining that the crematorium was contracted out, and that the rates for the cemetery had been increased effective January 1, 2009.

Discussion ensued around the fact that the cemetery does not "break-even" and **council requested that staff** provide a report on the pros and cons of running a municipal cemetery.

Parks - R. Herman, director of parks, recreation and culture

The director of parks, recreation and culture gave a brief overview of the parks division explaining that revenue is from user fees and expenditures are maintenance costs.

When questioned about using slower growing grass for fields, the **manager of parks and facilities advised that he** would find out and advise council.

Planning – S. Fletcher, director of planning

The director of planning gave a brief overview of the planning department, explaining that in 2009 they were expecting approximately half of the 2008 applications, and that the applications received would be for larger, more complex subdivisions.

The director explained that she calculated her application estimates from information she received from the Urban Development Institute and that the last time the application numbers were this low was in 1995.

The director continued that her department had approximately 137 active files that staff would be continuing to work on, and that there were a number of process reviews that staff will have an opportunity to work on.

Councillor Horn requested a written break-down of the wage categories in the community planning account.

Inspection Services – B. Endersby, manager of inspection services

The manager of inspection services gave a brief overview of the inspection services department, and explained that some permits/licenses are down.

Discussion ensued around bylaw enforcement, with staff confirming that bylaw enforcement was more reactive than proactive, encouraging property owners to comply with bylaws, which does not generate revenue.

Councillor Horn requested a written break-down of the wage categories in the inspections account.

Restorative Resolutions – D. Gehlen, manager of restorative resolutions

The manager of restorative resolutions gave an overview of his department, explaining that facilitators are recruited and trained each year, and that referrals are received from the RCMP and the school district.

Corporate Administration – D. Clark, director of corporate administration

The director of corporate administration gave a brief overview of the corporate administration department, including information services.

Finance - K. Bjorgaard, director of finance

The director of finance gave a brief overview of the finance department, with the manager of purchasing and stores briefly describing his area. The deputy treasurer/collector gave a brief explanation of the general government, taxation/grants in-lieu, and payroll overhead divisions.

AF
09/18

Federal Finance Budget

Council requested that staff arrange a meeting with Member of Parliament Randy Kamp as soon as possible, to discuss the budget implications for Mission of the federal finance budget.

Council requested that staff include discussion of the list of grant projects previously submitted to Mr. Kamp's office for consideration, at the February 9, 2009 special council (administration & finance) meeting.

RESOLUTION TO RISE AND REPORT

Mayor Atebe resumed the chair.

AF
09/19

Moved by Councillor Horn seconded by Councillor Stewart and,

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

CARRIED

2. ADOPTION OF COMMITTEE OF THE WHOLE

AF
09/20

Moved by Councillor Scudder, seconded by Councillor Stewart and,

RESOLVED: That the recommendations of the committee of the whole, as contained in items AF 09/14 to AF 09/18, be adopted.

CARRIED

3. OTHER BUSINESS

The Mayor advised that he would be in Vancouver tomorrow (January 30, 2009) to attend a press conference by Premier Campbell, and would advise council of the outcome as soon as he returned to Mission.

4. ADJOURNMENT

Moved by Councillor Horn, seconded by Councillor Scudder, and

RESOLVED: That this meeting be adjourned.

CARRIED.

The meeting was adjourned at 9:50 pm.



JAMES ATEBE,
MAYOR



DENNIS CLARK,
DIRECTOR OF CORPORATE ADMINISTRATION

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