



Committee of the Whole Report

October 14, 2015

A Freestanding Committee of the Whole (Corporate Services – Budget) meeting took place on October 14, 2015 at 1:00 p.m. The following presents the Committee’s recommendations to Council for consideration:

THESE ITEMS WERE CARRIED UNANIMOUSLY AND CAN BE RATIFIED TOGETHER

2016 Water Utility Financial Plan (Draft)

RECOMMENDED:

1. That the 2016 Water Utility Operating Financial Plan (draft) and Water Utility Capital Plan, as attached to the report dated October 14, 2015 entitled “2016 Water Utility Financial Plan (Draft)” from the Manager of Finance be approved for inclusion in the District’s 2016-2020 Financial Plan;
2. That the following operating spending packages be approved for inclusion in the 2016 Water Utility Financial Plan:
 - a. Increase the system administration budget by \$5,564;
 - b. Increase the meter reading budget by \$3,000; and
 - c. Create a budget of \$2,000 for Ruskin system testing;
3. That \$50,000 for the currently unfunded water model update be approved for inclusion in the 2016 Capital Plan, with funding from the Water Capital Reserve Fund; and
4. That a proposed water user rate increase of 1% for 2016 be approved in principle and presented for feedback at the upcoming public budget consultation meeting on November 2, 2015.

This recommendation was carried unanimously.

2016 Sewer Utility Financial Plan (Draft)

RECOMMENDED:

1. That the 2016 Sewer Utility Operating Financial Plan (Draft) and Seer Utility Capital Plan, as attached to the report dated October 14, 2015 entitled “2016 Sewer Utility Financial Plan (Draft)” from the Manager of Finance be approved for inclusion in the District’s 2016-2020 Financial Plan;
2. That the following operating spending packages be approved for inclusion in the 2016 Sewer Utility Operating Financial Plan:
 - a. Increase the sewer connection maintenance budget by \$20,000; and
 - b. Increase the lift station maintenance budget by \$20,000;

3. That for the Fraser River sanitary sewer crossing twinning project, Council approve advancing \$300,000 of the existing budget from 2019/2020 to 2017 for preliminary design, and another \$350,000 be advanced from 2020 to 2019 for detailed design;
4. That \$60,000 for the currently unfunded sanitary sewer model update be approved for inclusion in the 2016 Sewer Utility Capital Plan, with funding from the Seer Capital Reserve Fund; and
5. That a proposed sewer user rate increase of 4% for 2016 be approved in principal and presented for feedback at the upcoming public budget consultation meeting on November 2, 2015.

This recommendation was carried unanimously.

2016 Waste Management Utility Financial Plan (Draft)

RECOMMENDED:

1. That the 2016 Waste Management Utility Operating and Capital Plans (Draft) as attached as Appendix A to the report dated October 14, 2015 entitled "2016 Waste Management Utility Financial Plan (Draft)" from the Manager of Finance be approved for inclusion in the District's 2016-2020 Financial Plan; and
2. That the following proposed 2016 waste management utility rate increases be approved in principle and presented for feedback at the upcoming public budget consultation meeting:
 - a. No increase to curbside garbage collection rates and curbside recycling/composting collection rates;
 - b. No increase to landfill tipping fees for refuse; and
 - c. A 1% increase in landfill tipping fees for various other materials.

This recommendation was carried unanimously.

Proposed Drainage Utility Financial Plan

RECOMMENDED:

1. That the District's drainage system be established as a user-funded utility in the 2016 budget, similar to the District's existing water, sewer and waste management utilities;
2. That the District's existing 2016 operating budget amounts related to the drainage system form the initial basis for the 2016 drainage utility operating budget, and that this budget be funded by the District's existing diking levies, plus a drainage utility fee that is equivalent to a corresponding decrease in general municipal property taxes;
3. That the following drainage operating spending packages be approved for inclusion into the 2016 Draft Drainage Utility Financial Plan:
 - a. Increase the drainage system inspection program budget in the amount of \$100,000; and
 - b. Annual transfers of \$98,785 to the Drainage Capital Reserve Fund;
4. That staff report back to Council with options regarding how to levy the drainage utility user fee to individual properties;

5. That the proposed drainage utility capital budget from Appendix C attached to the Manager of Finance's report Dated October 14, 2015 form the initial capital plan for the proposed drainage utility;
6. That the proposed Drainage Capital Reserve Fund Establishment Bylaw #5518-2015 be included at an upcoming Regular Council Meeting for first three readings;
7. That upon adoption of the proposed Drainage Capital Reserve Fund Establishment Bylaw #5518-2015, \$100,000 be transferred from the General Capital Reserve Fund to the proposed Drainage Capital Reserve Fund to provide initial funding for critical drainage capital projects, and that a bylaw to formalize this transfer, as required by the Community Charter, be included at an upcoming Regular Council Meeting for first three readings; and
8. That the District's 2016-2020 Financial Plan be amended accordingly.

This recommendation was carried unanimously.



Committee of the Whole Report

October 21, 2015

A Freestanding Committee of the Whole (Corporate Services – Budget) meeting took place on October 21, 2015 at 1:00 p.m. The following presents the Committee’s recommendations to Council for consideration:

THESE ITEMS WERE CARRIED UNANIMOUSLY AND CAN BE RATIFIED TOGETHER

2016 Fees and Charges Review

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

This recommendation was carried unanimously.

Status of 2016 General Operating Draft Budget

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.

This recommendation was carried unanimously.