

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, March 3, 2009 commencing at 3:35 pm.

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

Staff Members Present: Glen Robertson, chief administrative officer  
Dennis Clark, director of corporate administration  
Ken Bjorgaard, director of finance  
Ray Herman, director of parks, recreation and culture  
Kerri Onken, deputy treasurer/collector  
Debi Decker, administrative clerk

## **1. COMMITTEE OF THE WHOLE**

### **RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE**

AF  
09/46 Moved by Councillor Stewart, seconded by Councillor Scudder and,

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

CARRIED

### **ADMINISTRATION & FINANCE**

Councillor Stevens assumed the chair.

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

AF  
09/47

The director of finance referred to the late item that was handed out which shows four budget/tax increase scenarios to be used as a starting point for discussion purposes. He explained that Scenario "A" is the base or current scenario that shows all the services that council had approved so far; Scenario "B" was a low budget/tax increase scenario; Scenario "C" was a mid-range budget/tax increase scenario; and Scenario "D" was a high budget/tax increase scenario. The director pointed out that no spending packages had been included in any of the scenarios, and that the tax increase via dollar impact shown in all the scenarios was based on a \$359,000 assessed value home.

AF  
09/48

### **Parks, Recreation and Culture Follow-up Information**

The director of parks, recreation and culture referred to his report dated February 23, 2009, which provided follow-up information that council had requested from previous special council (administration and finance) meetings.

Discussion ensued around the leisure centre program user fees, and the recovery percentages. Staff confirmed that historic fee increases are reviewed, and if the past years' fee increases had been aggressive, then staff would consider a lesser fee increase for a year or so.

Council suggested that as some senior citizens may have more disposal income than middle-income families, the lower senior rate should be looked at and possibly eliminated. **Council requested that staff** research and advise the additional revenue that would be realized if seniors paid the adult rates.

AF  
09/49

### **Funding for Travelling Sports Teams**

Discussion ensued around the possibility of council providing grants for travelling sports teams, and it was agreed that this was not something that council wanted to get involved in.

Moved by Councillor Horn, and,

**RECOMMENDED:** That staff prepare a policy for council to adopt, that addressed the fact that council will not support funding teams or individuals.

**CARRIED**

AF  
09/50

### **Discussion of Spending Packages**

The director of finance referred to the spending package summaries included in the agenda, explaining the coding in the Overall Corporate Priority column. He noted that the "P" indicates that staff have marked this spending package as a priority, and that the "N" indicates that staff have marked this spending package as necessary. Staff were requesting council to review all the spending packages and to provide feedback.

The director also noted that some capital spending packages have an operating component to them, and that some operating spending packages have a capital component to them. He explained that if a capital spending package is approved that has an operating component to it, the operating spending package is automatically approved, and vice-versa.

Discussion ensued around the following capital spending packages:

- Full-time IT Software Support Specialist – Staff noted that this position would be shared with the RCMP, and that the RCMP position which was currently a contract position, would be eliminated. The capital component was for a desk and computer for the municipal hall work space.

- RCMP Video Equipment – Staff advised that in 2008, \$109,200 was budgeted for a Live Scan that is not going ahead, and that this budget could be used to fund the video equipment in the cell area. Staff confirmed that there were additional areas within the detachment that also require upgraded video equipment, which could potentially be funded from this budgeted amount.

Council suggested that if video equipment needs to be upgraded on an on-going basis, then the capital plan should reflect this.

- RCMP ATV Patrol – Staff advised that this item could potentially be funded from the RCMP Reserve, and that this vehicle would not be used solely for the Burma Road area.

Council suggested that staff consider a recovery of this cost through the recreational initiative in this area.

- Fire Operations, replacement of breathing apparatus – Staff confirmed that funds are budgeted for within the capital plan (2012 & 2013) for replacement/upgrade of the breathing apparatus, and that these funds would be moved forward in the capital plan, in addition to the funds requested. Council requested that this item remain in the capital plan.

- Pagers/Radios – Council supported staff's priority recommendation.

- Satellite Phone Purchase – Council supported staff's priority recommendation.

- Computer Tracking System for Applications, Permits and Complaints – Staff confirmed that efficiencies will be created within the planning and inspection services departments, but that a more detailed business case needs to be created, and once completed, will be presented to council.

Council suggested looking at recovery options towards funding the tracking system.

- Generators located at the Leisure Centre – Staff advised that if the generators were not purchased, then the leisure centre could not act as an emergency centre in the event of an emergency. Staff confirmed that a report will be forwarded to council regarding the size of generators needed and the electrical capabilities at the leisure centre.

Discussion continued on the possible funding source for the generators, and it was suggested that gaming revenue be utilized. **Council requested that staff** provide information detailing the amount of gaming revenue available, and the proposed projects (and amounts) that gaming revenue will be funding.

- Leisure Centre Refrigeration Plant – it was noted that this spending package had already been approved at a previous council meeting.
- Repairs to Silverdale Avenue – Council requested that this item be included in the budget discussions, and that perhaps a phased-in approach could be undertaken as the construction costs will be enormous. **Council requested that** the director of engineering and public works attend the next budget discussion meeting to discuss phasing in of: design/design options; road/bank stabilization, geotechnical costs, and actual road building. Silverdale Avenue is used as an east/west connection route and options for repair need to be investigated.

Staff advised that a claim regarding storm damage had been submitted to the Provincial Emergency Preparedness (PEP) but had not heard back. **Council requested that** staff arrange a meeting/discussion with MLA Randy Hawes to inquiry about the PEP claim, and to enlist his aid.

Discussion ensued around spending budgets for roads and sidewalks, and the possibility of a master plan for roads and sidewalks. Staff confirmed that this issue was on the follow-up report.

Discussion continued around left-turn signal lights at the 7<sup>th</sup> Avenue and Cedar Connector/Street intersection. Staff confirmed that a study was completed and it was determined that a left-turn signal is not warranted. **Staff will bring** updated information to a meeting of council.

- Intersection Improvements – 14<sup>th</sup> Avenue and Cedar Street – Council supported staff's priority recommendation.
- Beautification of Railway Avenue – Council did not agree with funding a study on how to beautify Railway Avenue. **Council requested that** the director of corporate administration follow-up with the superintendent of roads and drainage regarding what beautification projects could be implemented.

**Council requested that** discussions of what projects should/could be implemented on Railway Avenue be brought to the Strategic Planning meetings.

Discussion continued around the following operating spending packages:

- Annual Awards Ceremony – it was noted that this spending package had been approved at a previous council meeting.
- Oyama Sister City, increase budget to cover costs of visit – Discussion ensued around whether or not taxpayers should be paying for this event, while agreeing that the experience of travelling to Japan and/or receiving a delegation from Japan was very worthwhile.
- Council Conferences – Council discussed this spending package option.
- Increase to Recreational Program Grants – Council discussed this spending package option.
- Staff Recruitment Advertising Costs – Staff confirmed that advertising costs for staff recruitment are always over budget, and that travel costs for bringing in someone for an interview are included in this account.
- Full-time Software Support Specialist – Council supports staff's priority recommendation.
- RCMP Guards, providing 24/7 coverage in the cells – Staff stated that having guard coverage 24/7 would remove the burden from the RCMP member of guarding a prisoner until a guard could be called in; save municipal staff time in trying to locate a guard to come in to work; and provide extra assistance to municipal staff by having guards perform additional duties when no prisoners are located in the cells.

Discussion ensued around the budget required for 2009, and as this coverage would not take effect until July of 2009, the funding required would be split over two years. **Staff were asked to** verify if the dollars used to fund the on-call guards was figured into the budget requested.

- Emergency Vehicle Operators Course – Council supports staff's priority recommendation.
- NFPA Turn-out Gear – Council supports staff's priority recommendation.
- Full-Day Exercise, Emergency Response Plan exercise – Council supports staff's priority recommendation.
- Professional Development and Training for Planners – Council supports staff's priority recommendation.
- Full-time Facility Maintenance III Worker – Staff explained that all the maintenance workers together have vacation and sick time that is not backfilled, and that all this "off" time is equal to a full-time position.
- Cultural Resources Commission – It was noted that this was a one-time request to establish a policy.
- Small Building Maintenance Priority Projects – Staff confirmed that this was for a number of unbudgeted projects that come up each year, and that the \$7,500 requested would help alleviate some of the outstanding projects each year.

Discussion ensued whether the dollar amount requested was high enough, as there was a larger project that needed to be funded. **Council requested that the director of parks, recreation and culture come up with a dollar amount that would be required each year to cover the costs of outstanding maintenance projects.**

Discussion continued regarding the north arena and the fact that there is no hand railing for the stairs. **The director of parks, recreation and culture advised that he would request a building inspector to inspect the stairs and would advise whether or not a hand railing is required.**

Discussion continued regarding the washroom at Hatzic Park and the fact that there was no washing facility. Staff advised that there was no running water available, and that a water line would need to be brought in. **Council requested staff to research the costs of extending the water line to provide water to this site.**

- Refinish Squash Court Floors – Council supports staff's priority recommendation for 2010.
- Fraser River Heritage Park, additional grounds person – Discussion ensued around the additional operating maintenance costs for capital projects completed each year at the park. Staff pointed out that an annual work plan is required by council from the Mission Heritage Association, and that an operating budget needs to be discussed at that time. **Council requested that the director of parks, recreation and culture speak with Mr. Don Brown, Manager of the Fraser River Heritage Park, and to discuss the capital projects proposed and a long-term operating maintenance budget. Council requests that the director come to the next special council (administration and finance) meeting.**

Discussion continued regarding all the time and hard-work the volunteers donate to the park, and how difficult it is keeping up with all the gardening each year.

- Relamp field lighting at the Sports Park – Council supports staff's priority recommendation for 2011.

- Environmental Charter Implementation – **Council requested that the environmental services manager be present at the next special council (administration and finance) meeting to discuss if the proposed environmental projects could be phased-in; how important each of the proposed projects are; and if the costs provided were firm prices.**

AF  
09/51

### **Communicating Municipal Utility Rate Increases**

Due to time restraints, this topic was not discussed.

AF  
09/52

### **Strategic Community Investment Funds Information**

The director of finance referred to the memo dated February 25, 2009, from the Union of British Columbia Municipalities regarding the new Strategic Community Investment (SCI) Funds Agreement. He stated that staff required authorization from council to sign the agreement in order for the District to continue receiving traffic fine sharing grant funds.

Moved by Mayor Atebe, and,

#### **RECOMMENDED:**

1. That staff be authorized to execute the Strategic Community Investment Funds Agreement with the Province of British Columbia; and
2. That staff relay the concerns of this new funding program to MLA Randy Hawes.

**CARRIED**

AF  
09/53

### **Council Follow-Ups**

Due to time restraints, this topic was not discussed.

### **RESOLUTION TO RISE AND REPORT**

Mayor Atebe resumed the chair.

AF  
09/54

Moved by Councillor Horn, 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  
09/55

Moved by Councillor Stevens, seconded by Councillor Gidda and,

RESOLVED: That the recommendations of the committee of the whole, as contained in items AF09/46 to AF09/54, be adopted.

CARRIED

**3. OTHER BUSINESS**

There was no further business.

**4. ADJOURNMENT**

Moved by Councillor Horn, seconded by Councillor Stewart, and

RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 8:35 pm.



JAMES ATEBE,  
MAYOR



DENNIS CLARK,  
DIRECTOR OF CORPORATE ADMINISTRATION

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