

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, March 9, 2009 commencing at 6:00 pm and continuing on Thursday, March 12, 2009, commencing at 5:40 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
Rick Bomhof, director of engineering and public works
Kerri Onken, deputy treasurer/collector
Debi Decker, administrative clerk

March 9, 2009 - Staff members present for part of the meeting Ray Herman, director of parks, recreation and culture
Mike Younie, environmental services manager

1. COMMITTEE OF THE WHOLE

RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

AF
09/56

Moved by Councillor Stevens, seconded by Councillor Plecas and,

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

CARRIED

ADMINISTRATION & FINANCE

Councillor Stevens assumed the chair.

AF
09/57

Carry-Forwards

The director of finance referred to the report dated March 5, 2009, and the listing of projects requesting to be carried forward.

Discussion ensued around the electronic ice detection at Dewdney Truck Road and Stave Lake Street and Stave Lake Street North and playground equipment/landscaping, and whether these projects had been started. Staff confirmed that they had not been started, and council questioned if this money could better be spent on other capital projects or parks. **Council requested that** these three carry-forward line item requests be deferred until staff could investigate further and advise at the March 12, 2009, special council (administration and finance) meeting.

Moved by Councillor Horn, and,

RECOMMENDED: That the projects identified below, be approved for inclusion in the 2009 Financial Plan (final dollar amounts of carry-forwards will depend on year-end balances).

PROJECT DESCRIPTION	
2008 Operating Carry-Forward Requests	
Heritage Register	Community Health Planning - Recovery
Heritage Register – Funded by Provincial Grant	IT Systems Security Audit
OCP Project	IT Systems Security Audit – Funded by Stabilization
OCP Project – Funded by Surplus	Mission Community Heritage Commission
Community Health Planning	Feasibility Study – Water to Triple Creek
2008 General Capital Carry-Forward Request	
Works Adjacent to Subdivision	Hatzic Railway Crossing
Cedar Street Design – Cherry to Egglestone	Minor Capital
Signals - Stave Lake Street at Cherry Avenue	GIS Equipment
Fiber Optics – Taulbut Street	Corporate Printer Replacement
Repair - Dewdney Trunk Road at Wiebe Street	Mgmt Information Systems Enhancements
West Coast Express Sandblast and Paint	Information Services Misc Capital
Transportation Study	Web Content Management
Signal Preemption – 7 th Avenue at Grand Street	University Endowment Lands
Culvert Lining – 7 th Avenue and Murray Street	Identix Livescan Fingerprint Station
Culvert Lining – 7 th Avenue and Horne Street	Urban Trails (Master Plan)
Burm at Ruskin Trailer Park	Public Works Roof
Rainfall Monitoring Program	Child Care Grant
Mission Dike Upgrades	Fairbanks Street Landscaping
Cedar Valley Detention Pond D1	Leisure Centre Roof
Equipment Shed Expansion	RCMP Facility Analysis
Road Salt Storage Expansion	Phase I Waterfront Planning
Transit Shelter	Spirit Square
2008 Water Capital Carry-Forward Requests	
Development of Backflow Prevention	Hydrant Program
Bulk Supply to Wren / Highway #7	In-Line Valve Program
Telemetry	Blow-off Valve Installation
Leak Detection Program	Pressure Reducing Station Upgrade
Fairbanks PRV Replacement	
2008 Sewer Capital Carry-Forward Requests	
Capital Equipment Additions	Odour Control Unit
Scada Monitoring of Pumps	Hwy #7 Sewer Main Replacement SLS/Mary
Sewer Modeling Software	Wren East Trunk Main Study
Lift Station Upgrading	

2008 Equipment Capital Carry-Forward Requests	
5187 '87 Ford Pumper	Purchase alternate to 5342 18ft Trailer
5345 '93 Trailer	5195 Single Axle Dump Truck
5351 '94 Mikasa Plate Tamper	Replace 5364 Sander for 5195
5361 '03 Big Shot Boring Machine	Replace 5374 Belly Plow for 5195
5384 '96 John Deere Mower Deck	Sale of 5345 '93 trailer Teca L27
5401 Hero Paint Machine	Sale of 5187 '87 Ford pumper
5689 Fuel System	Sale of 5351 '94 Mikasa plate tamper

CARRIED

AF
09/58

Gaming Reserve Projections

The director of finance stated that council had requested at the last special council (administration and finance) meeting (March 3, 2009) that staff show the projected gaming revenue and the projects, along with costs, that are utilizing these funds. He referred to the spreadsheet that shows the District projecting to receive \$550,000 of gaming funds per year, and that the District's portion of the Spirit Square costs, restorative resolutions and social development operating costs, and waterfront planning costs will be funded through this account.

AF
09/59

Status of 2009, 2010, and 2011 Provisional Budget/Tax Increases, including Provisional Spending Packages

The director of finance advised that staff had included all the priority spending packages discussed at the last special council (administration and finance) meeting (March 3, 2009) in each of the three scenarios.

Staff noted that regarding the RCMP guards moving to a 24/7 coverage, the dollar amount being requested was incorrect, and that the new amount was \$24,416 for each of 2009 and 2010. Staff pointed out that it was discovered that \$5,000 for the Oyama delegation trip budgeted for 2009 was approved in December of 2007 as a core budget increase. Staff would be removing the \$6,000 spending package and removing the \$5,000 on-going core budget increase, but would be including the \$5,000 as a one-time expense.

AF
09/60

Late Item #5 – Parks, Recreation and Culture Follow-up Items

The director of parks, recreation and culture referred to his late report that itemized the various follow-up requests council had from the last special council (administration and finance) meeting (March 3, 2009).

Discussion ensued around the hand railing at the north arena and while having no hand railing meets the building code it was felt that this should be reassessed as it could be a potential risk and should be addressed in next year's budget discussions.

Discussion continued around removing the "senior rate" for leisure centre programs, with staff advising that a drop off in senior participation would be expected. Staff noted that if seniors had paid the adult price in 2008, an additional \$43,100 in revenue would have been realized.

AF
09/61

Late Item #2 – Funding for Hedge Replacement

The director of parks, recreation and culture referred to the second of his late reports requesting funding to replace the cedar hedges along Stave Lake Street (along residences on Herar Lane).

Staff clarified that only the most southern six or seven houses would receive new cedar trees, and that 8' trees would be planted.

Moved by Councillor Horn, and,

RECOMMENDED: That funding of \$8,400.00 be approved from the 2009 Contingency Account for partial replacement of the cedar hedge along Stave Lake Street in front of residences on Herar Lane.

CARRIED

AF
09/62

Late Item #4 – Silverdale Avenue Soils Investigation and Remediation Design

The director of engineering and public works referred to his late report, responding to council's request for information on the phasing of the remedial work on Silverdale Avenue.

Moved by Councillor Horn, and,

RECOMMENDED:

1. That Valley Geotechnical Engineering Services Ltd. is retained at a cost of \$8,000.00 to complete a geotechnical soils investigation, design and updated cost estimate to remediate Silverdale Avenue to a two lane cross-section; and
2. That funding comes from the Arterial Road Reserve.

OPPOSED: Councillor Stevens

CARRIED

AF
09/63

Council Follow-ups – March 3, 2009

The environmental services manager stated that at the March 3, 2009, special council (administration and finance) meeting, council requested that he be present to discuss his Environmental Charter spending package. He continued by advising that the District receives a Carbon Tax Credit which could be used to fund the charter projects.

When questioned, the environmental services manager replied that he would like to go ahead with the low-flow toilets program as the City of Abbotsford was initiating a similar program this year. He explained that there would be a limit, per year, on the number of low-flow toilets that the District would provide a credit towards. He further explained that the old toilets could be crushed and used as cover at the landfill.

The environment services manager confirmed that under the Environmental Charter, he is to provide an update to council each year.

Moved by Councillor Horn, and,

RECOMMENDED: That \$20,000 worth of Environmental Charter initiatives be funded through the Carbon Tax Credits that the District of Mission receives.

CARRIED

Discussion continued around the 7th Avenue and Cedar Street/Cedar Connector intersection, and a left-turn signal (when travelling east-west on 7th Avenue). Staff advised that this intersection is monitored on a continual basis, and that part of the problem might be a "sight distance issue", and not a left-turn signal issue.

Council requested that this topic be brought forward to a Traffic Safety Committee meeting, with recommendations brought back to council.

AF
09/64

Status of 2009, 2010, and 2011 Provisional Budget/Tax Increases, including Provisional Spending Packages (continued)

Discussion continued on the public budget presentation document, and it was agreed that only three scenarios would be presented. It was discussed whether or not to defer the composite fire department by one year, and for staff to include the Fraser River Heritage Park – gardening services spending package on the budget/tax increase scenario list.

AF
09/65

Late Item #1 – Cancellation of Business Licence and Kennel Licence

The director of corporate administration referred to his late report. Council had a few confidential questions regarding this item, and requested that it be brought up at the closed council meeting.

Moved by Mayor Atebe, and,

RECOMMENDED:

That council advise Pawsative Pet Services, located at 34380 Kirkpatrick Avenue, Mission, British Columbia, that:

1. In accordance with the Community Charter council will, at its regular meeting of council held on March 16, 2009, consider the cancellation of business licence number 00007643 issued to Pawsative Pet Services;
2. The business owner may attend at that meeting to be heard on this matter; and
3. If, following any presentation by the owner, council determines to cancel the business licence that council further direct staff to not issue a business licence to Dalene Chysyk in the future for any activities related to animals.

CARRIED

AF
09/66

Late Item #3 – Job Description for the Administrative Clerk - Governance

Discussion ensued around the late item regarding a draft job description for the administrative clerk - governance, and **council requested that staff** provide dollar amounts for this position at the next special council (administration and finance) meeting.

RESOLUTION TO RISE AND REPORT

Mayor Atebe resumed the chair.

AF
09/67

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
09/68

Moved by Councillor Plecas, seconded by Councillor Scudder and,

RESOLVED: That the recommendations of the committee of the whole, as contained in items AF09/56 to AF09/67, except item AF09/62, Silverdale Avenue Soils Investigation and Remediation Design, be adopted.

CARRIED

AF
09/69 Moved by Councillor Gidda, seconded by Councillor Scudder and,

RESOLVED: That the recommendation of the committee of the whole, as contained in item AF09/62, Silverdale Avenue Soils Investigation and Remediation Design, be adopted.

CARRIED

Moved by Councillor Stewart, seconded by Councillor Gidda and,

RESOLVED: The meeting be recessed until Thursday, March 12, 2009, at approximately 4:30 pm in the Conference Room.

CARRIED

The meeting was recessed at 8:40 pm.

The meeting reconvened on Thursday, March 12, 2009, at 5:40 pm in the Conference Room.

Councillor Stevens resumed the chair.

AF
09/70 **Communicating Municipal Utility Rate Increases**

The director of finance referred to his report dated February 26, 2009, and discussion ensued around communicating the utility rate increases, and it was agreed that staff would detail the aspects for each utility service. Discussion continued around the large increase for recycling user rates and staff confirmed that this was partly due to the fact that these costs were not visible or broken down in the old contract, but that with the new contract, the break-down of the costs was clear.

AF
09/71 **Council Follow-ups**

The council follow-ups for January 29th, February 9th, February 23rd, and March 3, 2009 were provided for council's information.

AF
09/72 **Late Item #6 – Carry Forward of Anti-Icing Budget Funds**

The director of engineering and public works referred to the late report dated March 10, 2009, and advised council that staff had reviewed the estimate costs and the carry-forward request could be reduced from \$65,561 to \$51,000.

Staff explained that this system was not for forecasted snowfall, but more for when the weather is cold enough to potentially create icy conditions, and that this would save staff from manually going out to check the road conditions in other areas.

Moved by Councillor Plecas, and,

RECOMMENDED: That the lower capital carry-forward request amount of \$51,000 for electronic ice detection for the Dewdney Trunk Road at Stave Lake Street and Stave Lake Street North projects be approved.

CARRIED

AF
09/73

Late Item #4 – Carry Forward of Playground Equipment/Landscaping Funds

The director of parks, recreation and culture referred to his late report dated March 12, 2009, and commented that the funds for the playground equipment/landscaping came from community amenities, which are regulated in their use.

Moved by Mayor Atebe, and,

RECOMMENDED: That the capital carry forward request of \$69,689 for installing playground equipment at Bailey park, Tunbridge park and the Sports Park be approved.

CARRIED

AF
09/74

Late Item #2 – New Employee – Part-time Administrative Clerk - Governance

Discussion ensued around the new part-time administrative clerk - governance position with staff pointing out that there was a \$20,000 capital component attached to this operating request. It was agreed to include this line item in the budget scenarios for discussion later in the meeting.

AF
09/75

Late Item #3 – Mission Arts Council – Budgeted Core Increase

Staff advised council that the Mission Arts Council were awaiting a response from council regarding their earlier presentation and request for additional funding. Staff referred to the late item that detailed what assistance was being provided to the Mission Arts Council.

Moved by Councillor Horn, and,

RECOMMENDED: That council communicate to the Mission Arts Council that the District of Mission has a standing motion to assist them financially, above the base amount of \$2,130.13, with the yearly increase in municipal property taxes.

CARRIED

AF
09/76 **Late Item #5 – General Cost per Hectare data to Maintain Municipal Parks**

This item was provided for council's information.

AF
09/77 **Late Item #7 – Human Resources Exempt Staff Position**

Discussion ensued around the human resources exempt staff position, and it was agreed to include this line item in the budget scenarios for discussion later in the meeting.

AF
09/78 **Late Item #8 – Private Security Downtown Service**

Discussion ensued around the private security service in the downtown area, and it was agreed to include this line item in the budget scenarios for discussion later in the meeting.

AF
09/79 **Late Item #1 – Provisional Budgets/Tax Increases Scenarios**

Discussion ensued around the public budget consultation document and how to present the information to the public. It was agreed to present one scenario, and to include the three revenue sources in this option.

Discussion continued around: utilizing the new construction revenues from the industrial subdivision, utilizing a portion of the 2008 excess development revenue, and continuing to fund social development and restorative resolutions with gaming revenue. The director of finance confirmed that there are risks associated with utilizing each of the three above listed revenue sources.

After further discussion council agreed:

1. that the following budget items were to be included within the budget scenario:

- Composite Fire Department (\$205,321)
- Staff Recruitment costs (\$50,000)
- Professional Development for Planners (\$4,400)
- Software IT Support Staff (RCMP & Municipal Hall) (\$13,068)
- Fire Emergency Vehicle Operators course (\$12,500)
- Fire Emergency Turnout Gear (\$12,000)
- Small Building Maintenance Projects (\$10,000)
- Fraser River Heritage Park – Gardening Services (\$10,851)
- RCMP Guards Moving to a 24/7 Coverage (\$24,416)
- Full-time Maintenance Worker (\$31,634)
- Part-time Administrative Clerk (\$15,450)

2. that the following budget items were to be included within the budget scenario, with specific public feedback requested:

- One additional RCMP Officer in 2009 (\$120,000)
- Private Security Service in the Downtown area (\$40,320)

3. that the following one-time funded budget items were to be included within the budget scenarios, with a note that these items do not affect the budget/tax increase:

Full day Exercise for Emergency Response Plan (\$5,000) – 2009

Oyama Sister City visit (\$5,000) – 2009

Environmental Charter Implementation (\$20,000) – 2009

Refurbish Squash Court floors (\$8,000) – 2010

Relamping Field Lights at the Sports Park (\$6,000) – 2011

Moved by Councillor Horn, and,

RECOMMENDED:

1. That council present 7.33% as a basic budget presentation at the public consultation meeting, asking for public feedback on the budget as a whole, but particularly on the private security service in the downtown area and the additional RCMP officer for 2009; and
2. That staff present the composite fire department expenses as a separate line item in the budget presentation.

CARRIED

AF
09/80

Late Item #9 – 2009 Budget Planning Schedule

The director of finance referred to the 2009 budget planning schedule and discussion ensued around a day for the public budget presentation. It was agreed to hold this meeting prior to the regular meeting of council to be held on Monday, April 6, 2009, starting at 6:00 pm.

RESOLUTION TO RISE AND REPORT

Mayor Atebe resumed the chair.

AF
09/81

Moved by Councillor Stevens, seconded by Councillor Horn and,

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

CARRIED

3. ADOPTION OF COMMITTEE OF THE WHOLE

AF
09/82

Moved by Councillor Scudder, seconded by Councillor Stewart and,

RESOLVED: That the recommendations of the committee of the whole, as contained in items AF09/70 to AF09/81, be adopted.

CARRIED

4. OTHER BUSINESS

There was no further business.

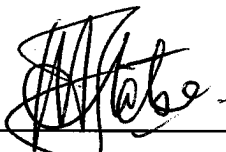
5. ADJOURNMENT

Moved by Councillor Stevens, seconded by Councillor Gidda, and

RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 8:45 pm.



JAMES ATEBE,
MAYOR


DENNIS CLARK,
DIRECTOR OF CORPORATE ADMINISTRATION

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