

Minutes of the **ADMINISTRATION and FINANCE COMMITTEE** Meeting (Community Amenity Contribution discussions) held in the Conference Room at the Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia, on Wednesday, February 2, 2011, commencing at 3:30 pm.

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

Council Members Absent: Councillor Paul Horn

Staff Members Present: Glen Robertson, Chief Administrative Officer
Ken Bjorgaard, Director of Finance
Sharon Fletcher, Director of Planning
Ray Herman, Director of Parks, Recreation & Culture
Debi Decker, Administrative Assistant

Mayor Atebe called the meeting to order.

Mayor Atebe assumed the chair.

1. NEW BUSINESS

AF 11/001
FEB 2/11

Public Input into the Community Amenity Update Project

The Director of Planning referred to the report dated February 2, 2011, advising that staff were requesting input from Council with regards to the draft storyboards. She continued explaining that the public input opportunity process would start with a short presentation at the February 21, 2011, Regular Meeting of Council, and then follow with a Special Council meeting – public information session on March 3, 2011, in the gymnasium at the Leisure Centre. Staff would report back to council after public comments had been received.

The Director continued explaining the format for the public information session:

- Council would be seated on a raised platform;
- chairs would be provided for the public to sit;
- a microphone would be available for the public to address Council;
- staff would take minutes; and
- a feedback form will be available.

The Director of Finance stated that staff are in the process of refining the storyboards, correct typo's, etc. and will put final copies into Council's baskets prior to the February 21st meeting.

Discussion ensued around the proposed meeting format, and it was agreed that it should be made clear to the public that this meeting is for comments, for the public to indicate whether the amenity project lists should be added to or subtracted from. That Council would make their final decisions after the extensive consultation was completed and all public comments had been heard.

The following comments were discussed regarding the storyboards:

- All references to a “civic center” should be removed.
- The projects listed on page 13 of the agenda (Potential Civic Uses) are to be shown as separate projects (not combined together under one facility) - eliminate the collective title.
- The developer and taxpayer contributions need to be shown for each of the projects listed on page 13 – not as one lump sum.
- Frequently Asked Questions board – could we add, “Why does the District prefer the cost based method over the land-lift method for collecting community amenity contributions?”
- Include on the Proposed Project Lists board, “The Council of the day will review this living document from time to time as priorities and Councils’ values change.”
- Review the wording to the answer on the question, “What happens if a property owner pays towards an amenity and then the District borrows to complete the project? Is this not double-dipping as this same tax payer is now contributing towards the debt payments?”
- Need to update and verify the cost per square footage we are using to calculate the estimated capital cost for the project buildings.
- Need to include some wording that P3 partnerships could affect the end-use or overall cost.
- Need to be clear in the advertisement of the meeting, that Council wants a discussion from the public, and suggestions for adding or deleting projects from the lists.
- With reference to the feedback form
 - Move the “what other community amenities projects you see as being ...” line to just below the “Community Announcement Board” project line.
 - Does a scale “high/medium/low” need to be included for the rating of suggested projects?
 - Need to reword the phrase “what other community amenities projects you see as being important for the community” (please rate their importance) to make it clearer.

Moved by Councillor Scudder, and

RECOMMENDED: That the Community Amenity Contribution public stakeholder input process begin, as per the Process Chart and Timeline, with the initial open house being held on March 3, 2011.

CARRIED


2. ADJOURNMENT

Moved by Councillor Scudder seconded by Councillor Gidda, and

RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 4:15 pm.



JAMES ATEBE,
MAYOR



PAUL GIPPS,
DEPUTY CHIEF ADMINISTRATIVE OFFICER

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