

Minutes of the **SPECIAL 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 Tuesday, November 3, 2009 commencing at 3:30 pm.

Committee Members Present: Mayor James Atebe
Councillor Terry Gidda
Councillor Paul Horn (arrived at 3:40 pm)
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 & public works
Sharon Fletcher, director of planning (arrived at 3:40 pm)
Ray Herman, director of parks, recreation & culture
Stacey Crawford, economic development officer
Kris Boland, manager of capital/utility financial planning and investments
Debi Decker, administrative assistant

The Mayor called the meeting to order.

Councillor Stevens chaired the meeting.

1. NEW BUSINESS

AF 09/06 **Community Amenity Contributions**

The director of finance gave a brief review/update of his report, advising that staff had included the information that council had requested at the September 17, 2009, administration & finance committee meeting.

The director pointed out options for setting interim community amenity contribution rates, and advised that staff are seeking input from council.

Moved by Mayor Atebe, and

RESOLVED: That this meeting be recessed and under section 90 of the *Community Charter* move to a closed meeting.

CARRIED

The meeting recessed at 4:00 pm and reconvened at 4:55 pm.

Discussion ensued around the waterfront development area, and council requested that within the next few weeks, staff prepare a report for council that clarifies the Civic Centre costs.

Discussion ensued around the process and order in which council should address issues surrounding the proposed community amenity contribution rate, and community amenity project list.

AF
09/07

Moved by Councillor Horn, and

RECOMMENDED: That the following questions, in the order stated, be responded to by council:

1. Do we as a council support the current approach to community amenity contributions?
2. What process does council/staff follow to:
 - a. Engage the public?
 - b. Decide when to assess detailed costs to the proposed amenity projects? and
 - c. Decide if an amenity contribution amount is set and then work in what amenities can be paid for or make a list of amenity projects first and then work out the contribution amount?
3.
 - a. What amenity projects are to be included in the draft presentation to the public?
 - b. What is the timing of the amenity projects that are to be included in the draft presentation to the public?
4. What percentage of the project share is to be contributed to the taxpayer and what percentage to the developer?
5. How does council address/approach interim community amenity contribution rates.
6. Is the cost of borrowing funds for amenity projects to be included in calculating the community amenity rate?

CARRIED

Discussion ensued around the first question, "Do we as a council support the current approach to community amenity contributions?"

AF
09/08

Moved by Councillor Plecas, and

RECOMMENDED: That council support the District's current model of collecting community amenity contributions by having a set dollar amount for each new lot created through rezoning.

CARRIED

Discussion ensued around question 2 (c), "What process does council/staff follow to: Decide if an amenity contribution amount is set and then work in what amenities can be paid for or make a list of amenity projects first and then work out the contribution amount?"

AF
09/09

Moved by Councillor Horn, and

RECOMMENDED:

1. That a draft list of amenity projects, that include high level costing, be created and presented to the public/developer for input.
2. That once public input has been reviewed, the draft list of amenities be amended and prioritized.

CARRIED

Discussion ensued around question 2 (a), "What process does council/staff follow to: Engage the public?"

AF
09/10

Moved by Councillor Horn, and

RECOMMENDED: That planning, administration and finance staff draft an appropriate multi-step process for community consultation that would include:

1. Consider how best to educate and describe the context of the community amenity contributions to the public.
2. Provide a list of questions that the public are requested to answer, i.e. what amenities belong on the list; what year would this amenity be needed by; and what is a fair percentage apportionment that could be attributed to the taxpayer versus the developer?
3. Utilize the following forms of communication/presentation when requesting information/feedback from the public:
 - a. Technology
 - b. City Page
 - c. Focus Groups and Forums
 - d. Public Information Meetings and special processes for Developers
4. Provide a workable timeline for the entire process.
5. Include some form of recording (Ideas Book) to be kept of all the ideas presented.

CARRIED

Discussion ensued around question 2 (b), "What process does council/staff follow to: Decide when to assess detailed costs to the proposed amenity projects?"

AF
09/11

Moved by Councillor Horn, and

RECOMMENDED: That staff take the following approach of when to assess detailed costs to the proposed amenity projects:

1. Provide high level conservative estimate costs of amenity projects to the public and interest groups.
2. Once public feedback has been received, decide which, when and how projects are to receive detailed estimates, including phasing or other variables where possible.
3. Tie the projects and costings to the District's long-term financial plan.
4. Tie the projects to Development Cost Charge planning.

CARRIED

Discussion ensued around question 3 (a), "What amenity projects are to be included in the draft presentation to the public?"

AF
09/12

Moved by Councillor Horn, and

RECOMMENDED:

1. That staff add the following amenity projects and concepts to the listing:
 - a. Community announcement board to be located in the downtown area.
 - b. Community storage for non-profit groups that the District supports, such as Search and Rescue, the Archives, etc.
 - c. Include a cricket pitch.
 - d. Provide for the capacity of growth, technology, futuristic, synergy.
 - e. Include projects from other master plans, studies, such as the Downtown Revitalization group, Heritage Commission, etc.
 - f. Provide a Business Case, explain how much money it will cost the District to do nothing, or to stay status quo.
2. That staff add a column to the spreadsheet with the list of proposed amenity projects that explains how/why projects are on the list, i.e. from the Parks, Trails & Bicycle Master Plan.
3. That staff add a column to the spreadsheet with the list of proposed amenity projects that would describe possible synergies and capacities.

CARRIED

Discussion ensued around question 3 (b), "What is the timing of the amenity projects that are to be included in the draft presentation to the public?"

AF
09/13 Moved by Councillor Horn, and

RECOMMENDED: That staff overlay the expected population for each year listed in the spreadsheet that lists the proposed amenity projects.

CARRIED

Discussion ensued around question 4, "What percentage of the project share is to be contributed to the taxpayer and what percentage to the developer?"

AF
09/14 Moved by Councillor Horn, and

RECOMMENDED:

1. That staff use the current share percentage for the proposed list of amenity projects.
2. That staff suggest a share percentage for the new amenity projects to be added to the list (see AF 09/12 [1 a-e]).
3. That staff include an explanation of what share percentages are in the context/education part of the community amenity contribution public presentation.

CARRIED

Discussion ensued around question 5, "How does council address/approach interim community amenity contribution rates?"

AF
09/15 Moved by Councillor Horn, and

RECOMMENDED: That staff draft a resolution to set an interim community amenity contribution rate at 35% of the proposed \$7,300 rate and to include how the new rate is to be implemented with in-stream applications, grace periods, etc.

CARRIED

Discussion ensued around question 6, "Is the cost of borrowing funds for amenity projects to be included in calculating the community amenity rate?"

AF
09/16 Moved by Councillor Horn, and

RECOMMENDED:

1. That discussion regarding including the cost of borrowing funds for amenity projects in the calculation of the community amenity rate be held at the time detailed costing for amenity projects is being completed.
2. That staff provide council with the pros and cons of including/not including borrowing costs for amenity projects in the calculation of the community amenity rate.

3. That staff examine the practices that other communities have regarding the issue of borrowing costs for amenity projects in the calculation of the community amenity rate.

CARRIED

AF
09/17

Late Item: Correspondence from Urban Development Institute

Correspondence from the Urban Development Institute regarding the proposed community amenity contribution increases was provided for council's information.

2. ADJOURNMENT

Moved by Councillor Stewart, seconded by Councillor Gidda, and

RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 7:30 pm.



JAMES ATEBE,
MAYOR



DENNIS CLARK,
DIRECTOR OF CORPORATE ADMINISTRATION

G:\FINANCE\MAJOR PROJECTS\Community Amenities - Nov 3 Meeting\A&F minutes 091103 CAC.doc