

**MINUTES** of the **REGULAR MEETING** of the **COUNCIL** of the **DISTRICT OF MISSION** held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on January 23, 2012 commencing at 6:30 p.m.

Council Members Present: Mayor Ted Adlem  
Councillor Dave Hensman  
Councillor Jeff Jewell  
Councillor Tony Luck  
Councillor Larry Nundal  
Councillor Jenny Stevens  
Councillor Nelson Tilbury

Staff Members Present: Glen Robertson, Chief Administrative Officer  
Paul Gipps, Deputy Chief Administrative Officer  
Kelly Ridley, Deputy Director of Corporate Administration  
Jennifer Russell, Legislative Assistant

## **1. DELEGATIONS AND PRESENTATIONS**

**Rizwan Peerzada and Mohammad Aslam Shad,  
Ahmadiyya Muslim Jama'at British Columbia  
Re: World Religions Conference**

Rizwan Peerzada, Mohammad Aslam Shad and Khalil Mobashir appeared before Council to introduce the Muslim community and to extend an invitation to the World Religions Conference being held at the Clarke Theatre on February 7, 2012.

Mr. Peerzada stated:

- the conference is free of charge and open to everyone;
- Mayor Adlem is the Chair and Moderator;
- there will be speakers representing the Buddhism, Christian, Hindu, Muslim and Sikh faiths; and
- there have been similar conferences held all across BC and the Yukon, all the way up to Inuvik and the Northwest Territories.

Mr. Shad stated:

- the conference is a unique opportunity to discover the commonalities within the different religions;
- the theme of the conference is "Existence of God and Human Suffering";
- the conference organizers make great efforts to have well-known speakers from the local hosting community; and
- the best solution for mankind's problems is interfaith dialogue, as all followers have more commonalities than they have differences.

Mr. Mobashir stated that opportunities for different faiths to come together, such as at this conference, promote peace, love, understanding, respect and patience for all.

Mayor Adlem thanked Mr. Peerzada, Mr. Shad and Mr. Mobashir for the information.

## 2. ADOPTION OF INFORMATIONAL ITEMS

RC12/027  
JAN. 23/12

Moved by Councillor Hensman, seconded by Councillor Luck, and

RESOLVED: That the following items be received as information:

- (a) minutes of the Abbotsford/Mission Water & Sewer Commission meeting held on December 8, 2011; and
- (b) minutes of the Economic Development Select Committee meeting held on December 15, 2011.

CARRIED

## 3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

RC12/028  
JAN. 23/12

Moved by Councillor Hensman, seconded by Councillor Jewell, and

RESOLVED: That Council now resolve itself into Committee of the Whole.

CARRIED

## 4. PLANNING

Councillor Hensman assumed the Chair.

RC12/029  
JAN. 23/12

### **Abbotsford Mission Transit Future Plan**

- i) **Presentation by Michelle Orfield, BC Transit**
- ii) **Staff Report**

Michelle Orfield and Johann van Schaik from BC Transit appeared before Council to provide an update on the Abbotsford Mission Transit Future Plan.

Mr. van Schaik provided the following brief overview of Transit services:

- public transportation is an alternative transportation option that is reliable, convenient, safe, affordable and comfortable;
- it provides connections (communities, businesses and lifestyles), supports economic development, and promotes liveable cities;
- BC Transit is a Provincial Crown agency that coordinates transit delivery in BC, promotes public transit, provides transit policy, develops transit and service plans, provides vehicles and financing, and harnesses economies of scale;
- Transit Service Agreements between BC Transit and local governments are used to establish the transit service area and service specifications (hours, kilometers), specify cost sharing arrangements, and set out partner responsibilities;
- there are some overlapping areas of responsibility between BC Transit, the local government, and the local contract delivery company in the overall delivery of transit services; and
- the traditional cost sharing arrangement in transit funding is: 47% Provincial, 32% Municipal (through fares), and 21% Municipal (through property taxation).

Ms. Orfield provided the following overview of the status of the Abbotsford-Mission Transit Future Plan:

- the Transit Future Plan is the inter-regional and regional 25 year network vision that builds on *The Strategic Review of Transit in the Fraser Valley*;
- the project started in the Spring of 2011 with public consultation and review/analysis of data, continued through the Fall with updates to Councils and regional workshops, and is now continuing with updates to Councils on the completed network vision, implementation strategy development and further public consultations;
- public consultation so far has been in two phases: the first to introduce the plan, collect feedback on the visions contained in the Strategic Review, and to assess the public's transit priorities; the second to present the transit goals and regional/inter-regional vision and to collect feedback on the implementation strategy;
- the inter-regional and regional network was developed through a collaborative process that included staff from Mission, Abbotsford, Chilliwack, Harrison, Kent, Hope, FVRD, Translink and MOTI;
- the network development for Mission began with the Strategic Review vision and added Municipal input and priorities, public input, the available updated data, and details of the required resources to fulfill the vision in the next 25 years;
- the next steps for early 2012 are to complete the Network vision, provide further update to Councils, develop implementation strategies, and public consultations; and
- the project goals for the Spring of 2012 are to incorporate public feedback, finalize the implementation strategy, and present the final draft of the Transit Future Plan to Councils for approval.

Moved by Councillor Stevens, and

RECOMMENDED:

1. That staff prepare public input materials for the Abbotsford Mission Transit Future Plan based on the information presented by BC Transit; and
2. That staff prepare the Implementation Strategy for the Abbotsford Mission Transit Future Plan for the Mission portion of the plan, and make that information available to Council prior to public input.

CARRIED

RC12/030  
JAN. 23/12

**Discussion – Highway Trucking Routes through Downtown Mission  
(Verbal – Councillor Hensman)**

Councillor Hensman noted the ongoing concern of heavy trucks travelling through the downtown core of Mission, and asked Council to consider directing staff to enter into discussions with the Ministry of Transportation and Infrastructure to investigate alternatives.

Moved by Councillor Luck, and

RECOMMENDED: That staff provide a report containing options to reduce or eliminate heavy truck traffic from First Avenue and the downtown core.

CARRIED

RC12/031  
JAN. 23/12

### **Rezoning Application R11-016 (Gill) – 31712 Bench Avenue**

The Deputy Director of Planning provided the Committee with a brief overview of the staff report dated January 23, 2012.

Moved by Councillor Nundal, and

RECOMMENDED:

1. That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by rezoning the property located at 31712 Bench Avenue from Rural 16 Zone (RU16) to Suburban 36 Zone (S36);
2. That the bylaw be considered for first and second readings at the regular Council meeting on January 23, 2012;
3. That following such readings, the bylaw be forwarded to a Public Hearing on February 27, 2012;
4. That the five percent parkland provision in Section 941 of the *Local Government Act* be applied as cash-in-lieu of parkland to Subdivision Application S11-012; and
5. That a bylaw be prepared to name a new cul-de-sac accessed from Kenney Avenue as "Conley Terrace", as set out in appendix 7 to the report from the planner dated January 23, 2012.

CARRIED

## **5. ENGINEERING AND PUBLIC WORKS**

Councillor Jewell assumed the Chair.

RC12/032  
JAN. 23/12

### **Resident Request for Street Light on Cherry Avenue**

Moved by Councillor Nundal, and

RECOMMENDED: That one additional street light be installed on Cherry Avenue, between Terris and Charman Streets with the approximate \$750 costs to be funded through the 2012 street light maintenance budget.

CARRIED

## **6. FORESTRY**

Councillor Stevens assumed the Chair.

RC12/033  
JAN. 23/12

### **Forestry Appraisal/Stumpage Issue Resolved**

A report from the Director of Forest Management dated December 28, 2011 explaining a

favourable Ministry of Forests Lands and Natural Resource Operations policy change related to how forestry cutting permits are submitted and the potential savings in future stumpage payments was provided for the Committee's information.

RC12/034  
JAN. 23/12

### **Forest Industry Forecast**

A report from the Director of Forest Management dated January 4, 2012 regarding forest industry forecasts was provided for the Committee's information.

## **7. ADMINISTRATION AND FINANCE**

Councillor Luck assumed the Chair.

RC12/035  
JAN. 23/12

### **Draft Request for Proposal (RFP) including Terms of Reference/ Deliverables for District of Mission 2012 Core Services Review**

Ken Bjorgaard, Director of Finance, provided the Committee with the following summary of the Draft Request for Proposal (RFP) including Terms of Reference/Deliverables for District of Mission 2012 Core Services Review:

#### Objectives of the 2012 Core Services Review (CSR):

- to conduct an independent and expert review of the District's services/programs and structure;
- to be as efficient and cost-effective as possible going forward;
- to provide maximum value to taxpayers and citizens at the least possible cost;
- to increase capacity to respond to opportunities and address risks; and
- to provide responsive and innovative service delivery.

#### Terms of Reference (ToR):

- the proposed ToR may change based on feedback from proponents;
- the final ToR are dependent on consultant(s) input as to the best way of achieving CSR (Review or Project) objectives;
- involvement of key stakeholders, both service providers and service recipients, is an essential part of the ToR and the Review process;
- the base ToR are to review the District's services/programs including costs, methods of service delivery, and number of employees; to classify the District's services/programs (e.g. mandatory, discretionary); and to gauge service/program benefits by applying comprehensive criteria such as the number of benefiting clients/customers, the liability and social impact of service reduction;
- the proposed base ToR will also compare the District's services/programs and organizational structure to those in comparable municipalities and to best practices; and review the District's organizational and governance structures including the committee of whole process and authorities given to various committees and boards;
- the value-added ToR in the RFP are:
  - to identify organizational process improvements that become evident during the Review,

- to provide a capital project prioritization/rating system as a means of evaluating and prioritizing capital projects,
- to identify best practices in terms of centralized versus non-centralized support services and cost recovery in terms of major subsidized services that are funded through taxes and user fees, and
- to review hiring and performance management and appraisal processes.

Key Deliverables:

- summarize results from stakeholder research and consultation process;
- provide results from service/program analysis (classifications & benefits) and from comparative review with other jurisdictions and with best practices;
- provide recommendations whether services should be reduced, expanded, discontinued or delivered in an alternate way, i.e. recommend new service delivery model; and
- recommend changes to organizational and governance structures based on new service delivery model.

Scope:

- no areas of the District's operations or spending are exempt from the Review process;
- there are certain limitations around the RCMP, Library, Regional Water and Sewer, and Fee for Services, as these services are provided by contractors or other organizations; and
- the above are subject to cost and benefit analysis – not a review of the way the services are delivered.

CSR – What it is / What it is not:

- it is a higher level review of organization based on: Consultant's expertise and knowledge of best practices, information or input from stakeholders, comparative information from other jurisdictions, and a prioritization of municipal services and programs;
- it is not a detailed review of specific business processes or a re-engineering of processes, or an examination or evaluation of specific business practices or procedures.

Other Benefits:

- increased awareness and understanding of District's services/programs;
- a renewed commitment to financial sustainability going forward;
- refocus the organization on priorities and specific goals; and
- provide a means of rationalizing future proposed services and service levels.

Tentative Timeline:

The timeline is subject to change based on chosen consultant(s) feedback.

January 24, 2012 – release of Request for Proposals (RFP)

February 22, 2012 – deadline for RFP responses

March 12, 2012 – final approval of ToR and consulting contract by Council

March 13 – June 13, 2012 – Review takes place (final reports and presentations to occur by June 13th)

Moved by Councillor Nundal, and

RECOMMENDED:

1. That the request for proposal (RFP) document (includes terms of reference/deliverables) for the District of Mission 2012 Core Services Review (RFP Reference No. 2012-001) be approved for issuance or advertisement;
2. That a budget of up to \$100,000 be approved for the Core Services Review with \$75,000 of the funding coming from Council's 2012 contingency account and the balance (up to \$25,000) from the District's financial stabilization reserve fund; and
3. That the Communication Plan be referred to the Core Services Review Task Force for further review/refinement and then forwarded to Council for final approval.

CARRIED

RC12/036  
JAN. 23/12

### **Core Services Review Task Force Membership**

Moved by Councillor Nundal, and

RECOMMENDED:

1. That the Terms of Reference for the Core Services Review Task Force be amended to change the membership to three members of Council; and
2. That Mayor Ted Adlem's name be removed from the task force.

CARRIED

RC12/037  
JAN. 23/12

### **2011 Investment Performance Report**

A report from the Deputy Director of Finance dated January 23, 2012 regarding the District's 2011 investment performance was provided for the Committee's information.

RC12/038  
JAN. 23/12

### **Streamlining the Municipal Grants in Aid Process**

Moved by Mayor Adlem, and

RECOMMENDED:

1. That Municipal Grants in Aid considered under the categories of "Arts and Cultural" and "Recreation and Social Services" be referred to collectively as "Community Enhancement" grants and funded from the same account;
2. That the Financial Plan be amended accordingly;
3. That Policy FIN.19 – Municipal Grants in Aid be amended by:
  - (a) adding the following as the second paragraph:

- “Community Enhancement” grants are intended for Mission based community groups in the arts, cultural, recreational or social services fields.
- (b) replacing all references to “Arts and Cultural grants” and/or “Recreation and Social Services grants” with the term “Community Enhancement grants”,
  - (c) replacing all references to “Director of Corporate Administration” with “Deputy Director of Corporate Administration”, and
  - (d) replacing all references to “Municipal Grants Advisory Committee” with “Municipal Grants Select Committee”;
4. That the Terms of Reference for the Municipal Grants Select Committee be amended by:
- (a) adding the words “or as otherwise determined by Council” after the word “Departments” in paragraph 1,
  - (b) replacing the words “arts and culture, recreation and social services” with the words “Community Enhancement” in paragraph 2,
  - (c) replacing the word “Advisory” with the word “Select” in paragraphs 3 and 5, and
  - (d) deleting paragraph 6 in its entirety.

CARRIED

RC12/039  
JAN. 23/12

**Mission Heritage Association – Council Liaison**

Moved by Councillor Hensman, and

RECOMMENDED: That Councillor Nelson Tilbury replace Councillor Jenny Stevens as Alternate on the Mission Heritage Association Board.

CARRIED

RC12/040  
JAN. 23/12

**Correspondence from The Mission International Cultural Association  
Re: Appointment of Council Liaison**

Correspondence from the Mission International Cultural Association dated November 3, 2011 requesting the appointment of a Council liaison was provided for the Committee’s information.

**8. RESOLUTION TO RISE AND REPORT**

Mayor Adlem resumed the Chair.

RC12/041  
JAN. 23/12

Moved by Councillor Hensman, seconded by Councillor Jewell, and

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

CARRIED



## 9. ADOPTION OF COMMITTEE OF THE WHOLE REPORT

RC12/042  
JAN. 23/12

Moved by Councillor Luck, seconded by Councillor Nundal, and

RESOLVED: That the recommendations of the Committee of the Whole, as contained in items RC12/029 to RC12/040, be adopted.

CARRIED

## 10. BYLAWS

RC12/043  
JAN. 23/12

Moved by Councillor Stevens, seconded by Councillor Nundal, and

RESOLVED: That the readings of all bylaws included in the Bylaws section of the January 23, 2012 regular Council agenda be approved as listed:

- |  |                                  |
|--|----------------------------------|
| (a) District of Mission Zoning Amending Bylaw 5265-2012-5050(64) (R11-016-Gill) – a bylaw to rezone property at 31712 Bench Avenue from Rural 16 Zone (RU16) to Suburban 36 Zone (S36) | First and Second Readings        |
| (b) District of Mission Street Naming (Conley Terrace) Bylaw 5263-2012 – a bylaw to name a new street  | First, Second and Third Readings |

CARRIED

## 11. MINUTES

RC12/044  
JAN. 23/12

Moved by Councillor Hensman, seconded by Councillor Tilbury, and

RESOLVED: That the following minutes be adopted:

- (a) Regular Council meeting (Public Hearing) – December 12, 2011;
- (b) Regular Council meeting (for the purpose of going into a Closed meeting) – January 9, 2012; and
- (c) Regular Council meeting – January 9, 2012.

CARRIED

## 12. OTHER BUSINESS

RC12/045  
JAN. 23/12

### Release from Closed Council – January 9, 2012

The following resolutions were released from the Closed Council meeting held on January 9, 2012:

That Council endorsed the Chief Administrative Officer's recommendation to appoint the Director of Finance as the principal contact for the purposes of the core services review.

That the following individuals have been appointed to the Cultural Resources Commission for a two year term commencing January 2012:

- a) Pam Alexis (reappointment);
- b) Frank Sleigh (reappointment);
- c) Marion Quednau (reappointment);
- d) Lee Kwidzinski; and
- e) Deborah Handley.

### **13. CHIEF ADMINISTRATIVE OFFICER'S REPORT**

The Chief Administrative Officer did not report.

### **14. MAYOR'S REPORT**

The Mayor reported on various activities, meetings and events attended since the last regular Council meeting.

Mayor and Council commended everyone in the Public Works Department who worked diligently to clear the roads during the recent heavy snow event.

### **15. COUNCILLOR'S REPORTS ON COMMITTEES, BOARDS AND ACTIVITIES**

Councillor Stevens reported on various activities, meetings and events attended since the last regular Council meeting.

### **16. QUESTION PERIOD**

Council and staff responded to questions from the following people:

Jim Hinds asked Council to confirm whether they have removed some community groups from the municipal grant process or removed funding from those groups.

Councillor Stevens confirmed that the only change made to the municipal grant process was to combine two funding accounts into one account, and to combine two categories of applications into one.

Mayor Adlem confirmed that all the groups can still apply for the grant, and that no one is being cut off.

Peter Bulla asked how he can request a street light in his neighbourhood.

The Director of Engineering and Public Works responded that he should speak to Matt Dunham, the Manager of Operations at Public Works.

Paul Horn:

- (a) Will there be a public update from the Abbotsford/Mission Water & Sewer Commission regarding a new regional water source?

Mayor Adlem responded that Council will be exploring that shortly. He further stated that both Mission and Abbotsford Councils wish to cooperate on this issue and look at every possible option.

- (b) Will there be a local opportunity in Hatzic and Sliverdale for public consultation on the Transit Future Plan?
- (c) How much has fiscal practicality been considered in BC Transit's visioning of this plan?
- (d) Will Council consider involving the School District, staff and families in the consultation?
- (e) Are transit services going to be closely examined in the core services review?

The Director of Finance responded that transit will not be excluded from the core services review, and the intent is to look at it like any other department.

- (f) Will the District's Communications Officer be assisting with the Core Services Review Communication Plan?

The Mayor responded that the District is not extending the contract of the Communications Officer.

- (g) Who will be handling the communication aspect of the Core Services Review?

The Mayor responded that the Chief Administrative Officer and the Deputy Chief Administrative Officer would be responsible.

- (h) Is the intent of the Core Services Review to make changes in 2013 and forward?

The Mayor responded that changes could possibly be made in 2012, but certainly for 2013.

Councillor Hensman added that Council is considering the 2012 budget separately from Core Services Review.

- (i) Why is the tentative timeline to complete the Core Services Review only 90 days?

The Director of Finance responded that three months is recommended because that is the time frame in other examples that were looked at, and the District will be supplying a lot of base information to hopefully expedite the process. He further stated that the time frame for feedback may be adjusted based on what the chosen consultant may say.

Councillor Hensman stated that there was some degree of urgency in having the review completed by October so there would be time to incorporate any changes into the budget for 2013.

- (j) Is the statement of "overburdened tax base" in the Draft Communication Plan a supposition? Shouldn't we be asking how we compare to other municipalities with respect to taxation?

Councillor Nundal responded that the point is well taken and staff will look at it.

- (k) In section 3.2 of the Terms of Reference and Deliverables where it states the objective of "...raising everyone's level of awareness...", who is "everyone"?

The Director of Finance responded that it literally means "everyone", the general public, Council, and District staff.

**17. ADJOURNMENT**

Moved by Councillor Hensman, seconded by Councillor Nundal, and

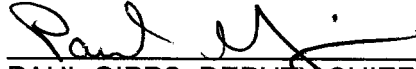
RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:01 p.m.



WALTER (TED) ADLEM, MAYOR



PAUL GIPPS, DEPUTY CHIEF  
ADMINISTRATIVE OFFICER