

Minutes of the **ADMINISTRATION and FINANCE COMMITTEE** Meeting (Capital Plan discussions) held in the Conference Room at the Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia, on Wednesday, November 24, 2010 commencing at 4:06 pm.

Committee Members Present: Mayor James Atebe (arrived at 4:10 pm)  
Councillor Terry Gidda  
Councillor Mike Scudder  
Councillor Jenny Stevens  
Councillor Heather Stewart

Absent: Councillor Paul Horn  
Councillor Danny Plecas

Staff Members Present: Glen Robertson, chief administrative officer  
Rick Bornhof, director of engineering & public works  
Ray Herman, director of parks, recreation & culture  
Kris Boland, deputy director of finance  
Mike Younie, manager of environmental services  
Debi Decker, administrative assistant

Councillor Stevens called the meeting to order and assumed the chair.

## 1. NEW BUSINESS

AF 10/84  
NOV 24/10

### **Parks Follow-up Information**

The director of parks, recreation and culture referred to his report that provided follow-up information from the September 8, 2010 administration and finance meeting. He noted the first point spoke to the motion regarding a draft land use plan for Griner Park. He explained that the parks department did not have anyone on staff who had the expertise to complete a professional mini-master plan, and that staff would like to look for outside help.

Discussion ensued around Griner Park and the moratorium on hiring consultants. The director of parks, recreation and culture clarified that as Griner Park is an important high-profile park, staff would appreciate having their plans reviewed by a professional.

Discussion ensued around whether public input should be requested prior to or after draft plans had been made up for Griner Park, as nearby residents had requested other amenities such as a bike trail area. When questioned, staff advised a draft plan should be available sometime near the end of February, 2011.

Moved by Councillor Scudder, and

### **RECOMMENDED:**

1. That staff be authorized to spend up to \$1,000 (from the existing operating budget) to draft a plan for Griner Park which would incorporate the following:
  - a. Washroom facilities;
  - b. Parking area;
  - c. Picnic shelter; and
  - d. Space/capacity to accommodate additional amenities in the future.

**CARRIED**

Discussion moved towards Hatzic Park and the construction of washrooms. Staff confirmed that a sewer line would be installed sometime in the future, but that this was solely dependent upon development. Staff confirmed that a holding tank or septic field could be installed instead of waiting for the sewer lines to be installed.

AF 10/85  
NOV 24/10

Moved by Mayor Atebe, and

**RECOMMENDED:** That staff report back to council with additional information regarding a funding source for the sanitary sewer issues, prior to deciding upon the timing of constructing washrooms at Hatzic Park.

**CARRIED**

Discussion continued on the redundancy of installing a holding tank or septic field and then not requiring it when the sewer lines are installed. Staff advised that it might be possible to reuse a holding tank for another park once the sewer lines are brought in.

Discussion turned towards vandalism of the washroom structure, as Hatzic Park doesn't have any permanent presence at the park. It was noted that the washrooms would only be open when the park was booked for use. It was clarified that the park currently has some form of washroom facility, but that it is lacking running water.

The director of parks, recreation and culture referred to the third item on his report, operating costs for washrooms. He stated that approximately \$800 - \$1,500 per unit per year would be needed, depending upon how much the facilities' are used and how much vandalism occurred.

The director stated that in the parks master plan, there is a page devoted to each park, listing the upgrades and amenities for that park. The summary of recommendations only includes those projects that are larger, and it is these projects that are listed in the capital plan, on the community amenity project lists, or on the unfunded capital plan list, with more projects having a funding source identified.

AF 10/86  
NOV 24/10

Moved by Councillor Scudder, and

**RECOMMENDED:** That when time, demand and budget funds allow, staff complete the smaller park projects that are included in the Parks, Trails and Bicycle Master Plan.

**CARRIED**

AF 10/87  
NOV 24/10

**Downtown/Fenn Park**

Discussion ensued around supporting a downtown park that kids could play in, not a courtyard, and on the north side of the railroad tracks.

Moved by Councillor Scudder, and

RECOMMENDED: That after the waterfront planning strategy session, discussions continue, at a closed meeting, regarding creating a new downtown park and/or expanding Fenn Park.

CARRIED

AF 10/88  
NOV 24/10

**Amendment to the Refuse Collection and Disposal Bylaw 1387-1984: Changes to Tipping Fees**

The manager of environmental services explained that Metro Vancouver typically sets the tipping rates for the lower mainland, as when their rates go up, Mission needs to increase their rates to stop non-Mission residents from bringing their waste to the landfill. He explained that we can't raise our rates too high, as the landfill still needs to bring in a certain amount of money to cover the fixed costs.

Moved by Councillor Scudder, and

RECOMMENDED:

1. That Schedule "A" of the *Refuse Collection and Disposal Bylaw 1387-1984* be amended by replacing it with the following:

**Schedule 'A'**

**MISSION LANDFILL SITE DISPOSAL FEES**

	<b>2011</b>
Extra garbage bag sticker (per sticker)	\$3.00
All refuse except as specified below (per tonne)	\$85.00
Minimum charge for loads of refuse up to 58kg for Mission and Electoral Areas C, F & G residents (per load)	\$5.00
Minimum charge for loads of refuse up to 73.5kg for customers from outside Mission and Electoral Areas C, F & G (per load)	\$11.00
Surcharge for unsecured loads (any size)	\$10.00
Municipal collection contract rate	\$0.00
Gyproc (per tonne)	\$140.00
Tires (passenger car and light truck tires only) – per tire plus weight at regular refuse rate	\$2.00
Brush waste (per tonne)	\$60.00
Residential recyclables* for DOM and Electoral Areas C, F & G residents	\$0.00
At the Engineer's discretion, loads with refuse received from outside the District of Mission or Electoral Areas C, F & G (per tonne)	\$150.00
At the Engineer's discretion, loads with refuse requiring special management practices, collected outside or within District or Electoral Areas C, F, G (per tonne)	\$150.00
Surcharge for unsorted loads arriving at the Mission Landfill (charged at the highest tipping fee of recyclable material not being sorted out)	50%

Any mixed loads will be assessed at the higher tipping fee

\*Residential recyclables include only those items generated in dwelling units in the District of Mission or Fraser Valley Regional District Electoral Areas C, F, or G and do not include any materials generated through a commercial, industrial or institutional process.

Recyclables include separated scrap metal and appliances (dishwashers, stoves, fridges, washers, and dryers) as well as other recyclable materials as defined in the Collection, Removal, and Marketing of Recyclables Bylaw #2639-1993.

2. That Schedule "B" of the *Refuse Collection and Disposal Bylaw 1387-1984* be amended to state:

"The fee payable by each owner of a residential unit within the Refuse Collection Area for the Domestic Refuse Service authorized by this Bylaw shall be \$159.00 per year, effective January 1, 2011."

CARRIED

AF 10/89  
NOV 24/10

**Water and Sewer User Rates, and Regional Water and Sewer Utilities – 2011  
Financial Plans**

Discussion ensued around Mission versus Abbotsford user rates, and why Mission's rates were more in-line with Metro Vancouver's rates. Staff explained that Abbotsford was on meters and Mission wasn't, although the process of having residential water meters installed is underway. Another component for the higher user rates was the cost sharing formula Mission has with Abbotsford for water usage, which is based on growth projections. To help lower user charges, moving to water meters would be beneficial as well as changing the cost sharing formula for sewer.

The deputy director of finance explained that staff will recommend using internal borrowing to pay for capital projects wherever possible as interest costs will remain with the District (we will pay ourselves interest). External borrowing could reduce user rates for a couple of years, however, with external borrowing we pay out the interest, and if development cost charge collections do not come in fast enough to pay back the loan, it may affect the user rates to make the loan payments.

Moved by Mayor Atebe, and

RECOMMENDED:

1. That the 2011 Abbotsford/Mission Water & Sewer Services financial plans be approved; and
2. That water user rates increase by 15% to \$447.48 per annum, and sewer user rates increase by 10% to \$340.32 per annum for 2011.

CARRIED

AF 10/90  
NOV 24/10

### **Possible Fraser River Heritage Park Legacy Endowment Fund**

Moved by Councillor Stewart, and

RECOMMENDED: That staff take no further action for a Fraser River Heritage Park Legacy Endowment Fund.

CARRIED

AF 10/91  
NOV 24/10

### **Status of Reserves**

Moved by Councillor Scudder, and

RECOMMENDED:

1. That the amount of the annual property tax increase related to increased transfers to reserves be communicated to the public separately from the tax increase related to operation, in the descriptive form of "a capital contribution to maintain and build essential community infrastructure";
2. That funds collected as a result of the Shaw Pit Aggregate agreement be allocated 50/50 between the District's major capital reserve fund and its debt retirement reserve fund;
3. That the District continue to build its reserve and surplus balances to ensure fiscal sustainability into the future by:
  - a. Allocating increasing portions of future tax increases as capital contributions;
  - b. Allocating annual surplus amounts, over and above those amounts required to maintain adequate surplus levels, and one-time revenues to specific reserves;
  - c. Allocating debt servicing cost savings from expired or paid out debt to reserves/capital including using any savings generated to finance new projects thereby not impacting taxes;
  - d. Allocation a portion of gaming revenues to special one-time projects as they arise including waterfront/downtown planning; and,
  - e. Adopting a disciplined, long-term capital spending approach/program that takes into account the need to increase reserve levels over time.

CARRIED

AF 10/92  
NOV 24/10

### **2011 Capital Plan Update**

The deputy director of finance updated council on information regarding a motion from the September administration and finance meeting about the emergency generators. He advised that staff had discovered that there were problems with the existing electrical design at the Leisure Centre accommodating the emergency generators.

Discussion ensued around whether it would cost more to upgrade Heritage Park school versus the Leisure Centre. Staff were directed to investigate and respond back to council.

The director of engineering and public works stated that due to the narrow width of the road and the steep slope beside the road, the \$650,000 earmarked for the Silverdale Avenue road repairs did not include any bike lanes. He explained that the cost would be extremely high to widen the road to accommodate bike lanes.

Discussion turned towards the deficit of the pavement management program. Staff advised that the budget should be increasing to \$3 million phased in over the next four years, however, a portion of this remains unfunded, and that every year this program is not fully funded it falls further behind. One of the higher priorities is to come up with a strategy to fund the pavement management program.

Discussion moved towards revitalizing the downtown core area and the pedestrian paving program on Railway, First and Second Avenues. Staff confirmed that this project was not included in the capital plan and that they would need to check the status of this project and advise council.

Moved by Mayor Atebe, and

**RECOMMENDED:**

1. That the projects in Appendix B and Appendix C (i.e. the existing general capital program) be approved for inclusion in the 2011 financial plan; and,
2. That the projects noted in the "recommended priority" column of Appendix D be added to the general capital program, for inclusion in the 2011 financial plan.

**CARRIED**

AF 10/93  
NOV 24/10

Moved by Mayor Atebe, and

**RECOMMENDED:** That staff contact Integrated Paving Concepts for a quote on the paved pedestrian crosswalks for Railway, First and Second Avenue on a phasing in basis.

**CARRIED**

AF 10/94  
Nov 24/10

Moved by Mayor Atebe, and

**RECOMMENDED:** That staff provide council with a date when the fee-for-service grants will be considered.

**CARRIED**


**2. ADJOURNMENT**

Moved by Mayor Atebe seconded by Councillor Stewart, and

RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 5:50 pm.

  
\_\_\_\_\_  
for JAMES ATEBE,  
MAYOR  
\_\_\_\_\_  
KELLY RIDLEY,  
DEPUTY DIRECTOR OF CORPORATE ADMINISTRATION

G:\FINANCEMINUTES\Sp. Council (A&F) Minutes\2011 Budget Year\AF minutes - 2010-09-08 (budget).doc