

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, September 15, 2010 commencing at 4:00 pm.

Committee Members Present: Mayor James Atebe (arrived at 4:30 pm)  
Councillor Terry Gidda  
Councillor Paul Horn  
Councillor Danny Plecas  
Councillor Mike Scudder  
Councillor Jenny Stevens (arrived at 4:30 pm)  
Councillor Heather Stewart

Staff Members Present: Glen Robertson, chief administrative officer  
Sharon Fletcher, director of planning  
Kris Boland, deputy director of finance  
Wendy McCormick, deputy director of parks, recreation & culture  
Kerri Onken, deputy treasurer/collector  
Kerry Bysouth, manager of facilities  
Debi Decker, administrative assistant

Acting Mayor Scudder called the meeting to order.

Councillor Plecas assumed the chair as the alternate.

## 1. NEW BUSINESS

AF 10/49  
SEPT 15/10

### **Minutes from the March 16, 2010 Administration & Finance Meeting**

The minutes from the March 16, 2010 Administration and Finance meeting were provided for council's information.

Discussion ensued around whether the trail systems should be included within the community amenity project listing and staff advised that the Silver Creek Parkway enhancements and district wide trails would be discussed further in the next report.

The director of planning clarified that trails are considered a community amenity, a reason why people come to live in any community. She pointed out that only 50% of the costs were paid through community amenity contributions and the remainder would be paid from other funding sources.

The director further clarified that the only monies contributed into the parkland reserve fund as 5% in lieu of land can only be used to purchase parkland and not for improvements. It was noted that if a park had a trail way through it, then the land could possibly be purchased using parkland reserve funds; however, construction of the trail could not.

The director continued by stating at rezoning stage, a developer could dedicate 2.5% of land for park and then volunteer to pay 2.5% of land value for improvements, as the act states "up to 5%".

The March 16, 2010 administration and finance committee (community amenity contributions) meeting minutes were adopted at the April 6, 2010 regular meeting of council.

AF 10/50  
SEPT 15/10

### **Community Amenity Projects**

The deputy director of finance referred to the report dated August 27, 2010 entitled Community Amenity Projects. He highlighted that there were three recommendations from staff, the third being direction from council, as currently the District's share of the amenity project listing is approximately \$36 million and the developer portion at \$11,400 per unit, with both amounts being unrealistically high.

Discussion ensued around the possibility of having a lower amenity contribution amount and leaving all the projects on the list, and having the projects built as additional/other funding becomes available. Residents, businesses, staff and council need to become creative in finding funding solutions for amenity projects wanted/needed by this community.

Staff confirmed that they had to show the total capital expenditure on the community amenity project listing and also the funding sources, of which "alternative funding" could be a source. Then as various grants/funding sources become available, staff could "match" projects with funding and projects would then be completed. Timelines and projects would become loosely "tied" to available funding.

Discussion ensued on whether a project should be considered "amenity" or "capital project". Staff confirmed that a single project could be listed on both the community amenity project and capital plan lists. Staff clarified that the amenity list is mainly for items the community would like to have, whereas the capital plan lists items that are more of a necessity.

Moved by Councillor Horn, and

#### **RECOMMENDED:**

That the following projects be removed from the current community amenity project listing:

- a. Enhancement to Silver Creek Parkway
- b. Four (4) playgrounds
- c. Neighbourhood parks (downtown area, West Heights area, Fenn Park)
- d. Washrooms at Griner Park
- e. Community Garden
- f. Upgrade of Existing Parks
- g. Bike and Pedestrian trails
- h. Softball diamonds
- i. Cycling Initiatives
- j. Recycling Centre

**CARRIED**

AF 10/51  
SEPT  
15/10

Moved by Councillor Horn, and

**RECOMMENDED:**

That the following projects be removed from the current community amenity project listing only as they pertain to existing parks:

- a. Dog Parks (off-leash parks)
- b. Park Signage
- c. Interpretive Signage

**CARRIED**

AF 10/52  
SEPT  
15/10

Moved by Councillor Horn, and

**RECOMMENDED:**

That the expansion of the RCMP building not be removed from the current community amenity project listing and that after council meets with Cornerstone, council should, in consultation with staff, consider whether a new percentage attributable to future growth for the RCMP building needs to be determined.

**CARRIED**

AF 10/53  
SEPT  
15/10

Moved by Councillor Horn, and

**RECOMMENDED:**

That an amendment to the subdivision control bylaw be prepared which includes a requirement for trails, identified in the Parks and Trails Master Plan or in the Official Community Plan, to be dedicated as road and included with other on-site roads constructed as part of a development application.

**CARRIED**

AF 10/54  
SEPT  
15/10

Moved by Councillor Horn, and

**RECOMMENDED:**

That staff develop a draft notwithstanding policy which would allow negotiations with developers for in-kind amenities or phased development agreements in lieu of, all or part of, a community amenity contribution to be brought forward to council for consideration.

**CARRIED**

AF 10/55  
SEPT  
15/10

Moved by Councillor Horn, and

RECOMMENDED:

That staff identify projects on the current community amenity project listing that could potentially be partially funded through another funding source such as grants, sponsorships or community fundraising.

CARRIED

AF 10/56  
SEPT  
15/10

Moved by Councillor Horn, and

RECOMMENDED:

That staff recommend to council:

- a. A reasonable community amenity contribution amount from developers,
- b. A scale or method for future amenity contribution amount increases, and
- c. A reasonable reserve fund contribution by which to fund their portion of a community amenity project.

CARRIED

AF 10/57  
SEPT  
15/10

Moved by Councillor Horn, and

RECOMMENDED:

That council will consider the community amenity contribution strategy in the context of possible methods for community consultation and communication at the next administration and finance (community amenity contribution) committee meeting.

CARRIED

AF 10/58  
SEPT  
15/10

Moved by Councillor Horn, and

RECOMMENDED:

That staff remove all reference to site preparation for a future municipal hall on the community amenity project listing.

CARRIED

AF 10/59  
SEPT  
15/10

Moved by Councillor Horn, and

RECOMMENDED:

That council will discuss portions attributable to growth and inclusions on the community amenity project list and to reach resolutions on these matters at the next administration and finance (community amenity contribution) committee meeting.

CARRIED

AF 10/60  
SEPT  
15/10

Moved by Councillor Horn, and

**RECOMMENDED:**

That other than the first two recommendations (resolutions # AF 10/50 and AF 10/51), council will consider not reducing the community amenity project listing, instead they may choose to leave some projects on the list but identify them as having alternative funding sources.

**CARRIED**

AF 10/61  
SEPT  
15/10

Moved by Councillor Horn, and

**RECOMMENDED:**

That staff draft a policy for council which acknowledges that the community amenity project plan timelines are an approximation, and that actual timing and prioritizing of projects will be determined as growth occurs, as needs evolve, and as funds become available.

**CARRIED**

**2. ADJOURNMENT**

Moved by Councillor Horn seconded by Councillor Scudder, and

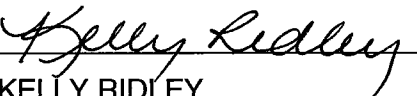
**RESOLVED:** That the meeting be adjourned.

**CARRIED.**

The meeting was adjourned at 6:40 pm.



JAMES ATEBE,  
MAYOR



KELLY RIDLEY,  
DEPUTY DIRECTOR OF CORPORATE ADMINISTRATION

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