

Minutes of the **SPECIAL ADMINISTRATION and FINANCE COMMITTEE** Meeting held in the Conference Room at the Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia, on Monday, November 9, 2009 commencing at 5:40 pm.

Committee Members Present: Mayor James Atebe
Councillor Terry Gidda
Councillor Paul Horn
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
Ray Herman, director of parks, recreation & culture
Salem Abushawashi, deputy director of engineering and public works
Kerri Onken, deputy treasurer/collector
Barclay Pitkethly, deputy director of planning
Margie Laue, RCMP Office Manager
Kris Boland, manager of capital/utility financial planning and investments
Debi Decker, administrative assistant

Mayor Atebe called the meeting to order.

Councillor Stevens assumed the chair.

1. NEW BUSINESS

AF
09/18

Library Services Budget Planning for 2010 - 2014

The Mayor declared a conflict of interest and excused himself from the meeting.

The director of finance referred to his report dated November 3, 2009, entitled "Library Services Budget Planning for 2010-2014" and its attachments and requested direction from council regarding the draft 2010 operating budget for the Fraser Valley Regional Library (FVRL), in particular the \$5,100 requested increase for an addition to circulation staff of four hours per week. The director also pointed out that there was a balance of \$41,755.19 in the Municipal Surplus Reserve Account with the FVRL that could be used to fund the capital requests.

Teresa MacLeod, Library Manager, stated that most of the capital expenditure items were for the children's section in the library, as well as a self-serve check-out system. The director of finance advised that the identified operating costs associated with the self-serve check-out system would come into effect in 2011, if this capital expenditure was approved for 2010.

It was agreed that council would look at all capital spending requests for all District departments at the same time, including the ones requested by the Library.

Moved by Councillor Horn, and

RECOMMENDED:

That council defer to the 2011 budget year, the Library's request for \$5,100 for a 4 hour increase to circulation staff time per week.

CARRIED

OPPOSED: Councillor Stevens

The Mayor returned to the meeting.

AF
09/19

Transit Expansion

The director of finance stated that the report from the director of engineering and public works dated October 16, 2009, and entitled "Transit Expansion" had been presented at a previous council meeting and that staff were requesting clarification from council regarding their previous motion.

Discussion ensued around the proposed start date and the fact that this transit expansion does not affect taxation until 2011, as it is being funded from a one-time funding source in 2010.

Moved by Councillor Horn, and

RECOMMENDED:

- 1) That 1,500 hours of transit expansion be approved to start in April 2010 if possible, and January 2010 if not possible; and
- 2) That council will revisit the 2010 funding source as new information comes available.

CARRIED

AF
09/20

Budget Direction and Budget/Tax Increase Scenarios

The director of finance referred to his report dated October 28, 2009, entitled "Budget Direction and Budget/Tax Increase Scenarios" and its appendices, explaining that staff had come up with the 4.08, 5.10, 6.03 and 8% budget/tax increase scenarios as requested by council. He informed council that because of a few adjustments, the base scenario of 8% plus was in fact now 7.65%.

The director further explained that in each of the four scenarios, a revenue increase of \$106,577 was used, which was comprised of:

- increase in parking fee for garbage trucks parked at the Public Works yard;

- new fire pit registration fee;
- new film revenue;
- pool admissions PLAY pass fee;
- cemetery fee increase to cover administration costs;
- field rental charge;
- Leisure Centre admission fee increase;
- increased penalty for late business licenses;
- criminal record checks fee increase; and
- charging for volunteer criminal record checks.

The director explained that the increase for zoning and subdivision fees would not affect taxation as this increased revenue would off-set the transfer needed from stabilization as development revenues were currently below the base budget amount.

Discussion ensued around the eight low priority services reduction or elimination recommended by staff, which include:

1. delete staff overtime to lock-up gates after 5:00 pm;
2. refuel RCMP vehicles at public works yard;
3. remove one vehicle from the RCMP budget;
4. reduction of all grants;
5. closing the Leisure Centre on Statutory holidays;
6. provide in-house cleaning of laundry for RCMP;
7. reduction in corporate training and miscellaneous account;
8. reduction in downtown security by 50%.

The 4.08% scenario includes all of the above eight low priority services reductions, the 5.10% scenario includes all of the above eight low priority reductions with the exception of number 4, reduction of all grants, and the 6.03% scenario includes only the first three low priority reductions.

The director of finance pointed out that each of the scenarios was based on the assumption of new construction revenue of \$150,000 in 2010; \$200,000 in 2011; and \$300,000 in 2012.

Discussion ensued around the deferment of hiring of the second and third complements of four full-time fire fighters.

Moved by Councillor Horn, and

RECOMMENDED: That council provide staff with the following direction in terms of a budget/tax increase scenario or scenarios that staff should be including in the upcoming provisional budget document to be presented to council and the public:

- 1) That council does not approve a cut to any of the municipal grants to non-profit organizations;

- 2) That each of budget/tax increase scenarios presented, including any adjustments, be presented to the public;
- 3) That removal of the downtown security pilot project only be considered following the consultation process with council, the Downtown Business Association and the RCMP Inspector; and
- 4) That council does not approve the inclusion of a processing fee for a PLAY pass applications.

CARRIED

Councillor Plecas left the meeting at 7:30 pm.

AF
09/21 Moved by Mayor Atebe, and

RECOMMENDED:

- 1) That council approve in principle, delaying the hiring of the second complement of four full-time firefighters from July 1, 2010 to October 1, 2010; and
- 2) That staff include this option in the public presentation of the 2010 budget/tax increase scenarios.

CARRIED

OPPOSED: Councillor Horn

AF
09/22 Moved by Councillor Scudder, and

RECOMMENDED: That council approve in principle, to not support the statutory holiday Leisure Centre closures, subject to clarification that all of council was in consensus on this matter.

CARRIED

AF
09/23 **Admission and Rental Fee Increases for 2010 Operating Budget**

The director of parks, recreation and culture referred to his report dated October 31, 2009 and entitled "Admission & Rental Fees Increases for 2010 Operating Budget".

Discussion ensued around the two proposed fee increases to admission fees, one due to the HST being implemented July 1, 2010 as well as the proposed rental rate increase.

Moved by Councillor Horn, and

RECOMMENDED:

- 1) That council approve a net 5% increase to admission fees in the parks, recreation and culture department, plus a 7% increase to offset the impact of the HST in 2010;
- 2) That the new admission fee rates become effective May 1, 2010, contingent on confirmation from parks and recreation staff;

- 3) That the 7% increase to offset the impact of the HST in 2010 become effective July 1, 2010;
- 4) That a report including a full listing of all new admission rates be forwarded to council prior to May 1, 2010;
- 5) That council approve a net 5% increase to rental rates in the parks, recreation and culture department;
- 6) That the new rental rates become effective September 1, 2010; and
- 7) That a report including a full listing of all new rental fees be forwarded to council prior to September 1, 2010.

CARRIED

AF
09/24

Cemetery – 2010 Operating Budget

The director of parks, recreation and culture referred to his report dated November 1, 2009, entitled "Cemetery – 2010 Operating Budget", explaining the rationale for proposing to increase the cemetery fees by 100%.

Moved by Councillor Scudder, and

RECOMMENDED:

- 1) That council approve a 100% increase to Cemetery fees effective January 1, 2010; and
- 2) That the \$114,500 in additional revenue be allocated as follows:
 - a. \$44,500 for administrative staffing costs;
 - b. \$45,000 to a Cemetery Reserve Fund; and
 - c. \$25,000 for beautification and maintenance.

CARRIED

AF
09/25

Revenue Source – Criminal Records Checks

The director of finance referred to the report by the Manager, RCMP Administration dated October 30, 2009, entitled "Revenue Source – Criminal Records Check".

Discussion ensued around the number of criminal records check requested, the amount of staff time required, and whether a nominal fee should be charged for volunteers.

Moved by Councillor Horn, and

RECOMMENDED:

- 1) That council defer the recommendation to increase the regular criminal records check fee for non-volunteers and to charge a nominal fee for conducting a criminal records check for volunteers;

- 2) That staff breakdown criminal records checks undertaken for students, volunteers and others separately;
- 3) That staff advise what the actual budget impact of the above is; and
- 4) That staff advise the possibility of utilizing gaming funds to subsidize the costs of conducting criminal records checks for volunteers.

CARRIED

AF
09/26

Fee Cost Fee Proposal

The director of finance referred to the report by the deputy director of planning dated October 22, 2009, entitled "Full Cost Fee Proposal". Discussion ensued around the proposed planning application fee increases and the effect on developers.

Moved by Councillor Horn, and

RECOMMENDED:

- 1) That discussions on the proposed planning application fee increases be brought forward with the community amenity contribution and the development cost charge rates discussions; and
- 2) That staff provide an implementation process and provide cost recovery amounts.

CARRIED

2. ADJOURNMENT

Moved by Mayor Atebe, seconded by Councillor Horn, and

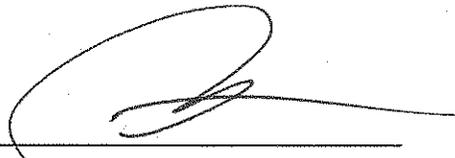
RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 8:30 pm.



JAMES ATEBE,
MAYOR



DENNIS CLARK,
DIRECTOR OF CORPORATE ADMINISTRATION

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