

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 Thursday, December 17, 2009 commencing at 4:30 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
Ken Bjorgaard, director of finance
Kris Boland, deputy director of finance
Kerri Onken, deputy treasurer/collector
Greg Giles, superintendent utilities
Margie Laue, RCMP office manager
Debi Decker, administrative assistant

Staff Members Absent: Dennis Clark, director of corporate administration

Mayor Atebe called the meeting to order.

Councillor Stevens assumed the chair.

1. NEW BUSINESS

AF 09/29
DEC 17/09

Breakdown of Criminal Records Checks

The director of finance referred to the report dated December 14, 2009, entitled "Breakdown of Criminal Record Checks" from the Manager, RCMP Administration.

General discussion ensued around the various categories for criminal records checks and the fees charged for these categories.

Moved by Councillor Gidda, and

RECOMMENDED: That volunteers be charged a fee of \$20.00 to obtain a criminal record check.

OPPOSED: Councillor Horn
Councillor Scudder
Councillor Stevens
Mayor Atebe

DENIED

AF 09/30
DEC 17/09

Moved by Councillor Horn, and

RECOMMENDED:

1. That volunteers continue to be able to obtain a criminal record check for no charge; and
2. That students be charged a fee of \$25.00 to obtain a criminal record check.

OPPOSED: Councillor Gidda
Councillor Plecas

CARRIED

AF 09/31
DEC 17/09

Moved by Councillor Gidda, and

RECOMMENDED:

1. That the fee for a criminal record check for employees be increased from \$55.00 to \$65.00;
2. That the Recovery House employees be included in the category "employees";
3. That a fee of \$65.00 be charged for an Adoption criminal record check;
4. That a fee of \$55.00 be charged for tenants in multi-family housing (the crime free multi-housing program) to obtain a criminal record check; and
5. That Recovery House residents, including all supportive housing residents, be able to obtain a criminal record check for no charge.

CARRIED

Council directed staff to provide any feedback from organizations regarding this fee increase to council next year.

AF 09/32
DEC 17/09

Replacement of Compact Pickup Truck 5125

Moved by Councillor Horn, and

RECOMMENDED: That the 2010 Equipment Replacement budget account number 50910 be increased by \$25,000 to be funded by the Equipment Replacement Reserve Fund for the replacement of unit 5125 a compact pickup truck, which was damaged and written off by the Insurance Corporation of British Columbia.

CARRIED

AF 09/33
DEC 17/09

LATE ITEM: Replacement of Parks Tractor Unit 5288

Moved by Councillor Horn, and

RECOMMENDED: That the 2010 Equipment Replacement Budget, account number 50910, be increased by \$30,000 to be funded by the Equipment Replacement Reserve Fund, for the replacement of unit 5288 a parks tractor, which malfunctioning transmission that is too expensive to repair based on the age of the tractor.

CARRIED

AF 09/34
DEC 17/09

HST Impact on the District of Mission

The director of finance referred to the report entitled "HST Impact on the District of Mission" dated December 14, 2009, advising that the HST would have different impacts on services provided to the District than on goods purchased by the District.

Moved by Councillor Scudder, and

RECOMMENDED: That staff review major purchases in 2010 in terms of the Harmonized Sales Tax (HST) impact and plan expenditures accordingly, where practical.

CARRIED

Council requested that HST implications be included in the public presentation document.

AF 09/35
DEC 17/09

Leisure Centre Statutory Holiday Openings

General discussion ensued around the leisure centre and possible closures on all or individual statutory holidays. It was agreed that while the leisure centre should be open as many days as possible, the public should be able to provide feedback to council regarding the possible tax savings due to a statutory holiday closure.

Moved by Councillor Gidda, and

RECOMMENDED: That council support including in the public presentation document, the proposal of having the leisure centre closed during the Canada Day statutory holiday.

OPPOSED: Councillor Stewart
Councillor Stevens
Councillor Plecas
Councillor Scudder
Mayor Atebe

DEFEATED

AF 09/36
DEC 17/09

Moved by Councillor Gidda, and

RECOMMENDED: That council support including in the public presentation document, the proposal of having the leisure centre closed during the Boxing Day statutory holiday.

OPPOSED: Councillor Stewart
Councillor Scudder

CARRIED

AF 09/37
DEC 17/09

Fraser Valley Regional District E911 Service Areas

The director of finance referred to the information provided from the Fraser Valley Regional District (FVRD) and informed council that the E911 tax levy would be partially transferred from the tax requisition from the FVRD onto land line phone bills and then possibly on cell phone bills in the future.

Council questioned whether the new levy was on all local calls, or a flat charge on the phone bill, and staff advised that they would obtain clarification from FVRD regarding this question.

AF 09/38
DEC 17/09

Library Services Budget Planning for 2010 - 2014

The Mayor declared a conflict of interest and left the meeting.

The director of finance advised that Councillor Stevens had requested that the request from the Mission Library to add an additional four hours per week to circulation staff time be brought back for council discussion, after council deferred this request to the 2011 budget discussions at the December 10, 2009, administration and finance committee meeting.

Moved by Councillor Plecas, and

RECOMMENDED: That council reconsider the budget request of adding an additional four hours per week to the Mission Library circulation staff time.

CARRIED

AF 09/39
DEC 17/09

Moved by Councillor Plecas, and

RECOMMENDED:

1. That council proceed with the budget request of adding an additional four hours per week to the Mission Library circulation staff time, utilizing the additional revenue from the increase in the Mission Library room rental rates and funding the remaining approximate \$1,650 operating cost from a core budget increase; and

2. That this request be included in the public budget presentation document.

OPPOSED: Councillor Horn
Councillor Gidda

CARRIED

The Mayor returned to the meeting.

AF 09/40
DEC 17/09

Budget Direction

The director of finance advised that staff were looking for direction from council regarding the tax increase scenarios to be included in the public budget presentation document.

General discussion ensued around the five scenarios, the composite fire fighter complements and the RCMP member.

Moved by Councillor Horn, and

RECOMMENDED:

1. That staff use the current Scenarios C, D and Base to include in the public budget presentation document;
2. That at the public budget presentation staff are to ask for specific feedback on the increase in Library circulation staff time and the leisure centre Boxing Day statutory holiday closure; and
3. That the RCMP member and firefighter complements be shown as separate line and tax increase items.

CARRIED

AF 09/41
DEC 17/09

2010 Financial Plan/Budget Highlights Draft Document

The director of finance referred to the draft 2010 Financial Plan/Budget Highlights document that was handed out, requesting council's input.

General discussion ensued and input was received from council.

AF 09/42
DEC 17/09

Meeting Follow-up

Due to time restraints, the meeting follow-up information was deferred to the next meeting.

2. ADJOURNMENT

Moved by Councillor Horn, seconded by Mayor Atebe, and

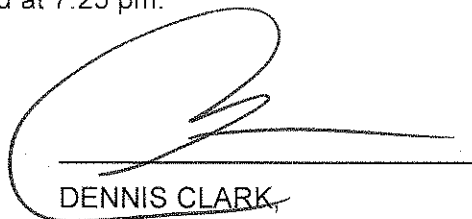
RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 7:25 pm.



JAMES ATEBE,
MAYOR



DENNIS CLARK,
DIRECTOR OF CORPORATE ADMINISTRATION

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