

**MINUTES OF THE SPECIAL COUNCIL MEETING HELD
DECEMBER 1, 2003 AT 1:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor McRae, Councillors Chopra, Mealey, Price, Lord, Solda and Patterson.

1. Call to Order and Adoption of the Agenda

Mayor McRae called the meeting to order at 1:00 pm.

Mealey/Patterson

That the agenda be adopted as circulated.

Carried

2. Departmental Budgets

2.1 Training and Development

The Manager of Human Resources provided an outline of the proposed training and development for the City providing comparisons from previous years and outlining the needs based on changing demographics, the state of the workforce and demands for the services provided by the City. Her presentation is attached to and forms part of these minutes.

Responding to a question from Councillor Chopra, the Manager of Human Resources indicated that training and development will be budgeted the same as always, by department. Training is now being coordinated universally throughout the City. A more detailed package outlining the specifics of each expenditure will be circulated to Council.

Councillor Price asked whether the costs included wages. The Manager of Human Resources indicated that the budget does not reflect wages, these costs are not tracked but they can be calculated for any training item. In response to further questions the Manager of Human Resources indicated that staff are not paid to attend training on their time off.

Mr. Dusty Miller asked what the membership costs include. The Manager of Human resources indicated that these costs include membership in professional associations that relate directly to the services provided and the personnel required by the City.

The Acting City Manager provided a memorandum dated November 19, 2003 outlining amendments to the travel expense policy for the City. Council referred this matter to the Regular meeting of December 8, 2003.

2.2 Tax Rates

The Director of Finance presented the estimated 2004 tax rates for the implementation of the budget as presented to date. The calculations are based on the 2003 Assessment Roll. Some changes between classifications may be possible and will be confirmed upon receipt of the 2004 Assessment Roll in March 2004.

3. Recap of Council Directions

A report was circulated to Council outlining the state of the roofs on City buildings and the anticipated replacement date and cost.

Information requested by Council in regard to the Tebo Campus of North Island College and costs associated with the museum are forthcoming.

Staff will provide for Council details regarding the courses and conferences budget.

A report will be prepared which will outline how to achieve no more than a 2.1% increase to the residential tax rate.

The travel expense policy will be brought back for Council's consideration at the December 8, 2003 Regular meeting.

The Director of Finance will provide copies of the reports from the Ministry of Community, Aboriginal and Women's Services outlining the state of each municipality's debt and reserves.

4. Adjournment

Mealey/Patterson

That the meeting be adjourned at 2:10 pm.

Carried

Mayor

Clerk