

AGENDA FOR THE REGULAR COMMITTEE OF THE WHOLE MEETING
TO BE HELD IN THE SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
ON MONDAY, 2012-OCT-22, COMMENCING AT 4:30 P.M.

CHAIR: MAYOR RUTTAN

ACTING MAYOR: COUNCILLOR MCKAY (2012-OCT-22 TO 2012-DEC-02)

1. **CALL THE REGULAR COMMITTEE OF THE WHOLE MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA: (McKay/Bestwick)**

4. **ADOPTION OF MINUTES: (McKay/Bestwick)**

- (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2012-AUG-27 at 4:30 p.m.

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5. **PRESENTATIONS:**

NONE

6. **ADMINISTRATION:**

NONE

7. **COMMUNITY SAFETY AND DEVELOPMENT:**

NONE

8. **CORPORATE SERVICES:**

NONE

9. **COMMUNITY SERVICES:**

- (a) **Award Request for Proposals #1380 Modular Furniture, New Service and Resource Centre**

Staff Recommendation: That Council award Request for Proposal #1380 for Modular Office Furniture to Heritage Office Furnishings in the amount of \$362,023.30.

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11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

13. **DELEGATIONS (not related to a Report to Council): (10 MINUTES)**

- (a) Ms. Signy Madden, Executive Director and Mr. Kenny Ansems, Campaign Chair, regarding the value of giving to the United Way and how it can be done via payroll deduction. Pg. 9

Note: The City of Nanaimo currently makes United Way contributions via payroll deduction available to City employees.

14. **QUESTION PERIOD:** *(Agenda Items Only)*

15. **PROCEDURAL MOTION:**

That the following meeting be closed in order to deal with the following matters under the *Community Charter* Section 90(1):

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*; and,

Community Charter Section 90(2):

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

16. **ADJOURNMENT:**

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
HELD IN THE SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
ON MONDAY, 2012-AUG-27 COMMENCING AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
Councillor W. L. Bestwick (arrived 5:11 p.m.)
Councillor M. D. Brennan
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor W. B. McKay
Councillor J. F. K. Pattje

Staff: D. W. Holmes, Assistant City Manager and General Manager of Corporate Services
E. C. Swabey, General Manager of Community Safety and Development
T. M. Hickey, General Manager of Community Services
I. Howat, Director of Strategic Relationships
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
A. J. Tucker, Director of Planning
S. Clift, Director of Engineering and Public Works
P. Kristensen, Director of Information Technology
S. Samborski, Senior Manager, Recreation and Culture Services
D. Lindsay, Manager of Building Inspections
D. Osborne, Manager, Arenas
K. King, Acting Manager of Legislative Services
L. Dennis, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Committee of the Whole Meeting was called to order at 4:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add petition to Agenda Item 7 (c) (1) – Delegation by Ms. Marlene Tulak regarding the laneway at Holyrood and Glenayr Drives.
- (b) Add Agenda Item 7 (c) (2) – Correspondence from Mr. Brian Muller regarding the laneway at Holyrood and Glenayr Drives.

It was moved and seconded that Mr. Gord Fuller be permitted to address Council as a late delegation with a five-minute time limitation. The motion carried unanimously.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC on Monday, 2012-JUL-23 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. COMMUNITY SAFETY AND DEVELOPMENT:

(a) Design Advisory Panel Mandate & Objectives

It was moved and seconded that Council adopt the Mandate & Objectives document for the Design Advisory Panel. The motion carried unanimously.

(b) Nanaimo RCMP Detachment Jail Cell Retrofit and Closed Circuit Video Equipment Upgrade

It was moved and seconded that Council receive the report regarding the Nanaimo RCMP Detachment jail cell retrofit and closed circuit video equipment upgrade. The motion carried unanimously.

(c) Private Use of an Undeveloped Public Laneway Between Holyrood and Glenayr Drives

Delegations:

1. Ms. Marlene Tulak, 2434 Glenayr Drive, spoke in opposition to the opening of the laneway between Holyrood and Glenayr Drives.
2. Mr. Gerald Westmacott, 2428 Glenayr Drive, spoke in opposition to the opening of the laneway between Holyrood and Glenayr Drives.
3. Ms. Sandi Winter, 2445 Holyrood Drive, spoke in opposition to the opening of the laneway between Holyrood and Glenayr Drives.

Correspondence:

1. Letter from Ms. Brenda Sully regarding the fire lane on Glenayr Drive.
2. Letter dated 2012-AUG-20 from Mr. Brian F. Muller, 2460 Holyrood Drive.

It was moved and seconded that Council receive the report regarding the private use of an undeveloped public laneway between Holyrood and Glenayr Drives.

It was moved and seconded that Council amend the motion to direct that Staff not act on the report until they have received further instruction from Council. The motion was defeated.

Opposed: *Mayor Ruttan, Councillors Anderson, Bestwick, Brennan, Greves and Johnstone*

The vote was taken on the main motion. The motion carried.

Opposed: *Councillors McKay and Pattje*

6. CORPORATE SERVICES:

(a) 2012 Grant Advisory Committee Recommendations

It was moved and seconded that Council award a Permissive Tax Exemption to the Nanaimo Squash Club (PTE-03). The motion was defeated.

Opposed: *Mayor Ruttan, Councillors Bestwick, Brennan, Greves, Pattje and McKay*

It was moved and seconded that Council award a Permissive Tax Exemption to Habitat for Humanity Mid-Vancouver Island (PTE-04). The motion carried unanimously.

It was moved and seconded that Council award an Other Grant to Citizens on Patrol (OG-02) in the amount of \$2,500. The motion carried unanimously.

(b) Assessment Roll Adjustments

It was moved and seconded that Council receive the report regarding the assessment roll adjustments. The motion carried unanimously.

(c) Process for 2013 – 2017 Financial Plan

It was moved and seconded that Council endorse the process for preparing the 2013 – 2017 Financial Plan.

It was moved and seconded that Council amend the motion to direct that Staff present the six strategic priorities in bullet form. The motion carried unanimously.

The vote was taken on the main motion as amended. The motion carried unanimously.

7. COMMUNITY SERVICES:

(a) Sole Source Purchase of Electric Zamboni / Crocker

It was moved and seconded that Council approve the sole source purchase of an electric Zamboni ice re-surfacer. The motion carried.

Opposed: *Councillors Bestwick, Kipp and McKay*

8. DELEGATIONS (not related to a Report to Council):

- (a) Ms. Wendy Pratt, Nanaimo Community Hospice, provided a PowerPoint presentation regarding the *Expand the Heart of Hospice Capital Campaign* to raise funds for the hospice to expand into its new location on Waddington Road.

Councillor Greves vacated the Shaw Auditorium at 6:20 p.m.

- (b) Mr. Allan Jorgensen, 344 Manhas Place, Nanaimo, was not in attendance to speak regarding sport field rental rates.
- (c) Ms. Suzanne Durnin, and Ms. Liz DiMattia of the Nanaimo Science and Sustainability Society (NS3), spoke regarding the proposed Science Centre in Bowen Park and informed Council that public input is being gathered through a land use survey available online at www.nanaimoscience.org as well as an open house scheduled for 2012-SEP-08 at Bowen Park on the proposed site.

Councillor Greves returned to the Shaw Auditorium at 6:32 p.m.

- (d) Mr. Gord Fuller, 604 Nicol Street, spoke regarding the decision by the Unitarian Fellowship to convert the cold weather shelter back to an extreme weather shelter.

9. QUESTION PERIOD:

- Mr. Ron Bolin, re: Permissive Tax Exemptions, 2013-2017 Financial Plan, "In Camera" release of information.
- Mr. Fred Taylor, re: DAP Mandate & Objectives, Permissive Tax Exemptions, the proposed Science Centre.

10. PROCEDURAL MOTION:

It was moved and seconded that Council move "In Camera" in order to deal with the following matters under the *Community Charter* Section 90(1):

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality; and,
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

The motion carried unanimously.

Council moved into "In Camera" at 7:06 p.m.

Council moved out of "In Camera" at 9:03 p.m.

11. ADJOURNMENT:

It was moved and seconded at 9:03 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2012-OCT-22

AUTHORED BY: MAURICE MAUCH , PROJECT MANAGER, BUILDINGS AND FACILITIES
WATER RESOURCES

RE: AWARD REQUEST FOR PROPOSALS #1380 MODULAR FURNITURE, NEW SERVICE
AND RESOURCE CENTRE

STAFF RECOMMENDATION:

That Council award Request for Proposal #1380 for Modular Office Furniture to Heritage Office Furnishings in the amount of \$362,023.30.

PURPOSE:

The purchasing policy requires that Council approve the award of all Request for Proposals valued over \$250,000.

BACKGROUND:

At its meeting of 2012-JUL-23, Council received an Information Report indicating the upcoming Request for Proposals for supply and installation of furniture at the new Service and Resource Centre. The process included a prequalification of furniture suppliers.

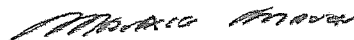
DISCUSSION:

Request for Proposal #1380 was issued to the four prequalified companies: Heritage Office Furnishings, Graphic Office Interiors, Monk Office Interiors and Liesch Office Interiors on 2012-SEP-21. The closing date for proposals was 2012-OCT-05 and three submissions were received. The proposals were reviewed and scored by a Staff committee. The proposal requirements were fully met by the three proposals.

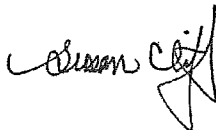
The proposal submitted by Heritage Office Furnishings in the amount of \$362,023.30 provided the best value to the City. The above amount is lower than the estimate provided in the July 23 report and is within the project budget.

Respectfully submitted,

Concurrence by:



Maurice Mauch
Project Manager



Susan Clift, Director
Engineering & Public Works



Tom Hickey,
General Manager
Community Services

CITY MANAGER COMMENT:

I concur with the Staff recommendation.

DELEGATION REQUEST

Signy Madden has requested an appearance before council.

The requested date is Oct 22, 2012.

The requested meeting is:
Committee of the Whole

Presenter's information

Address: 3156 Barons Road
City: Nanaimo
Province: BC
Postal Code: V9T 4B5
Home Phone:
Email:
Business Phone: 250-729-7400

Details of Presentation:

To talk about the value of giving to the United Way and how it can be done via payroll deduction.