

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
HELD IN THE SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
ON MONDAY, 2012-APR-02 COMMENCING AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
Councillor W. L. Bestwick
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: A. C. Kenning, City Manager
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
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
R. J. Harding, Director of Parks, Recreation and Culture
S. Clift, Director of Engineering and Public Works
L. Coates, Manager of Accounting Services
S. Graham, Manager of Financial Planning and Payroll
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 6 (b) – Delegations Pertaining to Agenda Items – Mr. Gordon Fuller regarding the structure of planNanaimo Advisory Committee.
- (b) Replace Agenda Pages 55/56 – Item 9 (b) – Staff Reports – Revised planNanaimo Advisory Committee Mandate & Objectives.
- (c) Added to Procedural Motion – subsection 90(1): (a), (j) and (k).

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 Finance / Policy Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Monday, 2012-MAR-05 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

Mayor Ruttan acknowledged former Councillor Loyd Sherry, who was in attendance due to his participation on the Reports / Meetings Working Group.

Mayor Ruttan acknowledged Mr. Fred Taylor for his 25 years as the official / unofficial watch dog for the City and his great deal of knowledge with regard to the City of Nanaimo. Mayor Ruttan thanked Mr. Taylor for his time spent working on behalf of the City.

5. PRESENTATIONS:

- (a) Mr. B. E. Clemens, Director of Finance, provided a PowerPoint presentation regarding reserve funds.

6. MAYOR'S REPORT:

- (a) Mayor Ruttan congratulated Mr. Al Kenning, City Manager, for perfect attendance for 2011.

7. DELEGATIONS PERTAINING TO AGENDA ITEMS:

- (a) Mr. Gordon Fuller, 604 Nicol Street, Nanaimo, spoke regarding the structure of the planNanaimo Advisory Committee and requested that there be one neighbourhood network representative on the committee.

8. COMMISSION REPORTS:

- (a) Parks, Recreation and Culture Commission – Italian Fountain Park Improvement Plan

It was moved and seconded that Council approve the draft Italian Fountain improvement planning process. The motion carried unanimously.

- (b) Parks, Recreation and Culture Commission – Mansfield Park Improvement Plan

It was moved and seconded that Council approve the draft Mansfield Park improvement planning process. The motion carried unanimously.

(c) Parks, Recreation and Culture Commission – Port Theatre Society / City of Nanaimo Co-Management Agreement

It was moved and seconded that Council:

1. approve the five-year Co-Management Agreement between the Port Theatre Society and the City of Nanaimo;
2. increase the 2012 Management fee by \$15,000; and,
3. reduce the City's Capital contribution to the Port Theatre starting in 2013 from \$100,000 to \$75,000 and reallocate the \$25,000 to the Parks, Recreation and Culture Capital budget for the Port Theatre building.

The motion carried unanimously.

(d) Parks, Recreation and Culture Commission – Travel Assistance Grant – Nanaimo Curling Club – 2012 Canadian Wheelchair Curling Championships, Thunder Bay, Ontario

Councillor Bestwick vacated the Shaw Auditorium at 5:50 p.m.

It was moved and seconded that Council approve the application for a Travel Assistance Grant by the Nanaimo Curling Club in the amount of \$200 for two members to participate in the 2012 Canadian Wheelchair Curling Championships in Thunder Bay, Ontario. The application meets all of the travel grant criteria. The motion carried unanimously.

(e) Parks, Recreation and Culture Commission – Travel Assistance Grant – Nanaimo Youth Choir – Pacific International Children's Choir Festival, Eugene, Oregon

It was moved and seconded that Council approve the application for a Travel Assistance Grant for the Nanaimo Youth Choir in the amount of \$1,100 in order that the youth choir can attend the Pacific International Children's Choir Festival in Eugene, Oregon. The application meets all of the travel grant criteria. The motion carried unanimously.

(f) Parks, Recreation and Culture Commission – Travel Assistance Grant – Wheetshaeaf Fastball Club – 2012 Senior B Men's Western Canadian Fastball Championships, Abbotsford, British Columbia

It was moved and seconded that Council approve the application for a Travel Assistance Grant to the Wheetshaeaf Fastball Club in the amount of \$1,000 for 20 players to attend the 2012 Senior B Men's Western Canadian Fastball Championships being held in Abbotsford, British Columbia. The application meets all of the travel grant criteria. The motion carried unanimously.

Councillor Bestwick returned to the Shaw Auditorium at 5:54 p.m.

9. STAFF REPORTS:

ADMINISTRATION:

(a) Fortis BC

It was moved and seconded that Council provide a letter in support of the rate equalization initiative currently being undertaken by Fortis BC. The motion carried unanimously.

COMMUNITY SAFETY AND DEVELOPMENT:

(b) Revised planNanaimo Advisory Committee Mandate & Objectives

It was moved and seconded that Council adopt the revised Mandate & Objectives for the Nanaimo Advisory Planning Committee (currently the planNanaimo Advisory Committee), and change three neighbourhood association members to two neighbourhood association members, and add one neighbourhood network member.

It was moved and seconded that Council refer the Revised planNanaimo Advisory Committee Mandate & Objectives report back to Staff so that the changes to the Proposed Membership (removing Snuneymuxw First Nation (SFN) member) can be discussed with the SFN. The motion carried.

Opposed: Councillors Anderson and Pattje

CORPORATE SERVICES:

(c) Reports / Meetings Working Group Recommendations

It was moved and seconded that Council adopt the Staff recommendations as set out in the report as follows:

1. That Finance / Policy Committee of the Whole be re-named to Committee of the Whole (requires bylaw amendment).
2. That agendas include the notation “none” for all categories where no agenda items are being considered.
3. That agendas include a notation indicating when it is appropriate for a Council committee representative or staff member to introduce an item.
4. That the mover and seconder for all procedural motions (adoption of the agenda and minutes) be designated and noted on the agenda (i.e. Acting Mayor).
5. That the reports from Committees and Commissions be introduced and recommendations moved by the Chair or one of the Council reps on the Committee and noted on the agenda.
6. That the category “information only items” be eliminated (requires bylaw amendment).
7. That the various categories of bylaws be eliminated.

8. That the agenda be re-ordered to group items by topic (ie. For a Rezoning – delegation, staff report, PNAC report & bylaw listed together on agenda) and that the practice of having the Acting Mayor introduce all bylaws be discontinued (requires bylaw amendment).
9. That a chronology of all ongoing major projects or issues previously dealt with by Council be included as an attachment to staff reports.
10. That the wording “Request for Direction” be used instead of “Staff’s Recommendation” when there is no specific recommendation being presented by staff. – This should only be required on rare occasions at the direction of the City Manager and should not supplant staff’s professional obligation to provide advice to Council. This would be appropriate in the case where the issue is very political. Staff would provide viable options only and if possible, provide a draft motion for each option.
11. That all Proclamations be delegated to the Mayor’s office (requires bylaw amendment).
12. That all “delegations pertaining to items not on the agenda” be moved to F/P COW (requires bylaw amendment).
13. That staff be delegated authority, to the extent allowed under the legislation, to enforce the PROPERTY MAINTENANCE BYLAW, Section 57 (Unresolved Building Deficiencies – Notice on Title) and Sections 72 & 73 (Structure removal orders) with an appeal process to Council (requires bylaw amendment).
14. That the report format be changed to include the following:
 - a. The date of the meeting
 - b. Heading “Report to Council”
 - c. City Manager’s comment – default is concurrence
 - d. “Purpose”
15. That all “in camera” staff reports include:
 - a. Clarification of what aspects of the report are confidential and what the impact of release would be and the process by which the topic of the report will be released from in camera (or not), and,
 - b. A recommendation in that regard, i.e. that the topic be included in a future open staff report, that the report be posted on the City’s website, that staff be directed to prepare a media release, that the topic remain in camera pending future staff reports, that the topic not be released from in camera.
16. That the use of blue paper for open staff reports be discontinued.
17. That a binder or series of binders be available in the Councillors’ office that would hold upcoming agendas and minutes (draft to be replaced with adopted) for all City of Nanaimo committees, commissions and boards.

The motion carried unanimously.

10. INFORMATION ONLY ITEMS:

- (a) Report from Mr. B. Sims, Manager of Water Resources, re: Number One Reservoir Energy Recovery / Equipment Tender.
- (b) Report from Ms. L. A. Coates, Manager of Accounting Services, re: 2011 Surplus Allocation.

11. QUESTION PERIOD:

- Mr. Fred Taylor, re: revised planNanaimo Advisory Committee Mandate & Objectives; reports / meetings working group recommendations.
- Mr. Gordon Fuller, re: revised planNanaimo Advisory Committee Mandate & Objectives.

12. 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):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of 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,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

The motion carried unanimously.

Council moved into "In Camera" at 6:33 p.m.

Council moved out of "In Camera" at 8:02 p.m.

13. ADJOURNMENT:

It was moved and seconded at 8:02 p.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES