

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
HELD IN THE BOARD ROOM, CITY HALL
ON MONDAY, 2011-MAR-21, COMMENCING AT 4:30 P.M.

PRESENT: His Worship Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick
Councillor W. J. Holdom
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor J. F. K. Pattje
Councillor L. J. Sherry
Councillor M. W. Unger

Staff: A. C. Kenning, City Manager
T. M. Hickey, General Manager of Community Services
I. Howat, Director of Strategic Relationships
A. J. Tucker, Director of Planning
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
K. Felker, Manager, Purchasing
P. Kristensen, Director of Information Technology
B. Sims, Manager, Water Resources
D. Mousseau, Manager, Engineering and Subdivision
J. E. Harrison, Manager of Legislative Services
L. Dennis, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 4:30 p.m.

Mr. P. Kristensen, Director of Information Technology, gave an update on the recent computer virus and reported that the system is up and running with no loss of data and no personal information compromised. Mayor Ruttan thanked the Information Technology Staff for their hard work and dedication in getting the problem contained as quickly as possible.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 9 (a-1) – Staff Reports - Draft New Zoning Bylaw – Timeline.
- (b) Councillor Kipp announced that he would be bringing forward an item under Agenda Item 13 – Other Business, regarding 72-hour emergency preparedness.

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 Monday, 2011-MAR-07 at 4:30 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)

(a) Delegations Pertaining to the 2011 – 2015 Financial Plan

Mr. Drew Cooper, PacificSport, gave Council a presentation on PacificSport's athletic services, educational programs and community contributions, as well as their various sources of funding.

6. COMMITTEE REPORTS:

(a) Grants Advisory Committee – Three Year Permissive Exemption Review

It was moved and seconded that Council:

1. renew Permissive Tax Exemptions for another three (3) years to those organizations identified on Schedule 'A' of the report; and,
2. deny a Permissive Tax Exemption to Downtown Nanaimo Business Improvement Association (RPTE-35); and,
3. award Permissive Tax Exemptions to the following applicants:
 - Nanaimo Region John Howard Society (RPTE-08);
 - Nanaimo FOS Non-Profit Housing Society (RPTE-32);
 - Island Crisis Care Society (RPTE-42);
 - Nanaimo Minor Hockey Association (PTE-01); and,
4. award Cash-in-Lieu (Permissive Tax Exemptions) for 2010 taxes to Nanaimo FOS Non-Profit Housing Society (RPTE-32) - \$2,105.85; and,
5. award Cash-in-Lieu (Permissive Tax Exemptions) for 2011 taxes as follows:
 - Nanaimo FOS Non-Profit Housing Society (RPTE-32) - \$6,615;
 - Island Crisis Care Society (RPTE-42) - \$1,258;
 - Nanaimo Minor Hockey Association (PTE-01) - \$1,750.

The motion carried unanimously.

7. STAFF REPORTS:

ADMINISTRATION:

(a) Hiring of an Executive Search Firm

It was moved and seconded that Council approve the direct contract award for executive search services for the Economic Development Corporation's Economic Development Officer to Pinton Forrest and Madden. The motion carried.

Opposed: Councillors Holdom, Kipp and Sherry

COMMUNITY SAFETY AND DEVELOPMENT:

(b) Draft New Zoning Bylaw - Timeline

It was moved and seconded that Council reschedule the April Public Hearing to 2011-APR-14 and the June Public Hearing to 2011-JUN-23. The motion carried unanimously.

CORPORATE SERVICES:

(c) Purchasing Policy Revision

It was moved and seconded that Council:

1. rescind the current Purchasing Policy dated 2007-OCT-15 and adopt the proposed Purchasing Policy dated 2011-MAR-21;
2. rescind policy "Use of Recycled Paper" dated 1990-AUG-20;
3. rescind policy "Donation of Obsolete Computer Equipment to Charitable Organizations" dated 2002-JUN-17; and,
4. rescind policy "Insurance Requirements for City Contractors" dated 1991-OCT-07.

It was moved and seconded that the proposed Purchasing Policy include local preference as follows: "Preference shall be given to local suppliers where quality, service, and price are equivalent." The motion carried unanimously.

The vote was taken on the main motion as amended.

The motion carried unanimously.

8. INFORMATION ONLY ITEMS:

- (a) Report from Ms. L. Mercer, Manager, Revenue Services, re: Assessment Roll Adjustments.

9. OTHER BUSINESS:

- (a) 72-Hour Emergency Preparedness
Councillor Kipp encouraged Council and Staff to think about amending recommendations for 72-hour emergency preparedness to 7-day preparedness and to consider conveying a message to the public that they may have to be self-sufficient for several days in a disaster until emergency services are accessible.
- (b) PacificSport

It was moved and seconded that Council fund PacificSport in the amount of \$15,000 for 2011, 2012 and 2013 and that PacificSport be required to provide Council with an annual report. The motion carried unanimously.

10. QUESTION PERIOD: (Agenda Items Only)

- Mr. Fred Taylor, re: hiring of an executive search firm, purchasing policy revisions.

11. 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):

- (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 6:52 p.m.

Council moved out of "In Camera" at 7:10 p.m.

12. ADJOURNMENT:

It was moved and seconded at 7:10 p.m. that the meeting terminate. The motion carried unanimously.

M A Y O R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES