

AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2010-FEB-01, COMMENCING AT 4:30 P.M.

1. **CALL THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO ORDER:**
 2. **INTRODUCTION OF LATE ITEMS:**
 3. **ADOPTION OF AGENDA:**
 4. **ADOPTION OF MINUTES:**
 - (a) Minutes of the Special Open Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Thursday, 2010-JAN-14 at 4:00 p.m. Pg. 3-5
 - (b) Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Monday, 2010-JAN-18 at 4:35 p.m. Pg. 6-8
 5. **PRESENTATIONS:**
 6. **DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**
 - (a) Delegations Pertaining to the 2010 – 2014 Financial Plan
 7. **COMMISSION REPORTS:**
 8. **COMMITTEE REPORTS:**
 9. **STAFF REPORTS: (blue)**
- COMMUNITY SERVICES:**
- (a) **Transportation Advisory Committee – Mandate and Membership** Pg. 9

Staff's Recommendation: That Council adopt the Mandate and Objectives as well as the Membership for the Transportation Advisory Committee as presented in the report.

10. **INFORMATION ONLY ITEMS:**

- (a) Report from Mr. K. Felker, Manager of Purchasing and Stores, *Pg. 10*
re: Quarterly Contract Report.
- (b) Report from Mr. Tom Hickey, Director of Engineering & Public Works, *Pg. 11-12*
re: City Cemetery Bylaw.

11. **CORRESPONDENCE:**

12. **NOTICE OF MOTION:**

13. **OTHER BUSINESS:**

14. **DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA:**
(10 MINUTES)

- (a) Ms. Annette Tanner, 563 West Crescent Road, Qualicum Beach, BC, to *Pg. 13*
thank Council for its support for preserving the Linley Valley and request
support for a government land use initiative.

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

16. **ADJOURNMENT:**

MINUTES OF THE SPECIAL OPEN FINANCE / POLICY COMMITTEE OF THE WHOLE
MEETING HELD IN THE BOARD ROOM, CITY HALL,
ON THURSDAY, 2010-JAN-14 COMMENCING AT 4:00 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Absent: Councillor W. L. Bestwick

Staff: A. C. Kenning, City Manager
A. W. Laidlaw, General Manager of Community Services
D. W. Holmes, General Manager of Corporate Services
E. C. Swabey, General Manager of Development Services
I. Howat, Director of Legislative Services
T. L. Hartley, Director of Human Resources
B. E. Clemens, Director of Finance
T. M. Hickey, Director of Engineering and Public Works
T. P. Seward, Director of Development (4:08)
Chief R. Lambert, Nanaimo Fire Rescue
A. J. Tucker, Director of Planning (4:08)
P. Kristensen, Director of Information Technology
T. Moscrip, Senior Manager, Engineering
D. Duncan, Manager of Finance, Community Services
S. Graham, Manager, Financial Reporting and Payroll
J. Kemp, Executive Assistant
J. E. Harrison, Manager of Legislative Services
L. Dennis, Recording Secretary
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 4:03 p.m.

2. ADOPTION OF AGENDA:

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

3. DELEGATIONS PERTAINING TO AGENDA ITEMS:

It was moved and seconded that the Delegations be permitted to address Council. The motion carried unanimously.

(a) Delegations Pertaining to the 2010-2014 Financial Plan

- Mr. Fred Taylor, 204 Emery Lane, Nanaimo, inquired about the function of two new municipal enforcement trucks and about the Quarterway Bridge project with respect to land in Bowen Park.

4. STAFF REPORTS:

(a) Proposed Budget Cuts

It was moved and seconded that Council:

1. approve budget cuts numbered 1 through 17 as outlined in the report;
2. add additional capital funding in 2010 of \$455,000. (from some of the money saved by the cuts as outlined in the report) for the Bowen Road /Quarterway Bridge project (to reduce the required capital levy in 2011); and,
3. approve the resulting net overall tax increases of 2.5 percent (residential 3.7 percent, commercial 2.5 percent, industrial -15.3 percent).

It was moved and seconded that the main motion be amended to include items 18, 19, 20, 21, 22, 24, 25 and 28 from the list of potential 2010 budget cuts with the list of recommended budget cuts that includes items 1 to 17. The motion was defeated.

Opposed: Mayor Ruttan, Councillors Holdom, Johnstone, McNabb, and Unger

The vote was taken on the main motion.

The main motion carried.

Opposed: Councillors Kipp, Pattje, and Sherry

5. QUESTION PERIOD:

- (a) Mr. Fred Taylor

6. ADJOURNMENT:

It was moved and seconded at 4:50 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DIRECTOR,
LEGISLATIVE SERVICES

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2010-JAN-18 COMMENCING AT 4:35 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
A. W. Laidlaw, General Manager of Community Services
D. W. Holmes, General Manager of Corporate Services
I. Howat, Director of Legislative Services
T. L. Hartley, Director of Human Resources
B. E. Clemens, Director of Finance
T. M. Hickey, Director of Engineering and Public Works
T. P. Seward, Director of Development
Chief R. Lambert, Nanaimo Fire Rescue
A. J. Tucker, Director of Planning
R. J. Harding, Director of Parks, Recreation and Culture
P. Kristensen, Director of Information Technology
T. Moscrip, Senior Manager of Engineering
D. Duncan, Financial Manager, Community Services
S. Graham, Manager of Financial Planning and Payroll
S. Samborski, Manager of Recreation and Cultural Services
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary
L. Dennis, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Finance / Policy Committee of the Whole Meeting was called to order at 4:35 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 5 (e) – Presentations – Announcement by Mayor Ruttan.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall on Monday, 2009-NOV-16 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that Minutes of the Special Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall on Monday, 2009-NOV-30 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Ms. Zeni Maartman, President, Tourism Nanaimo, provided a PowerPoint presentation on Tourism Nanaimo activities.
- (b) Mr. Bruce Avis, Chairperson, Citizen Advisory Committee to the Correctional Service of Canada, Nanaimo Parole Office, and Mr. Fred McRae, Parole Office Supervisor, provided a PowerPoint presentation on the Correctional Service of Canada operations, and the Citizen Advisory Committee's role in contributing to the quality of the correctional process.
- (c) Mr. B. E. Clemens, Director of Finance, provided a presentation regarding the City's Capital.
- (d) Mr. B. E. Clemens, Director of Finance, provided a presentation regarding the City's Reserves.
- (e) Mayor Ruttan encouraged community involvement in the Monopoly Canada Game Board contest, by voting for Nanaimo to become a spot on the Canadian Edition. Citizens can vote once per day at www.monopolyvote.ca.

6. DELEGATIONS PERTAINING TO AGENDA ITEMS:

It was moved and seconded that the Delegations be permitted to address Council. The motion carried unanimously.

- (a) Delegations Pertaining to the 2010 – 2014 Financial Plan
 - No one spoke to the 2010 – 2014 Financial Plan.

7. INFORMATION ONLY ITEMS:

- (a) Report from Mr. B. E. Clemens, Director of Finance, and Ms. T. L. Hartley, Director of Human Resources, re: Transportation Allowances.

It was moved and seconded that Council move the report on Transportation Allowances to "In Camera". The motion was withdrawn.

- (b) Report from Mr. R. J. Harding, Director of Parks, Recreation and Culture, re: Beban Park Infrastructure Project.

Councillor Kipp vacated the Board Room at 6:44 p.m.

8. QUESTION PERIOD:

- (a) Mr. Fred Taylor
- (b) Ms. Denise Bryce

9. PROCEDURAL MOTION:

It was moved and seconded that the following meeting be closed in order to deal with the following matters under the *Community Charter* Section 90(1):

- (c) labour relations or employee negotiations; 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.

Council moved into "In Camera" at 7:05 p.m.

Council moved out of "In Camera" at 8:00 p.m.

10. ADJOURNMENT:

It was moved and seconded at 8:00 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DIRECTOR,
LEGISLATIVE SERVICES

STAFF REPORT

REPORT TO: ANDY LAIDLAW, GENERAL MANAGER, COMMUNITY SERVICES

FROM: TOM HICKEY, DIRECTOR, ENGINEERING & PUBLIC WORKS

RE: TRANSPORTATION ADVISORY COMMITTEE – MANDATE AND MEMBERSHIP

STAFF'S RECOMMENDATION:

That Council adopt the Mandate and Objectives as well as the Membership for the Transportation Advisory Committee as presented in this report.

EXECUTIVE SUMMARY:

As part of its committee review process, Council has asked staff to develop a terms of reference for a Transportation Advisory Committee. At its 2010-Jan-25 meeting, Council adopted a standardized Terms of Reference for Advisory Committees. The Mandate and Objectives as well as the Membership of each Committee must still be adopted by Council. Council also asked that this Committee include the mandate for Parking.

BACKGROUND:

Staff recommend that the Mandate of the Transportation Advisory Committee is to provide policy advice to Council with the Objectives being:

- The development and implementation of a Transportation Plan.
- Pedestrian, cycling, transit, commercial vehicle and road network planning.
- Sustainable transportation.
- Regional transportation initiatives as they relate to City transportation infrastructure and services.
- Parking planning.

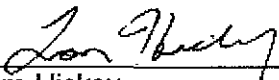
Policy initiatives of the Transportation Committee will support the goals of the Official Community Plan as well as Council goals related to environmental, financial and service sustainability. It is not the mandate of this committee to review site specific development proposals.

The Committee Membership include:

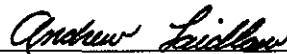
- Three (3) Council members.
- Four (4) Community members.

The Council committee members can establish the criteria for the appointment of the community members. Input from agencies and associations will be requested and received when it is pertinent to the policy discussion. The meetings are initially expected to be quarterly or at the call of the chair.

Respectfully submitted,



Tom Hickey
Director
Engineering & Public Works



Andy Laidlaw
General Manager
Community Services

FOR INFORMATION ONLY

REPORT TO: B. CLEMENS, DIRECTOR OF FINANCE

FROM: K. FELKER, MANAGER, PURCHASING AND STORES

RE: QUARTERLY CONTRACT REPORT

BACKGROUND:

Presented is the quarterly report on contracts from \$100,000 to \$250,000 for the period 2009-OCT-01 to 2009-DEC-31. In accordance with the City Purchasing Policy, staff awards these contracts. Council approves contracts over \$250,000.

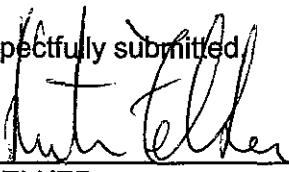
DISCUSSION:

DATE	CONTRACT DESCRIPTION	CONTRACTOR	AMOUNT
2009/10/08	Stewart Avenue Rock Wall Replacement as per Construction Tender C-09-2009	Windley Contracting Ltd	\$169,620.00
2009/11/02	Westhill Site Safety Remedial Works re: Dufferin Crescent Subdivision	J Mayzes Excavating Ltd	\$100,560.00
2009/12/07	Equalogic Computer Hardware	Dell Computer Corporation	\$111,486.76
2009/12/09	SAP Annual Maintenance Fee	Open Business Process Inc	\$183,156.52
2009/12/31	Bowen Outdoor Classroom Tender T-36-2009	C&M Development Inc	\$130,051.69

RECOMMENDATION:

That Council receive the report.

Respectfully submitted,


K. FELKER
MANAGER, PURCHASING & STORES


D. HOLMES
GENERAL MANAGER CORPORATE SERVICES


B. CLEMENS
DIRECTOR OF FINANCE

☐ Council
☒ Committee *E/P committee of the whole*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2010-FEB-01

FOR INFORMATION ONLY

REPORT TO: ANDY LAIDLAW, GENERAL MANAGER, COMMUNITY SERVICES

FROM: TOM HICKEY, DIRECTOR, ENGINEERING & PUBLIC WORKS

RE: CITY CEMETERY BYLAW

STAFF'S RECOMMENDATION:

That Council receive the report.

EXECUTIVE SUMMARY:

At the 2010-JAN-04 Council meeting, Mr. Fred Taylor provided comment and asked questions regarding the City's Cemetery Bylaw and about Bowen Cemetery. Council asked that staff prepare a report providing background information regarding Mr. Taylor's comments and questions.

BACKGROUND:

Mr. Taylor's comments or questions were:

1. Mr. Taylor got information from City MapGuide that indicated the Bowen Cemetery is 16 plus acres.

The Bowen Cemetery is just over 10 acres as the Cemetery Bylaw indicates. The MapGuide information for one of the properties that comprises Bowen Cemetery did not indicate the remnant parcel size based on a subdivision in 1950.

2. He expressed concern is the late filing of the cemetery application for licence renewal with the Provincial Government (required by June 30, 2009, received by the Provincial Government October 9, 2009) and the issue before the Council December 14, 2009 (2 months after filing with the Provincial Government). The timing of events clearly indicates Council could only 'rubber stamp' the actions of staff without the opportunity to correct or amend.

Cemetery Licence Renewals were due on 2009-June-30. The City was provided an extended deadline of 2009-October-20 and staff submitted the licence renewal forms on 2009-Oct-09. The Cemetery licences are issued for each cemetery and are renewed annually.

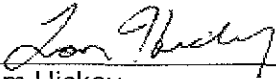
The update of the City Cemetery Bylaw is a separate process. In the 2009-Nov-23 staff Report to Council regarding the Cemetery Bylaw, it was noted that the B.C. Consumer Protection office had reviewed the proposed bylaw and fees being submitted to Council and participated in their development.

3. That the four cemeteries be recognized. In further discussion with Mr. Taylor, he is most interested in having Council list the cemeteries with the Province under the Heritage Conservation Act.

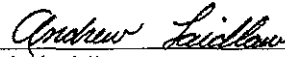
☐ Council
☒ Committee *E/P Committee of the whole*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2010-FEB-01

On 2009-Dec-14 Council received an information report that presented options on how Council could further protect inactive cemetery sites if Council felt further protection was warranted. Based on staff discussion with the Archaeological Branch, all burial sites are protected under the Heritage Conservation Act provided they are not an active cemetery. No listing or designation is needed.

Respectfully submitted,



Tom Hickey
Director
Engineering & Public Works



Andy Laidlaw
General Manager
Community Services

g:\admin\reports\2010\cemetery

Annette Tanner has requested an appearance before council.

The requested date is Feb 01, 2010.

The requested meeting is:
FPCOW

Presenter's information

Address: 563 West Crescent Rd.
City: Qualicum Beach
Province: BC
Postal Code: V9K 1J2
Home Phone: 250-752-6585
Email: wcwcqb@shaw.ca
Business Phone: 250-240-7470
Fax: 250-752-7085

Details of Presentation:

To thank the City of Nanaimo Council for supporting efforts to preserve the Linley Valley for the public enjoyment of nature and to distribute Western Canada Wilderness Calendars to each councillor for the work that they do and to encourage support for the recent government Land Use initiative regarding the Coastal Douglas-fir biogeoclimatic ecosystems on Crown Land .

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2010-FEB-01