

AGENDA
SPECIAL OPEN CORE SERVICES REVIEW STEERING COMMITTEE MEETING
TRAINING ROOM, CITY HALL, 455 WALLACE STREET, NANAIMO, BC
MONDAY, 2015-DEC-14, AT 9:00 A.M.

1. **CALL THE SPECIAL OPEN CORE SERVICES REVIEW STEERING COMMITTEE MEETING TO ORDER:**

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the Core Services Review Steering Committee Meeting held Monday, 2015-SEP-28 at 3:00 p.m. Pg. 2-3

3. **PROCEDURAL MOTION:**

That the following meeting be closed to the public in order to deal with agenda items 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;
- (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,
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

4. **ADJOURNMENT:**

MINUTES
SPECIAL OPEN CORE SERVICES REVIEW STEERING COMMITTEE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET
MONDAY, 2015-SEP-28, AT 3:00 P.M.

PRESENT: His Worship Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan (arrived 3:04 p.m.)
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim (arrived 3:22 p.m.)

Staff: E. C. Swabey, City Manager
I. Howat, General Manager of Corporate Services
G. Ferrero, Director of Information Technology and Legislative Services
P. Cooper, Communications Manager
T. Seward, Director of Social & Protective Services
D. Lindsay, Director of Community Development
K. Felker, Manager of Purchasing and Stores
D. Blackwood, Client Support Specialist
S. Snelgrove, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Special Open Core Services Review Steering Committee Meeting was called to order at 3:00 p.m.

2. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Core Services Review Steering Committee held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC, on Monday, 2015-JUN-10 at 8:35 a.m. be adopted as circulated. The motion carried unanimously.

3. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 3 (a) Replace Memorandum dated 2015-JUN-19 re: Draft Mandate with version dated 2015-AUG-10 re: Draft RFP and Replace Draft Request for Proposal No. 1659: Core Services Review Consultant Services with the new version.
- (b) Agenda Item 4 (a) - Add Procedural Motion.

4. ADOPTION OF AGENDA:

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

5. ADMINISTRATION:

- (a) Dr. Roshan Danesh facilitated a discussion with the Committee regarding the Draft Request for Proposal No. 1659.

Councillor Brennan entered the Shaw Auditorium at 3:05 p.m.

By unanimous consent the Committee resolved the following regarding the Core Review Process:

1. Mayor McKay will be the contact person for Request for Proposal No.1659;

Councillor Yoachim entered the Shaw Auditorium at 3:22 p.m.

2. the Committee will not provide budget estimates as part of the Request for Proposal;
3. a timeline for the review should not be included, but rather the timeline for the core review will be determined through the Project Plan and negotiation and contracting process with the successful proponent. The proponents should also be specifically asked to include an estimate of the amount of time required to complete the entire core review, including the deliverables outlined;
4. the consultant will identify and explain what fees they estimate for completion of each of the deliverables, and also what fees they estimate for each of the items identified in the Base Terms of Reference;
5. the Request For Proposal will note the City of Nanaimo has a current Strategic Plan in place which expires at the end of 2015;
6. the evaluation criteria is appropriate;
7. the statement of deliverables is appropriate; and,
8. the exclusions in the scope are appropriate.

The Request for Proposal No. 1659 will be ratified at the 2015-OCT-19 Regular Council Meeting.

6. ADJOURNMENT:

It was moved and seconded at 4:25 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER