



Corporate Services Committee Meeting Minutes of October 25th, 2011

A regular meeting of the Corporate Services Committee of the Town of Gibsons was held in the Council Chambers, 474 South Fletcher Road, Gibsons, on October 25th, 2011 at 9:00 a.m.

PRESENT: Councillor Wayne Rowe, Chair
Mayor Barry Janyk (9:05 a.m.)
Councillor Bob Curry
Councillor LeeAnn Johnson
Councillor Gerry Tretick
Ken White
Jurgen Kowalewski
Tim Anderson

STAFF: Warren Waycheshen, Chief Administrative Officer
Ian Poole, Director of Finance
Wendy Gilbertson, Director of Parks and Cultural Services
Lorraine Coughlin, Assistant Treasurer
Laurie Mosimann, Administrative Assistant

1. CALL TO ORDER

The meeting was called to order at 9:02 a.m.

2. APPROVAL OF THE AGENDA

MOVED by Councillor Tretick
SECONDED by Councillor Johnson

THAT the Corporate Services Committee Agenda of October 25th, 2011 be approved, with the addition of Item 10 - Unfinished Business - regarding Section 1.6 of the Strategic Plan.

CARRIED

3. ADOPTION OF MINUTES

3.1 Minutes of the Corporate Services Committee Meeting held July 26th, 2011

MOVED by Councillor Curry
SECONDED by Councillor Tretick

THAT the minutes of the Corporate Services Committee Meeting held July 26th, 2011 be adopted.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

None.

5. DELEGATIONS AND PETITIONS

5.1 RCMP Commitment to Occupy Designated Building

Wally Venechuk was in attendance to speak to the Committee regarding the RCMP commitment to occupy designated building. Mr. Venechuk is concerned with the RCMP's announcement that they may not necessarily be staying in BC, and asks the Committee if the Town is premature in the construction of a new building when there is no contract with a provincial policing force to occupy the building.

The Committee discussed the following:

- Requirements of Provincial Police Act;
- Increase policing costs;
- Issues with existing building;
- Service level in Gibsons and area;
- Operational requirements;
- Amalgamation of Sunshine Coast detachments; and,
- Responsibility of staff to sign contracts.

Warren Waycheshen, Chief Administrative Officer, stated that staff is currently finalizing the RCMP contract as to what the building is going to look like, what is going to be included with the building, and the operational agreement. Construction has been stalled until finalization of contracts and operational requirements over the life of the building are met and signed off by the RCMP.

Chair Rowe suspended the regular order of the meeting and moved to Item 11 of the agenda.

11. NEW BUSINESS

11.1 2011 Grants of Assistance Budget

11.1.1 Popsicle Stick Bridge Contests

Technical Presentations for Youth

Request \$500

Mike Bakst, representing the Popsicle Stick Bridge Contests was in attendance. Mr. Bakst provided an overview of their request and responded to questions from the Committee.

- 11.1.2 Deer Crossing – the Art Farm Society
The Synchronicity Festival Request \$1,000

Chad Hershler, representing Deer Crossing – the Art Farm Society,
was in attendance.

- 11.1.3 Deer Crossing – the Art Farm Society
The REACH Initiative – Phase One and Two (Workshops and
Strategic Plan) Request \$1,000

Chad Hershler, representing Deer Crossing – the Art Farm Society,
was in attendance.

- 11.1.4 The Sunshine Coast Clean Air Society
Clean Air Education Campaign Request \$1,000

No representative in attendance.

- 11.1.5 Gibsons Public Art Gallery
Exhibitions and Education Request Unspecified

No representative in attendance.

MOVED by Councillor Johnson
SECONDED by Councillor Tretick

THAT IT BE RECOMMENDED TO COUNCIL

THAT the following Grants-of-Assistance be awarded:

- Popsicle Stick Bridge Contests - \$500
Technical Presentations for Youth
- Deer Crossing – the Art Farm Society - \$1,000
The Synchronicity Festival
- Deer Crossing – the Art Farm Society - \$1,000
The REACH Initiative – Workshops and Strategic Plan
- Gibsons Public Art Gallery - \$800
Exhibitions and Education

CARRIED

Chair Rowe returned to the regular order of business.

6. INQUIRIES

None.

7. ADMINISTRATION REPORTS

7.1 Monthly Reports

7.1.1 Treasury Report

July/August, 2011
September, 2011

MOVED by Mayor Janyk
SECONDED by Jurgen Kowalewski

THAT the Director of Finance's Monthly Report for July, August, and September 2011, be received for information.

CARRIED

7.1.2 ICBC / Driver Services Monthly Report

July, 2011
August, 2011
September, 2011

MOVED by Mayor Janyk
SECONDED by Jurgen Kowalewski

THAT the ICBC / Driver Services Monthly Reports for July, August and September, 2011 be received for information.

CARRIED

7.2 Licence to Occupy – Old Library Building

Ian Poole, Director of Finance, provided the Committee with a brief overview of the report *Licence to Occupy – Old Library Building*, and responded to questions from the Committee regarding:

- Facility upgrades;
- Utility costs; and,
- How rental rates are determined.

MOVED by Councillor Curry
SECONDED by Councillor Johnson

THAT the report on License to Occupy – 464 S. Fletcher Road (Old Library Building) be received for information.

AND THAT the attached proposal from the Arts Building School and Centre Society for a new License to Occupy the Old Library Building be received for consideration and discussion.

CARRIED

**MOVED by Mayor Janyk
SECONDED by Councillor Johnson**

THAT IT BE RECOMMENDED TO COUNCIL

THAT staff be directed to prepare a Licence to Occupy Agreement with the Arts Building Society for usage at 464 South Fletcher Road (Old Library Building) under the following terms and conditions:

- **Rental period from October 2011 to May 2012 at the monthly rent of \$425 (inclusive of taxes); and,**
- **Rental period from October 2012 to May 2013 at the monthly rent of \$450 (inclusive of taxes); and,**
- **Use of the lower floor for the months of June – September in the above stated years at no charge.**

CARRIED

7.3 Municipal Insurance Association Deductible 2012

**MOVED by Councillor Curry
SECONDED by Councillor Tretick**

THAT the report on continued participation in the Municipal Insurance Association for 2012 be received for information;

THAT IT BE RECOMMENDED TO COUNCIL

THAT the Town of Gibsons continue to subscribe as a participating member in the Municipal Insurance Association of British Columbia;

AND THAT the Town maintain a deductible level at \$5,000.

CARRIED

7.4 Sunshine Coast Museum/Regional Museum Funding

Ian Poole, Director of Finance, provided the Committee with a brief overview of the report *Sunshine Coast Museum/Regional Museum Funding*, and responded to questions from the Committee regarding:

- **Roof replacement;**
- **Maintenance function of Town owned property;**

- Use of capital reserves; and,
- Importance of initiating a long term planning process that would include the Regional District.

MOVED by Mayor Janyk
SECONDED by Jurgen Kowalewski

THAT the report from the Director of Finance on the Sunshine Coast Museum and Archives Society and Regional Museum Funding be received for information.

CARRIED

7.5 Gibsons and Area Community Centre Lease Report

Wendy Gilbertson, Director of Parks and Cultural Services, addressed the addition of Subsection 2.6 (k) to the Gibsons and Area Community Centre lease agreement as recommended by Council. Ms. Gilbertson expanded on and answered the Committees questions regarding:

- Maintenance responsibilities;
- Cost share with Regional District;
- Facility booking process;
- Benefit of future development on property;
- Cost of additional parking in the future;
- Designation of future gymnasium; and,
- Lease review periods.

Chair Rowe recessed the meeting at 11:07 a.m.

Chair Rowe reconvened the meeting at 11:16 a.m. with Mayor Janyk, Councillor Curry, Councillor Johnson, Councillor Tretick, Ken White, Jurgen Kowalewski, Tim Anderson, Warren Waycheshen, Ian Poole, Greg Foss, Wendy Gilbertson, Lorraine Coughlin, and Laurie Mosimann in attendance.

MOVED by Councillor Tretick
SECONDED by Councillor Curry

THAT the report *Gibsons and Area Community Centre Lease* be received as information and given consideration at the next Corporate Services Committee as unfinished business.

CARRIED

8. INQUIRIES

None.

9. CORRESPONDENCE

MOVED by Mayor Janyk
SECONDED by Councillor Curry

THAT the following listed correspondence items 9.1 – 9.5 be received for information/consideration:

- 9.1 Correspondence from Municipal Insurance Association dated August 10th, 2011 regarding MIABC Dividend Cheque.
- 9.2 Correspondence from Sunshine Coast Film Society dated August 23rd, 2011 regarding Starlight Film Night.
- 9.3 Correspondence from Gibsons Public Art Gallery dated September 4th, 2011 regarding Art Stroll in the Landing.
- 9.4 MFA of BC Pooled Investment Results – As of August 31st, 2011.
- 9.5 MFA of BC Pooled Investment Results – As of September 30th, 2011.

CARRIED

10. UNFINISHED BUSINESS

Mayor Janyk referred the Committee to the Strategic Plan – and requested an update from staff to *Section 1.6 Explore Alternative Revenue Streams and Cost Saving Measures, specifically Function Withdrawals: Ports and Joint Use, Group Purchasing with other Local Governments, Provincial Corporate Services Agreement, Review of Town's Financial Service Providers and Develop Terms of Reference for a Financial Strategic Plan.*

Ian Poole, Director of Finance, in reference to *Group Purchasing with other Local Governments*, advised that discussions have taken place with the Regional District's former Treasurer and discussions will proceed with current Purchasing Officer.

In reference to *Provincial Corporate Services Agreement*, Mr. Poole stated that documentation has been received and the Town can take advantage of the provincial purchasing agreement at any time. Mr. Poole will confirm if the Town is an official signed on party.

In reference to *Review of Town's Financial Service Providers*, Mr. Poole stated that the Town's service provider is presently CIBC and the intent was to issue a RFP in the fall of 2011. Warren Waycheshen, Chief Administrative Officer,

advised the Committee that he has delayed the RFP while staff investigate options available.

In reference to *Develop Terms of Reference for a Financial Strategic Plan*, Mr. Poole stated that there has been no progress in the terms of reference.

11. NEW BUSINESS

11.1 2011 Grants of Assistance Budget

Dealt with earlier in the agenda.

12. INQUIRIES

None.

MOTION TO CLOSE

MOVED by Mayor Janyk

SECONDED by Jurgen Kowalewski

THAT, pursuant to Sections 90 of the *Community Charter*, this meeting of the Corporate Services Committee be closed to the public due to discussion of the following matter:

- Section 90(1)(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.

CARRIED

MOTION TO REOPEN THE MEETING TO THE PUBLIC

MOVED by Councillor Johnson

SECONDED by Councillor Tretick

THAT the meeting be reopened to the public.

CARRIED

REPORT FROM IN-CAMERA

THAT IT BE RECOMMENDED TO COUNCIL

THAT staff be authorized to issue, in conjunction with the District of Sechelt and the Sunshine Coast Regional District, a request for proposal for residential garbage collection with an initial term of three years with an option for two one-year extensions.

13. NEXT MEETING

The next regular meeting of the Corporate Services Committee will be Tuesday, November 22nd, 2011 at 9:00 a.m. in the Council Chambers of the Town Hall.

14. ADJOURNMENT

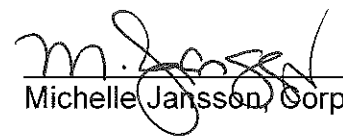
MOVED by Mayor Janyk
SECONDED by Councillor Tretick

THAT the meeting be adjourned at 12:04 p.m.

CARRIED



Wayne Rowe, Mayor



Michelle Jansson, Corporate Officer