

Minutes of the Corporate Services Committee Meeting held on Wednesday, September 13, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 3:02 PM.

PRESENT: Chair B. Day
Director A. Stone
Director S. Acton
Director M. Clement
Director K. Davis
Director M. Dorey
Director L. Iannidinardo
Director K. Kuhn
Director J. Lefebure <after 3:08 p.m.>
Director K. Marsh
Director M. Marcotte
Director I. Morrison
Director A. Nicholson
Alternate Director A. Siebring

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
J. Barry, Corporate Secretary
M. Kueber, General Manager, Corporate Services
R. Blackwell, General Manager, Land Use Services
J. Elzinga, General Manager, Community Services
C. Lockrey, Manager, Strategic Services
A. Jeffery, Procurement Officer
T. Daly, Recording Secretary

ABSENT: Director S. Jackson
Director T. Walker

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Corporate Services Committee meeting of August 9, 2017

It was moved and seconded that the minutes of the Regular Corporate Services Committee meeting of August 9, 2017 be adopted.

MOTION CARRIED

REPORTS

R1 Report from the Procurement Officer Re: Procurement Policy

The Procurement Officer provided an overview of his position within the organization, including several accomplishments to date and a look ahead at other improvements.

3:08 PM

Director Lefebure entered the meeting at 3:08 pm.

It was moved and seconded that it be recommended to the Board that the Procurement Policy attached to the August 28, 2017 Corporate Services Department Staff Report be approved; and that the previous Purchasing Policy be repealed.

MOTION CARRIED

R2

Report from the General Manager, Corporate Services Re: Board Policies

It was moved and seconded that it be recommended to the Board:

- 1. That the Car Allowance for Elected Officials Policy attached to the August 31, 2017 Corporate Services Department Staff Report be approved; and that previous versions of the Car Allowance for Elected Officials Policy be repealed.**

MOTION CARRIED

It was moved and seconded that it be recommended to the Board:

- 2. That the Conference/Seminars for Elected Officials Policy attached to the August 31, 2017 Corporate Services Department Staff Report be approved.**

It was moved and seconded that the Conference/Seminars for Elected Officials Policy attached to the August 31, 2017 Corporate Services Department Staff Report, be referred to staff and brought forward to the September 13, 2017 Board meeting.

MOTION CARRIED

It was moved and seconded that a report be prepared regarding pending changes to taxation for elected officials.

MOTION CARRIED

R3

Report from the Corporate Secretary Re: Public Input at Board, Committee and Commission Meetings

It was moved and seconded that it be recommended to the Board that an amendment to Board Procedures Bylaw No. 2889 be prepared incorporating a public input period to the order of proceedings and business on the agenda.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that an amendment to Committee and Commissions Procedures Bylaw No. 2922 be prepared incorporating a public input period to the order of proceedings and business on agendas for meetings that are comprised of 50% or greater of elected officials.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that a Public Input Procedure Policy be prepared based on the conditions identified in the September 1, 2017 staff report from the Legislative Services Division.

MOTION CARRIED

**ADJOURNMENT
4:45 PM**

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:45 PM.

Chair

Recording Secretary

Dated: _____