

“IN CAMERA” AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-JAN-12, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-DEC-08 at 7:26 p.m.

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3. **PRESENTATIONS:**

NONE

4. **ADMINISTRATION:**

NONE

5. **CORPORATE SERVICES:**

- (a)

6. **COMMUNITY SERVICES:**

(a) **Nanaimo Youth Advisory Council**

Purpose: To advise Council of a potential vacancy and obtain approval for replacement representatives on the Youth Advisory Council.

Staff Recommendation: That Council:

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1. appoint a new youth community-at-large member and identify an alternate to the Nanaimo Youth Advisory Council from the original list of applicants that were not appointed at the 2014-MAY-05 "In Camera" Meeting; and,
2. appoint a member of Council to serve on the Youth Advisory Council to replace former Councillor George Anderson.

7. **CORRESPONDENCE (not related to a Report to Council):**

NONE

8. **OTHER BUSINESS:**

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR BESTWICK
2014-DEC-01 to 2015-JAN-18

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-DEC-08 AT 7:26 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor W. L. Pratt

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
T. P. Seward, Director of Social & Protective Services
T. L. Hartley, Director of Human Resources & Organizational Planning
B. E. Clemens, Director of Finance
D. Lindsay, Director of Community Development
G. Goodall, Director of Engineering & Public Works
P. Cooper, Communications Manager
C. Davis, Manager of Sanitation, Recycling & Public Works Admin.
G. Ferrero, Director of Information Technology & Legislative Services
C. Jackson, Manager of Legislative Services
K. King, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 7:26 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 10 (a) – Other Business – Discussion re: Appointment of Regional District of Nanaimo Board Chair.

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-NOV-17 at 5:00 p.m. be adopted as circulated. The motion carried unanimously.

5. CORPORATE SERVICES:

(a)

6. OTHER BUSINESS:

(a) Discussion – Regional District of Nanaimo Board Chair

7. ADJOURNMENT:

It was moved and seconded at 9:03 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

IN CAMERA
City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2015-JAN-12

AUTHORED BY: JOHN HORN, SOCIAL PLANNER

RE: NANAIMO YOUTH ADVISORY COUNCIL

STAFF RECOMMENDATION:

That Council:

1. appoint a new youth community-at-large member and identify an alternate to the Nanaimo Youth Advisory Council from the original list of applicants that were not appointed at the 2014-MAY-05 "In Camera" Meeting; and,
2. appoint a member of Council to serve on the Youth Advisory Council to replace former Councillor George Anderson.

PURPOSE:

To advise Council of a potential vacancy and obtain approval for replacement representatives on the Youth Advisory Council.

BACKGROUND:

On 2014-JAN-13 Council passed a motion that "Council establish a Nanaimo Youth Advisory Council" (NYAC) and on 2014-MAY-05 Council appointed 12 Nanaimo youth to the Nanaimo Youth Advisory Council. Since that time one of the members appointed to the NYAC (Alexander Cheung) has chosen to pursue studies at the

Mr Cheung has

declined to tender his resignation from the youth council and wishes to remain a member, though he has provided no definite date as to when he will be returning to Nanaimo.

Former Councillor George Anderson was appointed to serve on the Nanaimo Youth Advisory Council. As Mr. Anderson chose not to run for re-election in 2014, there is also a Council Member vacancy on NYAC.

DISCUSSION:

The NYAC members have discussed the situation and are of the opinion that it is not possible to fulfill the obligations of a NYAC member while residing in

Council
 Committee.....
 Open Meeting
 In-Camera Meeting

Meeting Date: 2015-JAN-12

City Council may choose to regard Mr Cheung's physical absence as an *ipso facto* resignation from the Youth Advisory Council and thus may choose to appoint a new member to replace him. If that is Council's decision then the extensive recruitment process undertaken by City staff and Council in March of 2014, which yielded a number of candidates, could form the basis of a pool of candidates from which to appoint. Council received 28 applications for the 12 openings on NYAC in May of 2014; many of those not selected have indicated an interest in being on a waiting list should vacancies arise. Attached is a list of previous applicants and a copy of their applications for review.

If Council wishes to appoint a replacement representative from the original list of applicants, Staff recommend that Council also identify an alternate, so that if the new appointee no longer wishes to serve on NYAC, Staff will not be required to return to Council for another appointee.

Alternatively, Council may direct Staff to advertise a vacancy as per the usual committee process (an ad in the local newspapers) but it is worth mentioning that in the experience of NYAC members, youth are not typically avid readers of the daily newspapers in our community.

Strategic Plan Considerations

The development of a Youth Advisory Council supports the Strategic Priority; Community Building Partnerships.

Respectfully submitted,



John Horn
Social Planner
Social and Protective Services Department

Concurrence by:



T. Seward
Acting General Manager
Community Development & Protective Services

CITY MANAGER COMMENT:

I concur with the Staff recommendation.

Drafted: 2014-DEC-29

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-JAN-12 AT 6:58 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor M. D. Brennan

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
T. P. Seward, Director of Social & Protective Services
B. E. Clemens, Director of Finance
D. Lindsay, Director of Community Development
G. Goodall, Director of Engineering & Public Works
C. Jackson, Manager of Legislative Services
C. Davis, Manager of Sanitation, Recycling & Public Works
Administration
J. Horn, Social Planner
C. Jackson, Manager of Legislative Services
S. Snelgrove, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 6:58 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a)

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2014-DEC-08 at 7:26 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

5. ADMINISTRATION:

(a)

(b) Council discussion took place regarding committee structure.

It was moved and seconded that Council hold a Strategic Planning session regarding committee structure and a core review. The motion carried unanimously.

6. COMMUNITY SERVICES:

(a) Nanaimo Youth Advisory Council

It was moved and seconded that Council:

1. appoint Mr. Tali Campbell as a new youth community-at-large member and that Ms. Kennedy Barbosa be appointed to serve in the event that Mr. Campbell is unable to accept his appointment to the Nanaimo Youth Advisory Council; and,
2. appoint Councillor Hong to serve on the Youth Advisory Council to replace former Councillor George Anderson and appoint Councillor Pratt as an alternate.

The motion carried unanimously.

7. CORPORATE SERVICES:

(a)

8. OTHER BUSINESS:

(a)

9. ADJOURNMENT:

It was moved and seconded at 8:58 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA” AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-MAR-09, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2015-JAN-12 at 6:58 p.m. *Pg. 1-3*

- (b) Minutes of the Special "In Camera" Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Thursday, 2015-FEB-05 at 11:00 a.m. *Pg. 4*

3. **PRESENTATIONS:**

NONE

4. **ADMINISTRATION:**

(a)

(b) **Core Services Review – Consultant**

Note: For reference, please find attached the report presented to Council at the 2015-MAR-02 "In Camera" Meeting. *Pg.5-49*

Staff Recommendation: That Council provide direction on the consultant to be retained (subject to satisfactory reference checks) to facilitate the development of a core services review mandate.

5. **CORPORATE SERVICES:**

NONE

6. **COMMUNITY SERVICES:**

NONE

7. **CORRESPONDENCE (not related to a Report to Council):**

NONE

8. **OTHER BUSINESS:**

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR BRENNAN
2015-MAR-09 to 2015-APR-26

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-JAN-12 AT 6:58 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor M. D. Brennan

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
T. P. Seward, Director of Social & Protective Services
B. E. Clemens, Director of Finance
D. Lindsay, Director of Community Development
G. Goodall, Director of Engineering & Public Works
C. Jackson, Manager of Legislative Services
C. Davis, Manager of Sanitation, Recycling & Public Works
Administration
J. Horn, Social Planner
C. Jackson, Manager of Legislative Services
S. Snelgrove, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 6:58 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a)

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2014-DEC-08 at 7:26 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

5. ADMINISTRATION:

(a)

(b) Council discussion took place regarding committee structure.

It was moved and seconded that Council hold a Strategic Planning session regarding committee structure and a core review. The motion carried unanimously.

6. COMMUNITY SERVICES:

(a) Nanaimo Youth Advisory Council

It was moved and seconded that Council:

1. appoint Mr. Tali Campbell as a new youth community-at-large member and that Ms. Kennedy Barbosa be appointed to serve in the event that Mr. Campbell is unable to accept his appointment to the Nanaimo Youth Advisory Council; and,
2. appoint Councillor Hong to serve on the Youth Advisory Council to replace former Councillor George Anderson and appoint Councillor Pratt as an alternate.

The motion carried unanimously.

7. CORPORATE SERVICES:

(a)

8. OTHER BUSINESS:

(a)

9. ADJOURNMENT:

It was moved and seconded at 8:58 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
SPECIAL "IN CAMERA" COMMITTEE OF THE WHOLE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET NANAIMO, BC
THURSDAY, 2015-FEB-05, AT 11:00 A.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor G. W. Fuller

Others: Michelle Stilwell, Minister for Social Development and Social Innovation

Staff: E. C. Swabey, City Manager
D. Lindsay, Director of Community Development
P. Cooper, Communications Manager
C. Jackson, Manager of Legislative Services

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 11:04 a.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. DISCUSSION:

(a) Council met with Michelle Stilwell, Minister for Social Development and Social Innovation to discuss topics of mutual concern.

4. ADJOURNMENT:

It was moved and seconded at 11:58 a.m. that the Meeting terminate. The motion carried unanimously.

MAYOR

CERTIFIED CORRECT:

CORPORATE OFFICER

**“In Camera”
City of Nanaimo
REPORT TO CITY COUNCIL**

DATE OF MEETING: 2015-MARCH-02

AUTHORED BY: Terry Hartley, Director of HR & Organizational Planning

RE: Core Services Review Mandate Consultant

STAFF RECOMMENDATION:

That Council provide direction on the consultant to be retained (subject to satisfactory reference checks) to facilitate the development of a core services review mandate.

PURPOSE:

To obtain direction on a facilitator to work with Council to develop a core services review mandate.

BACKGROUND:

At the open meeting of Council on February 2, 2015, the following motion was passed:

1. A core review be established as Council's number one priority for 2015, until the results of it are implemented.
2. No additional services will be undertaken by the City until the core review is completed.
3. Current service levels are not to be adjusted until a core review is completed.
4. Staffing levels for IAFF, CUPE and excluded staff are not to increase until a core review is completed.
5. A consultant is to be retained to assist Council with the development of a mandate to guide the development of terms of reference of a core review.
6. Staff are directed to bring forward terms of reference to undertake a core review based on the mandate developed in recommendation 5 and options for tendering the core review process.
7. A core review committee, made up of the entire Council and chaired by the Mayor will guide the development, review and implementation of a core review.

This report relates to paragraph 5 of the Council motion. It was originally scheduled as a late report to be reviewed at the February 16, 2015 Council meeting; however, Council decided to defer a decision until the March 2, 2015 Council meeting. This provided additional time for staff to identify prospective consultants.

Council
 Committee.....
 Open Meeting
 In-Camera Meeting
Meeting Date: 2015-MAR-02

DISCUSSION:

Staff has been engaged in identifying prospective consultants to assist Council in the development of a mandate for the core services review. It appears there is a relatively narrow field of consultants with the required experience and skills to do this work. qualified consultants were initially named, and these individuals were asked to submit competitive bids to the City by Friday, February 13, 2015. Subsequent to the February 16, 2015 Council decision to defer the selection until March, additional consultants were identified. These individuals were invited to submit proposals to the City by Monday, February 23, 2015. In addition, the consultants who had previously indicated an interest in the work were provided with the opportunity to make revisions to their proposals.

The consultants were asked to provide suitable references and to outline information relating to the following selection criteria:

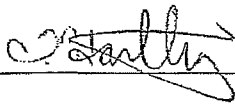
- Approach
- Experience
- Fees & Availability

Proposals were received from consultants:

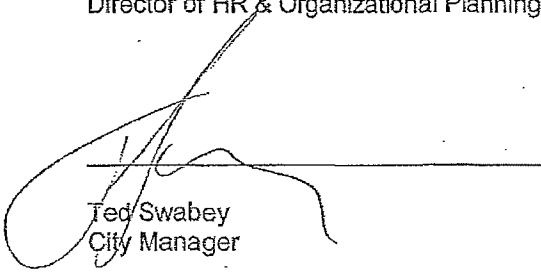
The attached spreadsheet summarizes the proposals.

Staff is seeking Council direction on the preferred consultant. The decision would be subject to satisfactory reference checks.

Respectfully submitted,



Terry Hartley
Director of HR & Organizational Planning



Ted Swabey
City Manager

Drafted: February 13, 2015
Revised: February 24, 2015
TH

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-MAR-09 AT 8:38 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor G. W. Fuller

Staff: E. C. Swabey, City Manager
T. P. Seward, Director of Social & Protective Services (vacated 8:57 p.m.)
T. L. Hartley, Director of Human Resources & Organizational Planning
C. Jackson, Manager of Legislative Services (vacated 8:57 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 8:38 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council consider Item 6(b) Core Services Review Consultant before Item 6 (a) City Manager Performance Review. The motion carried unanimously.

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-JAN-12 at 6:58 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Special "In Camera" Committee of the Whole Meeting held Thursday, 2015-FEB-05 at 11:00 a.m. Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. ADMINISTRATION:

(a) Core Services Review - Consultant

Staff distributed a list of reference checks for each of the shortlisted consultants:

It was moved and seconded that Council, based on satisfactory reference checks, retain _____ to facilitate the development of a core services review mandate. The motion was defeated.

Opposed: *Councillors Bestwick, Hong, Kipp, Yoachim*

It was moved and seconded that Council, based on satisfactory reference checks, retain _____ to facilitate the development of a core services review mandate. The motion was defeated.

Opposed: *Mayor McKay, Councillors Brennan, Pratt, Thorpe*

It was moved and seconded that Council, based on satisfactory reference checks, retain _____ to facilitate the development of a core services review mandate. The motion was defeated.

Opposed: *Councillors Bestwick, Brennan, Hong, Kipp, Thorpe, Yoachim*

It was moved and seconded that Council, based on satisfactory reference checks, retain Mr. Roshan Danesh to facilitate the development of a core services review mandate. The motion carried.

Opposed: *Mayor McKay, Councillor Pratt*

All Staff vacated the Douglas Rispin Room at 8:57 p.m. with the exception of Mr. Ted Swabey, City Manager, and Ms. Terry Hartley, Director of Human Resources & Organizational Planning.

(b)

5. ADJOURNMENT:

It was moved and seconded at 9:10 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA” AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-APR-13, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2015-MAR-09 at 8:38 p.m.

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3. **PRESENTATIONS:**

NONE

4. **ADMINISTRATION:**

- (a)
(b)

5. **CORPORATE SERVICES:**

- (a)

(b) **Appointment of City Representative on the Nanaimo Port Authority Board**

Purpose: To appoint a City Representative on the Nanaimo Port Authority Board.

Staff Recommendation: That Council appoint one City of Nanaimo representative to serve on the Nanaimo Port Authority Board, for the term 2015-JUL-01 to 2018-JUN-30; and, that Council announce the appointment at a future open meeting of Council.

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(c) **Appointments to Committees, Commissions and Boards**

Purpose: To provide Council with a list of applicants for appointments to various City committees, commissions and boards for a three-year term ending 2018-MAR-31.

Staff Recommendation: That Council:

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1. appoint members to the various committees, commissions and boards from the applicants listed in the Staff report for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review;
2. instruct Staff to advise applicants of appointments, release appointment information to the public and include appointments on the 2015-APR-20 Council meeting agenda; and,
3. instruct Staff to readvertise for the remaining vacancies.

(d) **Linley Valley West Road Network**

Purpose: To obtain Council direction with respect to the transportation network in Linley Valley West.

Staff Recommendation: That Council:

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299-300

1. direct Staff to bring forward a report to an open Council meeting outlining the remaining options for the Linley Valley West transportation network; and,
2. authorize the release of closed meeting agendas, minutes and reports related to Access Options for Linley Valley West, with the exceptions of details related to the purchase of the property.

6. **COMMUNITY SERVICES:**

- (a) "In Camera" Minutes of the Parks, Recreation and Culture Commission Meeting held 2014-OCT-01.

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7. **CORRESPONDENCE (not related to a Report to Council):**

NONE

8. **OTHER BUSINESS:**

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR BRENNAN
2015-MAR-09 to 2015-APR-26

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-MAR-09 AT 8:38 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor G. W. Fuller

Staff: E. C. Swabey, City Manager
T. P. Seward, Director of Social & Protective Services (vacated 8:57 p.m.)
T. L. Hartley, Director of Human Resources & Organizational Planning
C. Jackson, Manager of Legislative Services (vacated 8:57 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 8:38 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council consider Item 6(b) Core Services Review Consultant before Item 6 (a) . The motion carried unanimously.

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-JAN-12 at 6:58 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Special "In Camera" Committee of the Whole Meeting held Thursday, 2015-FEB-05 at 11:00 a.m. Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. ADMINISTRATION:

(a) Core Services Review - Consultant

Staff distributed a list of reference checks for each of the shortlisted consultants:

It was moved and seconded that Council, based on satisfactory reference checks, retain _____ to facilitate the development of a core services review mandate. The motion was defeated.

Opposed: *Councillors Bestwick, Hong, Kipp, Yoachim*

It was moved and seconded that Council, based on satisfactory reference checks, retain _____ to facilitate the development of a core services review mandate. The motion was defeated.

Opposed: *Mayor McKay, Councillors Brennan, Pratt, Thorpe*

It was moved and seconded that Council, based on satisfactory reference checks, retain _____ to facilitate the development of a core services review mandate. The motion was defeated.

Opposed: *Councillors Bestwick, Brennan, Hong, Kipp, Thorpe, Yoachim*

It was moved and seconded that Council, based on satisfactory reference checks, retain Mr. Roshan Danesh to facilitate the development of a core services review mandate. The motion carried.

Opposed: *Mayor McKay, Councillor Pratt*

All Staff vacated the Douglas Rispin Room at 8:57 p.m. with the exception of Mr. Ted Swabey, City Manager, and Ms. Terry Hartley, Director of Human Resources & Organizational Planning.

(b)

5. ADJOURNMENT:

It was moved and seconded at 9:10 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA”
City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2015-APR-13

AUTHORED BY: CHRIS JACKSON, MANAGER OF LEGISLATIVE SERVICES

RE: APPOINTMENT OF CITY REPRESENTATIVE ON THE NANAIMO
PORT AUTHORITY BOARD

STAFF RECOMMENDATION:

That Council appoint one City of Nanaimo representative to serve on the Nanaimo Port Authority Board, for the term 2015-JUL-01 to 2018-JUN-30; and, that Council announce the appointment at a future open meeting of Council.

BACKGROUND:

In accordance with the *Canada Marine Act*, the City of Nanaimo appoints one individual as a director on the Nanaimo Port Authority Board. The *Act* states that the term of a director is for any term not more than three years, renewable twice only, and a person may serve no more than nine consecutive years on the Board.

DISCUSSION:

The three year term of the current City of Nanaimo representative to the Nanaimo Port Authority Board, Mr. Merv Unger, ends on 2015-JUN-30. Accordingly, Staff advertised in both local newspapers, on the City's public notice board and website for interested applicants to serve a three year term commencing 2015-JUL-01. The deadline for submissions was 4:30 p.m. on Thursday, 2015-MAR-26. applications were received from the individuals listed below and are attached for Council's information. The space to the right of the names is intended as a place where Council may make notes and prepare for deliberations.

Recommendation for Release of Information to the Public

- For release following the severing of all personal information in the report and the severing of all attachments.

Respectfully submitted,



C. Jackson, Manager
Legislative Services



G. Ferrero, Director
Information Technology & Legislative Services



I. Howat, General Manager,
Corporate Services

CITY MANAGER COMMENT:

I concur with the Staff recommendation.

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"IN CAMERA"

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2015-APR-13

AUTHORED BY: CHRIS JACKSON, MANAGER OF LEGISLATIVE SERVICES

RE: APPOINTMENTS TO COMMITTEES, COMMISSIONS AND BOARDS

STAFF RECOMMENDATION:

That Council:

1. appoint members to the various committees, commissions and boards from the applicants listed in this report for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review;
2. instruct Staff to advise applicants of appointments, release appointment information to the public and include appointments on the 2015-APR-20 Council meeting agenda; and,
3. instruct Staff to readvertise for the remaining vacancies.

PURPOSE:

To provide Council with a list of applicants for appointments to various City committees, commissions and boards for a three-year term ending 2018-MAR-31.

BACKGROUND:

At the Regular Council Meeting held 2015-MAR-02, Staff were directed to advertise for community-at-large appointments to various committees, commissions and boards. Advertising was placed in both local newspapers on 2015-MAR-19 and 2015-MAR-26; on the City's website beginning 2015-MAR-19; on the City's Facebook and Twitter pages, and, on the public notice board at City Hall.

In addition, departmental Staff contacted specific organizations requesting appointment recommendations where required in Mandate & Objectives. Some associations have not responded at this time, and Council will be asked to ratify those appointments when submissions are received.

Council's *Advisory Committees Terms of Reference, 2010-JAN-25* applies to all Advisory Committees with the following excerpt related to appointments and terms:

- *The member(s) of Council will be appointed annually by motion of Council.*
- *Other members will be appointed for a three-year term commencing April 1st in the year following a general local government election. At-large members will be appointed by Council. Council will ratify appointments of members recommended by their specific associations.*
- *The Committee will elect the Chair annually at the first meeting following April 1st from amongst its members.*

Council
 Committee of the Whole
 Open Meeting
 In-Camera Meeting
2015-002-13

DISCUSSION:

This report includes attachments divided by committee, commission or board. Each section begins with a coverpage followed by applicant submissions and association recommendations. A table of contents is provided on the following page for Council's convenience.

The cover page includes a list of all the names submitted for that committee, commission or board, along with the number of seats available per position. The space to the right of the names is blank and intended as a place where Council may make notes and prepare for deliberations. At the bottom of the page is an appointment motion that can be referenced as appropriate.

Respectfully submitted,



C. Jackson, Manager
Legislative Services



G. Ferrero, Director
Information Technology & Legislative Services



I. Howat, General Manager,
Corporate Services

CITY MANAGER COMMENT:

I concur with the Staff recommendation.

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Advisory Committee on Environmental Sustainability

Council Member Appointed: Councillor Brennan

Applicant	Space for Your Notes
Community at Large (4 to be appointed) , including at least two with expertise and interest in energy conservation, water conservation or waste reduction.	

Business Sector Representative (1 to be ratified)	
Mr. Wally Wells, recommended by the Chamber of Commerce.	
Local School Representative (1 to be ratified)	
Mr. Emil Bock, School District No. 68	
Environmental NGO Representatives (2 to be ratified) Note: a second position remains vacant.	
Ms. Gail Adrienne, Nanaimo & Area Land Trust	
Vancouver Island University Representative (1 to be ratified)	
Ms. Glenda Hunter	
Snuneymuxw First Nation Representative (1 to be ratified) No recommendation received.	

Draft Motion:

That Council:

1. appoint the following individuals to the Advisory Committee on Environmental Sustainability:
 1. _____
 2. _____
 3. _____
 4. _____; and,
2. ratify the following to the Advisory Committee on Environmental Sustainability:
 - Mr. Wally Wells as the Business Sector (Chamber of Commerce) representative;
 - Ms. Emily Bock as School District No. 68 representative;
 - Ms. Gail Adrienne as an Environmental Non-Government Organization (NALT) representative; and
 - Ms. Glenda Hunter as the Vancouver Island University representative.

Board of Variance:

Members of Council are not permitted to be a member of the Board of Variance.

Applicant	Space for Your Notes
Community at Large (5 to be appointed)	

Draft Motion:

That Council appoint the following individuals to the Board of Variance:

1. _____
2. _____
3. _____
4. _____; and,
5. _____

Design Advisory Panel:

Council Member Appointed: Councillor Hong

Applicant	Space for Your Notes
Community at Large (4 to be appointed)	

Architects (1 to be ratified) , as recommended by the Architectural Institute of BC.	
<u>Note:</u> There are 2 architects appointed to the panel. Mr. Raymond deBeeld is a current member, appointed in 2014 for a term ending October 2016.	
Mr. Alexandru Ionescu	
Landscape Architect (1 to be ratified) , as recommended by the BC Society of Landscape Architects	
Mr. Fred Brooks	

Draft Motion:

That Council:

1. appoint the following individuals to the Design Advisory Panel:
 1. _____
 2. _____
 3. _____
 4. _____; and,

2. ratify the following to the Design Advisory Panel:
 - Mr. Alexandru Ionescu as recommended by Architectural Institute of BC; and,
 - Mr. Fred Brooks as recommended by the BC Society of Landscape Architects.

Grants Advisory Committee:

Council Members Appointed: Councillor Pratt, Councillor Thorpe

Applicant	Space for Your Notes
Community at Large (2 to be appointed)	
United Way Recommendation (1 to be ratified)	
Mr. Don Bonner	
Nanaimo Culture and Heritage Commission Recommendation (1 to be ratified)	
Parks and Recreation Commission Recommendation (1 to be ratified)	
Social Planning Advisory Committee Recommendation (1 to be ratified)	

Notes:

- The Grants Advisory Committee Terms of Reference states that 2 members be appointed by recommendation from *the Parks, Recreation and Culture Commission, one from the Culture Committee, and one from the Recreation Committee*. The table above separates these 2 appointments such that they are aligned with recent Council changes that established the Nanaimo Heritage and Culture Commission, and the Parks and Recreation Commission.
- The Terms of Reference includes a member recommended by the Nanaimo Alcohol and Drug Action Committee. That committee no longer exists, therefore the position will be vacant.
- Both of the above items may be addressed as part of implementation of Council's Core Services Review.
- Representatives from the Parks and Recreation Commission, Nanaimo Culture and Heritage Commission and Social Planning Advisory Committee have not met to discuss recommended appointments to GAC; after recommendations are made, Council will be asked to ratify.

Draft Motion:

That Council:

1. appoint the following individuals to the Grants Advisory Committee:
 1. _____
 2. _____; and,

2. ratify Mr. Don Bonner to the Grants Advisory Committee as recommended by the United Way.

Nanaimo Culture and Heritage Commission:

Council Members Appointed: Councillor Brennan, Councillor Pratt

Draft Motion:

That Council appoint the following individuals to the Nanaimo Culture and Heritage Commission:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____; and,
9. _____

Parks and Recreation Commission:

Council Members Appointed: Councillor Fuller, Councillor Pratt, Councillor Thorpe

Applicant	Space for Your Notes
Community at Large (5 to be appointed)	

District of Lantzville Representative (1 to be ratified), as per Lantzville Council Meeting resolution 2015-JAN-12. Note: District of Lantzville appointments are for a three year term, ending 2018-JAN-11.	
Councillor Graham Savage (Alternate Councillor Denise Haime)	
Regional District of Nanaimo Representatives from Electoral Areas (3 to be ratified), as per Special RDN Board Meeting resolution 2015-JAN-13. Note: RDN appointments are made annually, with Director terms ending 2016-JAN-12.	
Director Alec McPherson (Electoral Area A)	
Director Howard Houle (Electoral Area B)	
Director Maureen Young (Electoral Area C)	

Draft Motion appears on next page

Draft Motion:

That Council:

1. appoint the following individuals to the Parks and Recreation Commission:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____; and,

2. ratify the following to the Parks and Recreation Commission:
 - Councillor Graham Savage as the primary, and Councillor Denise Haime as the alternate as appointed by District of Lantzville Council for a term ending 2018-JAN-11; and,
 - Director Alec McPherson (Electoral Area A); Director Howard Houle (Electoral Area B); and Director Maureen Young (Electoral Area C) as appointed by the Regional District of Nanaimo Board for a term ending 2016-JAN-12.

Planning and Transportation Advisory Committee:

Council Members Appointed: Mayor McKay, Councillor Hong, Councillor Kipp

Applicant	Space for Your Notes
Community at Large (4 to be appointed)	

Neighbourhood Association Member (1 to be ratified)

Business Community Member (1 to be ratified) No recommendations received.
Development Community Member (1 to be ratified) No recommendations received.
Transportation User Group Member (1 to be ratified) No recommendations received.

Draft Motion:

That Council:

1. appoint the following individuals to the Planning and Transportation Committee:
 1. _____
 2. _____
 3. _____
 4. _____; and,

2. ratify the following Neighbourhood Association member to the Planning and Transportation Committee:
 - _____

Safer Nanaimo Advisory Committee:

Council Members Appointed: Councillor Brennan, Councillor Kipp, Councillor Yoachim

Applicant	Space for Your Notes
Community at Large (2 to be appointed)	

Island Health Representative (1 to be ratified) No recommendation received.	
RCMP Representative (1 to be ratified).	
Supt. Mark Fisher, Officer In Charge	
Downtown Business Improvement Association Representative (1 to be ratified)	
Mr. Bill Carter	
Nanaimo's Working Group on Homelessness Representative (1 to be ratified)	
Ms. Inga Neilson-Cooper	
Social Planning Advisory Committee Chair (1 to be ratified) Note: The Social Planning Advisory Committee have not met and do not have a Chair at this time; after a Chair is established, Council will be asked to ratify the appointment.	

Draft Motion:

That Council:

1. appoint the following individuals to the Safer Nanaimo Advisory Committee:
 1. _____; and
 2. _____.

2. ratify the following to the Safer Nanaimo Advisory Committee:
 - Supt. Mark Fisher, OIC, as the RCMP Representative;
 - Mr. Bill Carter as the Downtown Nanaimo Business Association Representative; and,
 - Ms. Inga Neilson-Cooper as the Nanaimo's Working Group on Homelessness Representative.

Social Planning Advisory Committee:

Council Members Appointed: Councillor Brennan, Councillor Yoachim

Applicant	Space for Your Notes
Community at Large (9 to be appointed)	

School Board Representative (1 to be ratified) No recommendation received.

Draft Motion:

That Council:

1. appoint the following individuals to the Social Planning Advisory Committee:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____ ; and,
9. _____

City of Nanaimo
REPORT TO COUNCIL
"IN CAMERA"

DATE OF MEETING: 2015-APR-13

AUTHORED BY: D. LINDSAY, DIRECTOR, COMMUNITY DEVELOPMENT

RE: LINLEY VALLEY WEST ROAD NETWORK

RECOMMENDATION:

That Council:

1. Direct Staff to bring forward a report to an Open Council meeting outlining the remaining options for the Linley Valley West transportation network, and
2. Authorize the release of closed meeting agendas, minutes and reports related to Access Options for Linley Valley West, with the exception of details related to the purchase of property.

PURPOSE:

To obtain Council's direction with respect to the transportation network in Linley Valley West.

BACKGROUND:

At Council's In Camera meeting of 2015-MAR-16, Mayor McKay required a reconsideration of Resolution No. 02115 related to Access Options for Linley Valley West / Linley Valley Drive considered at an earlier Special "In Camera" Council Meeting held 2015-FEB-16. The motion as previously recommended by Staff was as follows:

- 1.
2. Bring forward to open Council a presentation on access options for Linley Valley West / Linley Valley Drive;
3. Undertake a public and stakeholder consultation on access options for Linley Valley West / Linley Valley Drive; and,
4. Return to Council with a recommended option(s) to advance design and costing for Linley Valley Drive from Linley Valley West to Rutherford Road.

This motion was defeated. Following a general discussion on the available options for access, the following motion was made:

Council
 Committee *of the Whole*
 Open Meeting
 In-Camera Meeting
Meeting Date: 2015-APR-13

1. To bring forward an amendment to the Official Community Plan to remove Option A from the Official Community Plan as a major road connector to Rutherford Road;
2. To take all necessary measures to remove the ability for the developer to develop a road as per Option C;
3. To communicate to the public Council's decision that no further access to the subdivision other than the currently proposed Glenmoore Road access occur;
4. Option D improvements be undertaken as required; and,
5. To bring forward a report to the next open Council meeting to be held 2015-APR-20.

This motion was also defeated. However, in the following discussion it was suggested that Staff would bring forward a report to Open in order for Council to consider and provide direction on the transportation network in Linley Valley West. As Council defeated the recommendation to secure lands for an alternative access the report would focus on the remaining available options, including the current plan to extend Linley Valley Drive to Rutherford Rd.

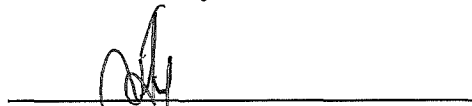
In order to proceed with a report on the 2015-April-20 Council meeting Staff are recommending that Council direct Staff to bring forward the report and rise and report on the previous in-camera reports, agendas, and minutes that Council has received this year on this topic.

Respectfully submitted,



D.C. Lindsay
DIRECTOR
COMMUNITY DEVELOPMENT

Concurrence by:



T. P. Seward
ACTING GENERAL MANAGER
COMMUNITY DEVELOPMENT &
PROTECTIVE SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

“IN CAMERA” MINUTES
PARKS, RECREATION AND CULTURE COMMISSION MEETING
BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2014-OCT-01

PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner T. Greves
Commissioner F. Pattje
Commissioner K. Alden
Commissioner L. Avis
Commissioner M. Beaudoin-Lobb
Commissioner H. Houle
Commissioner A. McPherson
Commissioner D. Rinald
Commissioner G. Savage
Commissioner I. Thorpe
Commissioner M. Young

Staff: R. Harding, Director, Parks, Recreation and Environment
A. Britton, A/Manager of Parks Operations
R. Coulthard, Trails & Construction Supervisor
E. Williams, Manager, Recreation Services
R. Tweed, Recording Secretary

1. CALL THE “IN CAMERA” MEETING TO ORDER:

The “In Camera” Meeting was called to order at 6:44 p.m.

2. INTRODUCTION OF LATE ITEMS:

- Add Item 12.(a) – Saul Hilchey, Gyro Club of Nanaimo, requesting renaming of Groveland Park to “Groveland Gyro Park”.

It was moved and seconded that the delegation be moved forward in the agenda prior to Item 5. The motion carried unanimously.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Parks, Recreation and Culture Commission, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the “In Camera” Meeting of the Parks, Recreation and Culture Commission held Wednesday, 2014-JUN-25 at 5:52 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS:

- (a) Saul Hilchey, Gyro Club of Nanaimo, requesting the renaming of Groveland Park to "Groveland Gyro Park".

Mr. Saul Hilchey, representing the Gyro Club of Nanaimo, gave a presentation requesting that Groveland Park be renamed to "Groveland Gyro Park" in recognition of approximately \$18,000 in funds that the Gyro Club of Nanaimo wish to provide towards park refurbishment.

This contribution is contingent upon a number of factors – those being, that there be community involvement, that the funds are used to pave the hard court area, that the Gyro Club has a lasting legacy of their contribution by way of renaming the park from Groveland Park to "Groveland Gyro Park", and, that this renaming is approved with work taking place within the next month.

A representative of the neighbourhood community was present and advised that they are in agreement with this contribution and name change.

Staff support the project but acknowledge that the entire community is not in agreement.

It was moved and seconded that the delegation be received. The motion carried unanimously.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the renaming of Groveland Park to "Groveland Gyro Park". The motion carried unanimously.

6. PRESENTATIONS: (None.)
7. CHAIR'S REPORT: (None.)
8. REPORTS OF ADVISORY BODIES: (None.)
9. STAFF REPORTS: (None.)
10. CORRESPONDENCE: (None.)
11. NOTICE OF MOTION: (None.)
12. OTHER BUSINESS:

- (a)

13. ADJOURNMENT:

It was moved and seconded at 7:27 p.m. that the "In Camera" meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:



D. Johnstone, Chair
Parks, Recreation and Culture Commission

R. Harding, Director
Parks, Recreation and Environment

2014-OCT-02
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“IN CAMERA” ADDENDUM
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-APR-13, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

5.	CORPORATE SERVICES:	PAGES
	(b) Appointment of City Representative on the Nanaimo Port Authority Board – immediately following Page 14, insert application forms submitted by the members of the public named in the report.	<i>Pg. 2-44</i>

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-APR-13 AT 7:35 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
T. P. Seward, Director of Social & Protective Services
T. L. Hartley, Director of Human Resources & Organizational Planning
D. Lindsay, Director of Community Development
G. Goodall, Director of Engineering & Public Works
P. Cooper, Communications Manager
J. Birch, Manager of Information Technology
C. Jackson, Manager of Legislative Services
P. Humphreys, Steno, Legislative Services
S. Snelgrove, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 7:35 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 5 (b) - Add Nanaimo Port Authority application attachments to Appointment of City Representative to the Nanaimo Port Authority.

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-MAR-09 at 8:38 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

5. ADMINISTRATION:

(a)

(b)

6. CORPORATE SERVICES:

(a)

(b) Linley Valley West Road Network

It was moved and seconded that Council:

1. direct Staff to bring forward a report to an open Council meeting outlining the remaining options for the Linley Valley West transportation network; and,
2. authorize the release of closed meeting agendas, minutes and reports related to Access Options for Linley Valley West, with the exceptions of details related to the purchase of the property.

The motion carried.

Opposed: *Mayor McKay*

The "In Camera" Committee of the Whole Meeting recessed at 8:53 p.m. and reconvened at 9:05 p.m.

(c) Appointment of City Representative on the Nanaimo Port Authority Board

It was moved and seconded that Council appoint Ms. Michelle Corfield as the City of Nanaimo representative to serve on the Nanaimo Port Authority Board, for the term 2015-JUL-01 to 2018-JUN-30; and, that Council announce the appointment at a future open meeting of Council. The motion carried.

Opposed: *Mayor McKay*

(d) Appointments to Committees, Commissions and Boards

It was moved and seconded that Council:

1. appoint the following individuals to the Advisory Committee on Environmental Sustainability for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:
 1. Mr. Daniel Appell
 2. Mr. Colin Brown
 3. Mr. Calvin Tant
 4. Mr. Richard Finnegan; and,
2. ratify the following to the Advisory Committee on Environmental Sustainability for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:
 - Mr. Wally Wells as the Business Sector (Chamber of Commerce) representative;
 - Mr. Emil Bock as School District No. 68 representative;
 - Ms. Gail Adrienne as an Environmental Non-Government Organization (NALT) representative; and,
 - Ms. Glenda Hunter as the Vancouver Island University representative.

The motion carried unanimously.

It was moved and seconded that Council appoint the following individuals to the Board of Variance for a three-year term ending 2018-APR-12:

1. Mr. Tyler Brown
2. Mr. Mark Dobbs
3. Mr. Robert Gibson
4. Mr. Gerald (Gerry) Johnson
5. Mr. Gordon Turgeon

The motion carried unanimously.

It was moved and seconded that Council appoint the following individuals to the Design Advisory Panel for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:

1. Mr. Daniel Appell
2. Mr. Kevin Krastel
3. Mr. Will Melville
4. Mr. Gurdeep Minhas

The motion carried unanimously.

It was moved and seconded that Council ratify the following to the Design Advisory Panel for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:

- Mr. Alexandru Ionescu as recommended by Architectural Institute of BC; and,
- Mr. Fred Brooks as recommended by the BC Society of Landscape Architects.

The motion carried unanimously.

It was moved and seconded that Council ratify Mr. Don Bonner to the Grants Advisory Committee as recommended by the United Way for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review. The motion carried unanimously.

It was moved and seconded that Council appoint the following individuals to the Nanaimo Culture and Heritage Commission for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:

1. Mr. Daniel Appell
2. Mr. Richard Finnegan
3. Ms. Jacquie Howardson
4. Ms. Diana Johnstone
5. Mr. Ross MacKay
6. Mr. John Manning
7. Ms. Dawn Marusin
8. Mr. Mark Robinson
9. Ms. Jill Stannard

The motion carried unanimously.

It was moved and seconded that Council:

1. appoint the following individuals to the Parks and Recreation Commission for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:
 1. Ms. Karen Alden
 2. Ms. Mercedes Beaudoin-Lobb
 3. Ms. Marsha Down
 4. Mr. Mike Horn
 5. Mr. Barry Sparks; and,
2. ratify the following to the Parks and Recreation Commission:
 - Councillor Graham Savage as the primary, and Councillor Denise Haime as the alternate as appointed by District of Lantzville Council for a term ending 2018-JAN-11; and,
 - Director Alec McPherson (Electoral Area A); Director Howard Houle (Electoral Area B); and Director Maureen Young (Electoral Area C) as appointed by the Regional District of Nanaimo Board for a term ending 2016-JAN-12.

The motion carried unanimously.

It was moved and seconded that Council:

1. appoint the following individuals to the Planning and Transportation Committee for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:
 1. Mr. Richard Finnegan
 2. Mr. William Forbes
 3. Mr. Doug Kalcsics
 4. Mr. Michael Plavetic; and,
2. appoint the following Neighbourhood Association member to the Planning and Transportation Committee for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review: Ms. Carey Avender.

The motion carried unanimously.

It was moved and seconded that Council appoint the following individuals to the Grants Advisory Committee for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:

1. Ms. Sarah Pachkowsky
2. Mr. William Anderson

The motion carried unanimously.

It was moved and seconded that Council direct Staff to ratify the following to the Safer Nanaimo Advisory Committee for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:

- Supt. Mark Fisher, OIC, as the RCMP Representative;
- Mr. Bill Carter as the Downtown Nanaimo Business Association Representative; and,
- Ms. Inga Neilson-Cooper as the Nanaimo's Working Group on Homelessness Representative.

The motion carried unanimously.

It was moved and seconded that Council appoint the following individuals to the Safer Nanaimo Advisory Committee for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:

1. Mr. Bruce Parker; and,
2. Ms. Sarah Pachkowsky

The motion carried unanimously.

It was moved and seconded that Council appoint the following individuals to the Social Planning Advisory Committee for a three-year term ending 2018-MAR-31, or until otherwise determined through the Core Services Review:

1. Ms. Velda (Val) Alcock-Carter
2. Mr. William Anderson
3. Ms. Suzanne Andre
4. Mr. Chris Beaton
5. Ms. Elizabeth Forrester
6. Mr. Mike Horn
7. Mr. Ian Kalina
8. Ms. Linda McCandless
9. Mr. Ralph Meyerhoff

The motion carried unanimously.

It was moved and seconded that Council instruct Staff to advise applicants of appointments and ratifications, and release appointment and ratification information to the public. The motion carried unanimously.

7. COMMUNITY SERVICES:

- (a) "In Camera" Minutes of the Parks, Recreation and Culture Commission Meeting held 2014-OCT-01.

8. ADJOURNMENT:

It was moved and seconded at 9:26 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA” AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-MAY-11, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. ADOPTION OF AGENDA:

That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).

2. ADOPTION OF MINUTES:

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2015-APR-27 at 10:17 p.m. Pg. 3-4

3. PRESENTATIONS:

NONE

4. ADMINISTRATION:

(a)

(b)

5. CORPORATE SERVICES:

NONE

6. **COMMUNITY SERVICES:**

(a) **Paid-on-call Firefighter Reorganization to Meet Current Operational Needs**

To be introduced by Mr. Craig Richardson, Fire Chief, Nanaimo Fire Rescue.

Purpose: To inform Council of a planned reorganization of the paid on-call firefighter system (excluding Protection Island) in order to update the program to meet the operational needs of the Fire Rescue Department and the present-day needs of the community.

Staff Recommendation: That Council receive for information the Paid-on-call Firefighter Reorganization to Meet Current Operational Needs report.

Pg. 8-10

(b) "In Camera" Minutes of the Parks and Recreation Commission Meeting held 2015-MAR-19.

Pg. 11-12

7. **CORRESPONDENCE (not related to a Report to Council):**

NONE

8. **OTHER BUSINESS:**

(a)

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR YOACHIM
2015-APR-27 to 2015-JUN-07

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-APR-27 AT 10:17 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor G. W. Fuller (vacated 11:02 p.m.)
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor M. D. Brennan

Others: Mr. Sasha Angus, CEO, Nanaimo Economic Development Corporation (NEDC)
Mr. Andre Sullivan, Chair, NEDC
Mr. Dan Kucherka, Treasurer, NEDC
Mr. Charlie Parker, Vice Chair, NEDC

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
T. L. Hartley, Director of Human Resources & Organizational Planning (vacated at 11:05 p.m.)
B. E. Clemens, Director of Finance
C. Jackson, Manager of Legislative Services
P. Humphreys, Steno, Legislative Services
S. Snelgrove, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 10:17 p.m.

2. ADMINISTRATION:

(a) Nanaimo Economic Development Corporation

Mr. Andre Sullivan, Chair, NEDC, and Mr. Sasha Angus, CEO, NEDC provided a verbal update regarding the Nanaimo Economic Development Corporation.

It was moved and seconded that the Committee of the Whole meeting proceed past the hour of 11:00 p.m. The motion carried unanimously.

Councillor Fuller vacated the Douglas Rispin Room at 11:02 p.m.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-APR-13 at 7:35 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

(a)

Due to time limitations this item was deferred to a future "In Camera" agenda.

5. ADJOURNMENT:

It was moved and seconded at 11:12 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

In Camera
City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2015-MAY-11

AUTHORED BY: CRAIG RICHARDSON, FIRE CHIEF

RE: PAID-ON-CALL FIREFIGHTER REORGANIZATION TO MEET CURRENT
OPERATIONAL NEEDS

STAFF RECOMMENDATION:

That Council receive this report for information.

PURPOSE:

To inform Council of a planned reorganization of the paid-on-call firefighter system (excluding Protection Island) in order to update the program to meet the operational needs of the Fire Rescue Department and the present-day needs of the community.

SUMMARY:

The Fire Rescue Department has evolved over the last 100 years from its fully volunteer beginnings to its present status which has full-time and paid-on-call members jointly responding to incidents. Increased incident volume, a higher reliance on full-time members, and reduced capability for paid-on-call members to respond to the number of incidents are all indicators that it is time to revisit the system.

The paid-on-call system will be shifting from a 'first response' to a 'second response' role with primary functions being support for full-time members at confirmed emergency incidents. A number of operational changes will occur to facilitate this shift.

DISCUSSION:

While certainly not obsolete, the paid-on-call system can provide the City with good value by shifting to a secondary response role performing supportive functions and by forming a reserve force for large scale disasters or long duration emergencies. The following describes the evolution of the paid-on-call system over time and some of the pressures under the current system. The report also outlines some of the key changes and how they will address today's needs.

Council
 Committee...of the Whole
 Open Meeting
 In-Camera Meeting
Meeting Date: 2015-MAY-11

The demands on the paid-on-call system in Nanaimo have evolved over the past several decades from the 1960's and 70's where paid-on-call members' primary function was to be the sole first response force for specific geographic areas of the city and adjoining communities pre-amalgamation. Post-amalgamation, in areas where full-time members did not exist, paid-on-calls were still assigned as primary first responders and were backed-up by full time members. However, that role has shifted since the department staffed its fourth full-time station in 2010. Since then, full-time members arrive first in virtually all cases leaving the paid-on-call members with reduced participation due to a lack of identified scope and role at emergency scenes.

With the present paid-on-call system built on the premise of 'first response', it is understandable that members struggle to understand where they fit today.

Understanding this, in 2013 the department reviewed the paid-on-call system with a joint task force of stakeholders to identify the issues and to propose solutions. While the task force identified a number of functional solutions, the underlying themes indicate new objectives for the future paid-on-call system in the following order or priority:

1. Shift towards a 'second response' role to augment and support an effective and efficient emergency response of full-time staff in a wide variety of incident types.
2. Assist a full-time response by performing lower level operations under the direction of full-time members.
3. Appropriately address the potential for paid-on-call members to be assigned as a first response to structure fires in the event full-time members are unavailable to respond.
4. Enhance the ability to respond in a reserve capacity for large scale emergencies or to act as additional personnel during incidents lasting an extended period of time; where there simply aren't enough full-time members to sustain a disaster or multi-day emergency response.
5. Adjust remuneration schedule to reflect reorganized duties.

The paid-on-call budget is approximately \$200k per year with \$75k directly attributed to Station 7 on Protection Island which will not change at this time. A reorganization of the paid-on-call system will not exceed the current available budget.

The Provincial Office of the Fire Commissioner has recently announced changes to firefighter training standards through the *British Columbia Fire Service Minimum Training Standards Structure Firefighters Competency and Training Playbook* (The Playbook). While the full-time sector of the department is compliant with the Playbook criteria, the reorganization will adjust paid-on-call training and operations to identify exterior and/or interior roles. Station 7 paid-on-calls (Protection Island) are already training and operating in alignment with the Playbook and it is anticipated that those practices will be transposed to the entire paid-on-call system through this reorganization.

Once the paid-on-call system is reorganized to meet the present day needs, it must remain responsive to the future needs of the community. Throughout this transition, the paid-on-call system will likely continue to evolve.

Respectfully submitted,

for 

Craig Richardson
Fire Chief

Concurrence by:



Toby Seward
Acting General Manager
Community Development & Protective Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2015-Apr-27
g:\1 administration\02_counl_govt\02_counc_rpts\2015\draft paid on call reorganization 2015.docx
cr/hp

“IN CAMERA” MINUTES
PARKS AND RECREATION COMMISSION MEETING
BOWEN COMPLEX CONFERENCE ROOM
THURSDAY, 2015-MAR-19, COMMENCING AT 5:30 P.M.

PRESENT: Commissioner Ian Thorpe, Acting Chair

Members: Commissioner W. Pratt
Commissioner K. Alden
Commissioner L. Avis
Commissioner M. Beaudoin-Lobb
Commissioner H. Houle
Commissioner A. McPherson
Commissioner D. Rinald
Commissioner G. Savage
Commissioner M. Young

Regrets: Commissioner G. Fuller

Staff: R. Harding, Director, Parks, Recreation and Environment
A. Britton, Acting Manager of Parks Operations
R. Tweed, Recording Secretary

1. CALL THE “IN CAMERA” MEETING TO ORDER:

The “In Camera” Meeting was called to order at 5:35 p.m.

2. INTRODUCTION OF LATE ITEMS: (None.)

3. ADOPTION OF AGENDA:

It was moved and seconded that the Parks and Recreation Commission, in accordance with Section 90(1)(b) and 90(1)(n) of the Community Charter, adopt the agenda as presented. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the “In Camera” meeting of the Parks, Recreation and Culture Commission held Wednesday, 2014-OCT-01 at 6:44 p.m., in the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS: (None.)

6. CHAIR’S REPORT: (None.)

7. REPORTS OF ADVISORY BODIES: (None.)

8. STAFF REPORTS:

(a) WESTERN FOREST PRODUCTS MEMORIAL – VERBAL

Staff are working with Western Forest Products sawmill and next-of-kin regarding the establishment of a memorial to acknowledge the deaths of Michael Lunn and Fred McEachern who were shot and killed on 2014-APR-30 at the mill. There are a couple

of options that the company and staff would like to presented to the Commission. The goal is to have something identified by the one-year anniversary of this tragedy.

The location would be inside Jack Point area with an aerial view of the little Island that overlooks the mill. It will be easy access for most of the public to get to. 10X10 or 12X10 viewing platform with boardwalk, over small stairs to provide access with minimal disturbance to anything nearby. The mill will provide all materials and staff will build to standards. A memorial plaque will be installed. It is about a one and one-half week project. The Petroglyph from the museum is nearby. Staff will advise SFN. Small archeological assessment will be required. Will be approximately 1 km from parking lot.

Delegations:

1. Len Smith, Western Forest Products.

Spoke to the incident and addressed their desire to work with staff to provide a memorial boardwalk and viewing platform with plaque to commemorate this tragedy.

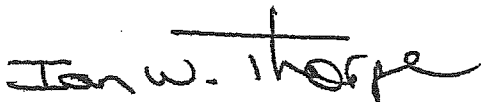
Mr. Smith left the meeting.

It was moved and seconded that the Parks and Recreation Commission support the construction of the platform, that the Chair advise Council, and that staff return to the Commission to review the wording of the commemorative plaque. The motion carried unanimously.

9. CORRESPONDENCE: (None.)
10. NOTICE OF MOTION: (None.)
11. OTHER BUSINESS: (None.)
12. DELEGATIONS: (None.)
13. ADJOURNMENT:

It was moved and seconded at 5:57 p.m. that the "In Camera" meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:



Ian Thorpe, Acting Chair
Parks and Recreation Commission

Richard Harding, Director
Parks, Recreation and Environment

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-MAY-11 AT 8:48 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick (vacated at 10:29 p.m.)
Councillor M. D. Brennan
Councillor G. W. Fuller (vacated at 9:05 p.m.)
Councillor J. Hong
Councillor J. A. Kipp (vacated at 9:05 p.m.)
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services (vacated at 8:51 p.m.)
T. P. Seward, Director of Social & Protective Services
T. L. Hartley, Director of Human Resources & Organizational Planning
C. Richardson, Fire Chief
C. Jackson, Manager of Legislative Services & Recorder

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 8:48 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-APR-27 at 10:17 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

Mr. T. Swabey, Mr. T. Seward, Mr. T. Hickey, Chief C. Richardson, and Mr. C. Jackson vacated the Douglas Rispin Room at 8:51 p.m.

4. ADMINISTRATION:

(a)

Councillor Kipp and Councillor Fuller vacated the Douglas Rispin Room at 9:05 p.m.

Mr. T. Swabey, Mr. T. Seward, Chief C. Richardson, and Mr. C. Jackson entered the Douglas Rispin Room at 10:00 p.m.

(b)

Councillor Bestwick vacated the Douglas Rispin Room at 10:29 p.m.

5. COMMUNITY SERVICES:

(a) Paid-on-call Firefighter Reorganization to Meet Current Operational Needs

It was moved and seconded that Council receive for information the report pertaining to the Paid-on-Call Firefighter Reorganization to Meet Current Operational Needs. The motion carried unanimously.

(b) "In Camera" Minutes of the Parks and Recreation Commission Meeting held 2015-MAR-19.

6. OTHER BUSINESS:

(a)

7. ADJOURNMENT:

It was moved and seconded at 10:35 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA” AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-JUL-13, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-MAY-11 at 8:48 p.m. in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC. Pg. 3

3. **PRESENTATIONS:**

4. **MAYOR'S REPORT:**

5. **ADMINISTRATION:**

6. **CORPORATE SERVICES:**

- (a) **Release of 2014 “In Camera” Meeting Information – Third and Fourth Quarter**

Purpose: To provide a summary of “In Camera” release of information during the third and fourth quarters of 2014 and obtain Council direction for the release of items where there is no longer a requirement to keep the information confidential and the items have not been authorized for release by Council.

Staff Recommendation: That Council:

Pg. 6

1. direct Staff to release in whole or in part, the 2014 third and fourth quarter Council and Committee of the Whole “In Camera” agendas, reports and minutes, by publishing on the City’s website the items identified in Attachment A of the report where the requirement for confidentiality has passed and Council authorization has not yet been obtained in accordance with Council Policy “Routine Release of “In Camera” Resolutions and Related Reports and Information”, and,

2. authorize release of this report following severing of Attachment A and that Attachment A be kept permanently confidential.

7. **COMMUNITY SERVICES:**

(a) **Police Staffing Plan – Budget Presentation (“In Camera” Portion)**

Presentation:

- Supt. Mark Fisher, Officer in Charge, Nanaimo Detachment, RCMP

(b)

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8. **OTHER BUSINESS:**

9. **ADJOURNMENT OF THE SPECIAL "IN CAMERA" MEETING:**

ACTING MAYOR: COUNCILLOR PRATT
2015-JUN-08 to 2015-JUL-26

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-MAY-11 AT 8:48 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick (vacated at 10:29 p.m.)
Councillor M. D. Brennan
Councillor G. W. Fuller (vacated at 9:05 p.m.)
Councillor J. Hong
Councillor J. A. Kipp (vacated at 9:05 p.m.)
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services (vacated at 8:51 p.m.)
T. P. Seward, Director of Social & Protective Services
T. L. Hartley, Director of Human Resources & Organizational Planning
C. Richardson, Fire Chief
C. Jackson, Manager of Legislative Services & Recorder

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 8:48 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-APR-27 at 10:17 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

Mr. T. Swabey, Mr. T. Seward, Mr. T. Hickey, Chief C. Richardson, and Mr. C. Jackson vacated the Douglas Rispin Room at 8:51 p.m.

4. ADMINISTRATION:

(a)

Councillor Kipp and Councillor Fuller vacated the Douglas Rispin Room at 9:05 p.m.

Mr. T. Swabey, Mr. T. Seward, Chief C. Richardson, and Mr. C. Jackson entered the Douglas Rispin Room at 10:00 p.m.

(b)

Councillor Bestwick vacated the Douglas Rispin Room at 10:29 p.m.

5. COMMUNITY SERVICES:

(a) Paid-on-call Firefighter Reorganization to Meet Current Operational Needs

It was moved and seconded that Council receive for information the report pertaining to the Paid-on-Call Firefighter Reorganization to Meet Current Operational Needs. The motion carried unanimously.

(b) "In Camera" Minutes of the Parks and Recreation Commission Meeting held 2015-MAR-19.

6. OTHER BUSINESS:

(a)

7. ADJOURNMENT:

It was moved and seconded at 10:35 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

IN CAMERA
City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2015-JUL-13

AUTHORED BY: CHRIS JACKSON, MANAGER OF LEGISLATIVE SERVICES

RE: RELEASE OF 2014 "IN CAMERA" MEETING INFORMATION – THIRD AND FOURTH QUARTER REPORT

STAFF RECOMMENDATION: That Council:

1. direct Staff to release in whole or in part, the 2014 third and fourth quarter Council and Committee of the Whole "In Camera" agendas, reports and minutes, by publishing on the City's website the items identified in Attachment A of the report where the requirement for confidentiality has passed and Council authorization has not yet been obtained in accordance with Council Policy "*Routine Release of "In Camera" Resolutions and Related Reports and Information*";
2. authorize release of this report following severing of Attachment A and that Attachment A be kept permanently confidential; and,
3. direct Staff to place the released report on the next Regular Open Council Agenda.

PURPOSE:

To provide a summary of "In Camera" release of information during the third and fourth quarters of 2014 and obtain Council direction for the release of items in the third and fourth quarters where there is no longer a requirement to keep the information confidential and the items have not been authorized for release by Council.

DISCUSSION:

Attached is a summary of all "In Camera" meeting information from July to December 2014 and items carried forward from the previous quarter that weren't released but can potentially be released in future (Attachment A). Staff have completed a review of the material to determine what information is still required to be kept confidential and what documents may be released or released with some severing of detail required in accordance with Council Policy (attached) and the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. The items have been colour coded as follows:

- blue – Council has previously authorized release in whole or in part;
- green – can be released in whole or in part;
- yellow – can be released at some point in the future (i.e. following completion of negotiations); and,
- red – should not be released.

Council
 Committee.....
 Open Meeting
 InCamera Meeting

Pursuant to Section 23 of *FOIPPA*, when considering release of information containing third party information, the third party must be advised of the intended release of the information and provided an opportunity to respond. In the case where the "In Camera" information under review for release contains third party information, rather than advising all third parties and following this process, Staff have severed the information. This process does not preclude members of the public from requesting this information by way of an FOI request for records.


STRATEGIC PLAN IMPLICATIONS:

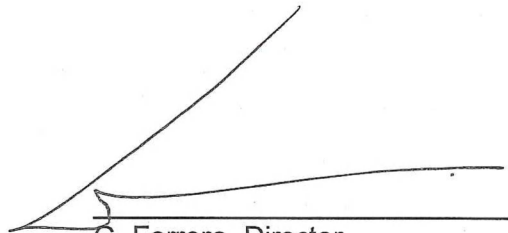
In Council's Strategic Plan, the Operating Philosophy states that Council is taking responsibility to be an excellent municipal government for Nanaimo, which is identified as a strategic priority for Council. Transparency is a key component of taking responsibility. One of the outcomes to assist in transparency was to develop policies around the release of "In Camera" information. As well as the issue of transparency, another component of taking responsibility is the requirement to protect our citizens and business partners' interests, where appropriate.

RECOMMENDATION FOR RELEASE OF INFORMATION TO THE PUBLIC:

For release following severing of Attachment A and that Attachment A be kept permanently confidential.

Respectfully submitted,



C. Jackson, Manager,
Legislative Services

G. Ferrero, Director
Information Technology & Legislative
Services

to2 _____
I. Howat, General Manager,
Corporate Services

CITY MANAGER COMMENT:

I concur with the Staff recommendation.



CITY OF NANAIMO
THE HARBOUR CITY
COUNCIL POLICY MANUAL

Section:	Administration	1
Subsection:	Council – Meetings – “In Camera”	0560
Title:	Routine Release of “In Camera” Resolutions and Related Reports and Information	01

POLICY

The City of Nanaimo Council is responsible for providing good governance. The routine release of “In Camera” meeting resolutions and related reports and documentation, once the requirement for confidentiality has passed, will support Council being open and transparent, which is an important element of good governance. Council has also approved the release of voting results of resolutions considered at “In Camera” Meetings.

REASON FOR POLICY

To provide a process for ensuring that the City of Nanaimo is being open and transparent in conducting City business.

AUTHORITY TO ACT

Retained by Council.

PROCEDURE

Council shall consider for approval the release of “In Camera” meeting resolutions, related reports and documentation, including voting results on a quarterly basis.

The Corporate Officer shall ensure the implementation of the Routine Release of “In Camera” Resolutions Policy by reviewing and preparing a listing of resolutions, related reports and documentation, including voting results for Council’s consideration on a quarterly basis. The report will appear as a business item on the next regular open Council agenda, to allow full publication in the agenda package and on the City’s website.

It is acknowledged that this policy does not limit a person’s right of access to records under the *Freedom of Information and Protection of Privacy Act*.

Date: 2013-MAY-13 Approved by: Council
 1. Amendment Date: 2013-SEP-23 “IC” Council

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-JUL-13 AT 9:10 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor W. L. Bestwick

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
D. Lindsay, Director of Community Development
Supt. M. Fisher, OIC, Nanaimo Detachment RCMP
M. Dietrich, Manager. Police Support Services
G. Goodall, Director of Engineering & Public Works
G. Ferrero, Director of Information Technology & Legislative Services
P. Humphreys, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 9:10 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented .The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-MAY-11 at 8:48 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a) Release of 2014 "In Camera" Meeting Information – Third and Fourth Quarter

It was moved and seconded that Council:

1. direct Staff to release in whole or in part, the 2014 third and fourth quarter Council and Committee of the Whole "In Camera" agendas, reports and minutes, by publishing on the City's website the items identified in Attachment A of the report where the requirement for confidentiality has passed and Council authorization has not yet been obtained in accordance with Council Policy "*Routine Release of "In Camera" Resolutions and Related Reports and Information*";
2. authorize release of this report following severing of Attachment A and that Attachment A be kept permanently confidential; and,
3. direct Staff to place the released report on the next Regular Open Council Agenda.

The motion carried unanimously.

5. COMMUNITY SERVICES:

(a) Police Staffing Plan – Budget Presentation ("In Camera" Portion)

Superintendent Mark Fisher, Officer in Charge, Nanaimo Detachment, RCMP, spoke regarding

It was moved and seconded that Council receive for information the presentation from Supt. Mark Fisher, Officer in Charge, Nanaimo Detachment, RCMP. The motion carried unanimously.

(b)

It was moved and seconded that Council direct Staff to bring forward an initial report to a future closed meeting of Council outlining options and recommendations for dealing with marihuana dispensaries within the City of Nanaimo. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 9:39 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA” AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-SEP-28, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2015-JUL-13 at 9:10 p.m. Pg. 4-6

3. **PRESENTATIONS:**

NONE

4. **ADMINISTRATION:**

NONE

5. **CORPORATE SERVICES:**

- (a) **District of Lantzville Appointment to Parks & Recreation Commission**

Purpose: To obtain Council ratification of the appointment of the District of Lantzville's representative to the Parks & Recreation Commission.

Staff Recommendation: That Council:

Pg. 7-8

1. ratify the appointment of Councillor Mark Swain as the District of Lantzville representative to the Parks & Recreation Commission for a three year term ending 2018-SEP-14, or until otherwise determined through the Core Services Review; and,
2. instruct Staff to advise the District of Lantzville of the appointment, release the appointment information to the public and include on the 2015-OCT-05 Council meeting agenda.

6. **COMMUNITY SERVICES:**

(a) **2015 Green Nanaimo Awards Nominees**

Purpose: To obtain Council's endorsement of the recommendations from the Advisory Committee on Environmental Sustainability (ACES) regarding nominees for the 2015 Green Nanaimo Awards.

Staff Recommendation: That Council:

Pg. 9-10

1. approve the following nominees as recipients of the 2015 Green Nanaimo Awards, with the awards to be presented at a ceremony to be held on Thursday, 2015-OCT-29:

Name	Category	Achievement
Andre Sullivan	Healthy Living	For environmental leadership in the business community and for his support in greening our City through the Young Professionals of Nanaimo Community Gardens Program.
Departure Bay Elementary Eco-School (Lisa Fry – Principle)	Environmental Awareness	For dedication and innovation in taking environmental education and place-based learning to a new level in the community by building it into the curriculum of every grade within the school.
Pacific Gardens Co-Housing	Energy Conservation	For leadership and innovation in the design and installation of a solar heat-pump system for a multi-residential building.
Diana Kirsh	Green Home / Neighbourhood	For outstanding dedication and drive, through taking a lead role as a volunteer to clean and improve the natural beauty of our City Parks and riparian areas.
Jenn Bogwald	Green Home / Neighbourhood	For her commitment and energy in developing the Young Professionals of Nanaimo Community Gardens Program, and leadership in building community through this project.

and,

2. announce the recipients at their regular open Council meeting to be held on Monday, 2015-OCT-05.

- (b) Minutes of the "In Camera" Advisory Committee on Environmental Sustainability meeting held on 2013-APR-10. *Pg. 11*

Please note: The Minutes were adopted at the 2015-SEP-16 "In Camera" meeting of ACES which was the first "In Camera" meeting of this Committee since 2013-APR-10.

7. **CORRESPONDENCE (not related to a Report to Council):**

NONE

8. **OTHER BUSINESS:**

NONE

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR THORPE
2015-SEP-07 to 2015-OCT-18

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-JUL-13 AT 9:10 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor W. L. Bestwick

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
D. Lindsay, Director of Community Development
Supt. M. Fisher, OIC, Nanaimo Detachment RCMP
M. Dietrich, Manager. Police Support Services
G. Goodall, Director of Engineering & Public Works
G. Ferrero, Director of Information Technology & Legislative Services
P. Humphreys, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 9:10 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented .The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-MAY-11 at 8:48 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a) Release of 2014 "In Camera" Meeting Information – Third and Fourth Quarter

It was moved and seconded that Council:

1. direct Staff to release in whole or in part, the 2014 third and fourth quarter Council and Committee of the Whole "In Camera" agendas, reports and minutes, by publishing on the City's website the items identified in Attachment A of the report where the requirement for confidentiality has passed and Council authorization has not yet been obtained in accordance with Council Policy "*Routine Release of "In Camera" Resolutions and Related Reports and Information*";
2. authorize release of this report following severing of Attachment A and that Attachment A be kept permanently confidential; and,
3. direct Staff to place the released report on the next Regular Open Council Agenda.

The motion carried unanimously.

5. COMMUNITY SERVICES:

(a) Police Staffing Plan – Budget Presentation ("In Camera" Portion)

Superintendent Mark Fisher, Officer in Charge, Nanaimo Detachment, RCMP, spoke regarding

It was moved and seconded that Council receive for information the presentation from Supt. Mark Fisher, Officer in Charge, Nanaimo Detachment, RCMP. The motion carried unanimously.

(b)

It was moved and seconded that Council direct Staff to bring forward an initial report to a future closed meeting of Council outlining options and recommendations for dealing with marihuana dispensaries within the City of Nanaimo. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 9:39 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA”

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2015-SEP-28

AUTHORED BY: GUILLERMO FERRERO, DIRECTOR
INFORMATION TECHNOLOGY & LEGISLATIVE SERVICES

RE: DISTRICT OF LANTZVILLE APPOINTMENT TO PARKS &
RECREATION COMMISSION

STAFF RECOMMENDATION:

That Council:

1. ratify the appointment of Councillor Mark Swain as the District of Lantzville representative to the Parks & Recreation Commission for a three year term ending 2018-SEP-14, or until otherwise determined through the Core Services Review; and,
2. instruct Staff to advise the District of Lantzville of the appointment, release the appointment information to the public and include on the 2015-OCT-05 Council meeting agenda.

PURPOSE:

To obtain Council ratification of the appointment of the District of Lantzville’s representative to the Parks & Recreation Commission.

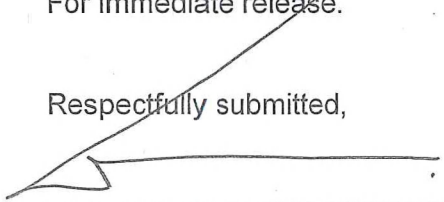
DISCUSSION:

The District of Lantzville, at its Regular Meeting held 2015-SEP-14, appointed Councillor Mark Swain as their representative to the City of Nanaimo Parks & Recreation Commission (see attached correspondence). His appointment is for a three year term, ending 2018-SEP-14.

Recommendation for Release of Information to the Public

For immediate release.

Respectfully submitted,



G. Ferrero, Director
Information Technology & Legislative Services



I. Howat, General Manager
Corporate Services

CITY MANAGER COMMENT:

I concur with the Staff recommendation.

Council
 Committee of the Whole
 Open Meeting
 In-Camera Meeting
Meeting Date: 2015-SEP-28



District of Lantzville

Incorporated June 2003

September 15, 2015

chris.jackson@nanaimo.ca

Chris Jackson, Manager of Legislative Services
City of Nanaimo
455 Wallace Street
Nanaimo, BC V9R 5J6

Dear Chris Jackson:

**Appointment of District of Lantzville Member and Alternate Member
on the City of Nanaimo Parks & Recreation Commission**

Further to our February 24, 2015 letter, this letter is to confirm the District of Lantzville's member and alternate, on the City of Nanaimo Parks and Recreation Commission, in accordance with the PARC Mandate & Objectives adopted by City of Nanaimo Council March 16, 2015.

Council of the District of Lantzville, at its regular meeting held Monday, September 14, 2015, passed the following motion:

THAT Council appoints Councillor Mark Swain as Member, serving as the District of Lantzville's representative on the City of Nanaimo Parks and Recreation Commission for a three-year term, serving without remuneration.

The contact information is:

Member Councillor Mark Swain Email address: councillor.swain@lantzville.ca

We would appreciate staff also continuing to copy the PARC agendas to the District of Lantzville at trudy@lantzville.ca and brad@lantzville.ca.

There was no motion regarding the alternate, therefore, Councillor Denise Haimé remains as the alternate.

Council will next consider appointments of representatives to outside agencies in October 2015. We will contact you at that time if there are any changes to the District's representatives to the Commission. If you require further information, please contact me at trudy@lantzville.ca or 250.390.4006.

Yours truly,

Trudy Coates
Director of Corporate Administration

File: 0470-20-NAN
Q:\DISTRICT OF LANTZVILLE\Correspondence\2015\Correspondence Arising From Council Meetings\CON_prccappts_2015-18
September 14 2015.doc
c: Councillor Mark Swain
Brad McRae, CAO
Richard Harding, City of Nanaimo, Director, Parks, Recreation & Environment

Phone: (250) 390-4006 • Fax: (250) 390-5188

Email: district@lantzville.ca • Website: www.lantzville.ca

P.O. Box 100, 7192 Lantzville Road, Lantzville, B.C. V0R 2H0

“IN CAMERA”

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2015-SEP-28

AUTHORED BY: GAIL ADRIENNE, CHAIR
ADVISORY COMMITTEE ON ENVIRONMENTAL SUSTAINABILITY

RE: 2015 GREEN NANAIMO AWARDS NOMINEES

RECOMMENDATION:

That Council:

1. approve the following nominees as recipients of the 2015 Green Nanaimo Awards, with the awards to be presented at a ceremony to be held on Thursday, 2015-OCT-29:

Name	Category	Achievement
Andre Sullivan	Healthy Living	For environmental leadership in the business community and for his support in greening our City through the Young Professionals of Nanaimo Community Gardens Program.
Departure Bay Elementary Eco-School (Lisa Fry – Principle)	Environmental Awareness	For dedication and innovation in taking environmental education and place-based learning to a new level in the community by building it into the curriculum of every grade within the school.
Pacific Gardens Co-Housing	Energy Conservation	For leadership and innovation in the design and installation of a solar heat-pump system for a multi-residential building.
Diana Kirsh	Green Home / Neighbourhood	For outstanding dedication and drive, through taking a lead role as a volunteer to clean and improve the natural beauty of our City Parks and riparian areas.
Jenn Bogwald	Green Home / Neighbourhood	For her commitment and energy in developing the Young Professionals of Nanaimo Community Gardens Program, and leadership in building community through this project.

and,

2. announce the recipients at their regular open Council meeting to be held on Monday, 2015-OCT-05.

Council
 Committee of the Whole
 Open Meeting
 In-Camera Meeting
Meeting Date: 2015-SEP-28

PURPOSE:

To seek Council's endorsement of the recommendations from the Advisory Committee on Environmental Sustainability (ACES) regarding nominees for the 2015 Green Nanaimo Awards.

BACKGROUND:

The Advisory Committee on Environmental Sustainability (ACES) was created as an advisory committee to Council to examine the impacts of existing policies and practices regarding land use and development on our natural environment. The Committee makes recommendations to Council on how the City of Nanaimo can improve its stewardship of the environment for the future.

In 1999, the City created the Green Nanaimo Awards (called the Environment Achievement Awards from 1999 to 2005). The purpose of the Green Nanaimo Awards is to recognize individuals, businesses, schools and organizations from all over the City who make valuable contributions toward protecting and enhancing Nanaimo's natural environment.

DISCUSSION:

Following a call for nominations, at their meeting held 2015-SEP-16 the Committee reviewed the nominations based on the following criteria:

- environmental benefit to the City;
- level of creativity, originality and innovation of the nomination;
- the level of inspiration to others;
- overall impact on the community.

The Committee determined that the above-noted nominees met the criteria and should be recognized for their achievements.

STRATEGIC PLAN CONSIDERATIONS:

Recognizing excellence in environmental projects and initiatives furthers the goals of the Environmental Responsibility Pillar of the Strategic Plan.

Respectfully submitted,



Gail Adrienne, Chair
ADVISORY COMMITTEE ON
ENVIRONMENTAL SUSTAINABILITY

2015-SEP-17

File: A4-1-2 / A2-12

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"IN CAMERA" MINUTES
ADVISORY COMMITTEE ON ENVIRONMENTAL SUSTAINABILITY (ACES)
MEETING HELD ON WEDNESDAY, 2013-APR-10 AT 4:30 PM
BOARD ROOM, SERVICE AND RESOURCE CENTRE (411 DUNSMUIR STREET)

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

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on the condition of anonymity.

The motion carried unanimously.

Green Nanaimo Awards – Review Nominations and Select Recipients:

The Committee reviewed and discussed the applications received and made the following recommendations:

It was moved and seconded that it be recommended to Council that the Mid-Island Co-op receive a Green Nanaimo Award (Healthy Living). The motion was carried.

It was moved and seconded that it be recommended to Council that Mr. David Grey receive a Green Nanaimo Award (Environmental Awareness). The motion was carried.

A. Kerr excused herself from the meeting at 6:41 pm, due to a conflict of interest.

It was moved and seconded that it be recommended to Council that Jean-Michel Hanssens receive a Green Nanaimo Award (Green Home / Neighbourhood With Distinction). The motion was carried.

A. Kerr re-entered the room at 6:58 pm.

S. Andre excused herself from the meeting at 6:58 pm.

It was moved and seconded that the meeting resume as regular and exit the "in camera" session. The motion was carried.

APPROVED AS READ:

Handwritten signature of Gail Adrienne in blue ink.

Gail Adrienne, Chair
Advisory Committee on Environmental Sustainability

APPROVED FOR DISTRIBUTION:

Handwritten signature of Richard Harding in blue ink.

Richard Harding, Director
Parks, Recreation and Environment

Drafted: 2013-APR-22

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"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-SEP-28 AT 9:01 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent Councillor G. W. Fuller
Councillor J.A. Kipp

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
T. P. Seward, A/General Manager of Community Development &
Protective Services
G. Ferrero, Director of Information Technology & Legislative Services
P. Humphreys, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 9:01 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-JUL-13 at 9:10 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a) District of Lantzville Appointment to Parks & Recreation Commission

It was moved and seconded that Council:

1. ratify the appointment of Councillor Mark Swain as the District of Lantzville representative to the Parks & Recreation Commission for a three year term ending 2018-SEP-14, or until otherwise determined through the Core Services Review; and,
2. instruct Staff to advise the District of Lantzville of the appointment, release the appointment information to the public and include on the 2015-OCT-05 Council meeting agenda.

The motion carried unanimously.

5. COMMUNITY SERVICES:

(a) 2015 Green Nanaimo Awards Nominees

It was moved and seconded that Council:

1. approve the following nominees as recipients of the 2015 Green Nanaimo Awards, with the awards to be presented at a ceremony to be held on Thursday, 2015-OCT-29:

Name	Category	Achievement
Andre Sullivan	Healthy Living	For environmental leadership in the business community and for his support in greening our City through the Young Professionals of Nanaimo Community Gardens Program.
Departure Bay Elementary Eco-School (Lisa Fry – Principle)	Environmental Awareness	For dedication and innovation in taking environmental education and place-based learning to a new level in the community by building it into the curriculum of every grade within the school.
Pacific Gardens Co-Housing	Energy Conservation	For leadership and innovation in the design and installation of a solar heat-pump system for a multi-residential building.
Diana Kirsh	Green Home / Neighbourhood	For outstanding dedication and drive, through taking a lead role as a volunteer to clean and improve the natural beauty of our City Parks and riparian areas.

Jenn Bogwald	Green Home / Neighbourhood	For her commitment and energy in developing the Young Professionals of Nanaimo Community Gardens Program, and leadership in building community through this project.
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and,

2. announce the recipients at their regular open Council meeting to be held on Monday, 2015-OCT-05.

The motion carried unanimously.

- (b) Minutes of the "In Camera" Advisory Committee on Environmental Sustainability meeting held on 2013-APR-10

It was moved and seconded that Council receive for information the Minutes of the "In Camera" Advisory Committee on Environmental Sustainability meeting held on 2013-APR-10. The motion carried unanimously.

11. ADJOURNMENT:

It was moved and seconded at 9:04 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA” AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-OCT-26, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2015-SEP-28 at 9:01 p.m. *Pg. 1-3*

3. **PRESENTATIONS:**

NONE

4. **ADMINISTRATION:**

NONE

5. **CORPORATE SERVICES:**

- (a) **Appointment to Planning & Transportation Advisory Committee**

Purpose: To provide Council with a list of applicants for appointment to the Planning & Transportation Advisory Committee.

Staff Recommendation: That Council:

Pg. 4-17

1. appoint 1 community-at-large member to the Planning & Transportation Advisory Committee for a term ending 2018-MAR-31, or until otherwise determined through the Core Services Review; and,
2. instruct Staff to advise applicants of the appointment, release appointment information to the public and include on the 2015-NOV-02 open Council meeting agenda.

6. **COMMUNITY SERVICES:**

NONE

7. **CORRESPONDENCE (not related to a Report to Council):**

NONE

8. **OTHER BUSINESS:**

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR FULLER
2015-OCT-19 to 2015-NOV-29

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-SEP-28 AT 9:01 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent Councillor G. W. Fuller
Councillor J.A. Kipp

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
T. P. Seward, A/General Manager of Community Development & Protective Services
G. Ferrero, Director of Information Technology & Legislative Services
P. Humphreys, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 9:01 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-JUL-13 at 9:10 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a) District of Lantzville Appointment to Parks & Recreation Commission

It was moved and seconded that Council:

1. ratify the appointment of Councillor Mark Swain as the District of Lantzville representative to the Parks & Recreation Commission for a three year term ending 2018-SEP-14, or until otherwise determined through the Core Services Review; and,
2. instruct Staff to advise the District of Lantzville of the appointment, release the appointment information to the public and include on the 2015-OCT-05 Council meeting agenda.

The motion carried unanimously.

5. COMMUNITY SERVICES:

(a) 2015 Green Nanaimo Awards Nominees

It was moved and seconded that Council:

1. approve the following nominees as recipients of the 2015 Green Nanaimo Awards, with the awards to be presented at a ceremony to be held on Thursday, 2015-OCT-29:

Name	Category	Achievement
Andre Sullivan	Healthy Living	For environmental leadership in the business community and for his support in greening our City through the Young Professionals of Nanaimo Community Gardens Program.
Departure Bay Elementary Eco-School (Lisa Fry – Principle)	Environmental Awareness	For dedication and innovation in taking environmental education and place-based learning to a new level in the community by building it into the curriculum of every grade within the school.
Pacific Gardens Co-Housing	Energy Conservation	For leadership and innovation in the design and installation of a solar heat-pump system for a multi-residential building.
Diana Kirsh	Green Home / Neighbourhood	For outstanding dedication and drive, through taking a lead role as a volunteer to clean and improve the natural beauty of our City Parks and riparian areas.

Jenn Bogwald	Green Home / Neighbourhood	For her commitment and energy in developing the Young Professionals of Nanaimo Community Gardens Program, and leadership in building community through this project.
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and,

2. announce the recipients at their regular open Council meeting to be held on Monday, 2015-OCT-05.

The motion carried unanimously.

- (b) Minutes of the "In Camera" Advisory Committee on Environmental Sustainability meeting held on 2013-APR-10

It was moved and seconded that Council receive for information the Minutes of the "In Camera" Advisory Committee on Environmental Sustainability meeting held on 2013-APR-10. The motion carried unanimously.

11. ADJOURNMENT:

It was moved and seconded at 9:04 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA”
City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2015-OCT-26

AUTHORED BY: CHRIS JACKSON, MANAGER OF LEGISLATIVE SERVICES

RE: APPOINTMENT TO THE PLANNING & TRANSPORTATION
ADVISORY COMMITTEE

STAFF RECOMMENDATION:

That Council:

1. appoint one community-at-large member to the Planning & Transportation Advisory Committee for a term ending 2018-MAR-31, or until otherwise determined through the Core Services Review; and,
2. instruct Staff to advise applicants of the appointment, release appointment information to the public and include on the 2015-NOV-02 open Council meeting agenda.

PURPOSE:

To provide Council with a list of applicants to fill one vacancy on the Planning & Transportation Advisory Committee.

BACKGROUND:

Recently Mr. Doug Kalcsics, a community-at-large representative on the Planning & Transportation Advisory Committee (PTAC) submitted his resignation. Council's *Advisory Committees Terms of Reference, 2010-JAN-25* applies to all Advisory Committees. The PTAC has its own Terms of Reference, adopted by Council.

DISCUSSION:

Advertising was placed in both the Nanaimo News Bulletin and the Nanaimo Daily News on 2015-OCT-08 & 15; on the City's website and the public notice board at City Hall beginning 2015-OCT-05; and on the City's Facebook and Twitter pages. The deadline for submissions was 4:30 pm on Friday, 2015-OCT-16.

Attached to this report are applicant submissions received and all names are listed on the attached cover page with a space provided next to each name for Council's notes to assist in its deliberations. At the bottom of the page is an appointment motion that can be referenced as appropriate.

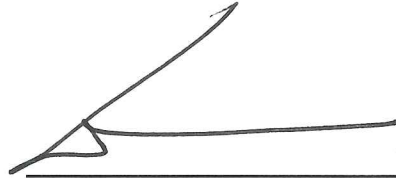
Recommendation for Release of Information to the Public

For release with severing of personal information, including all attachments and that this information be kept permanently confidential.

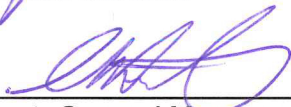
Respectfully submitted,



C. Jackson, Manager
Legislative Services



G. Ferrero, Director
Information Technology & Legislative Services



I. Howat, General Manager,
Corporate Services

CITY MANAGER COMMENT:

I concur with the Staff recommendation.

Planning & Transportation Advisory Committee:

Council Members Appointed: Mayor McKay, Councillor Hong, Councillor Kipp

Applicant	Space for Your Notes
Community at Large (1 to be appointed)	

Draft Motion:

That Council appoint the following individual to the Planning & Transportation Advisory Committee:

1. _____.

“IN CAMERA” ADDENDUM
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-OCT-26, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

- | | | |
|----|--|--------------|
| | | PAGES |
| 3. | PRESENTATIONS: | |
| | (a) Mr. Jeet Manhas, Board Chair, Nanaimo Port Authority re: Passenger Only Ferry Service. | |

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-OCT-26 AT 8:30 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Others: Mr. Jeet Manhas, Board Chair; Mr. Bernie Dumas, President & CEO;
and, Ms. Donna Hais, Board Member, Nanaimo Port Authority,
(entered at 8:31 p.m., vacated at 9:24 p.m.)

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
D. Lindsay, Director of Community Development
C. Jackson, Manager of Legislative Services
D. Smith, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 8:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 3 (a) Presentation from Mr. Jeet Manhas, Board Chair, Nanaimo Port Authority, re: Passenger Only Ferry Service.
- (b) Councillor Yoachim advised that he would be bringing forward a late item under Item 10(a) Other Business, re: Social Media.

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-SEP-28 at 9:01 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

Mr. Jeet Manhas, Ms. Donna Hais, and Mr. Bernie Dumas entered the Douglas Rispin Room at 8:31 p.m.

- (a) Mr. Jeet Manhas, Board Chair; Mr. Bernie Dumas, President & CEO; and, Ms. Donna Hais, Board Member, Nanaimo Port Authority, re: Passenger Only Ferry Service and requested that Council consider supporting:
- the Port Authority's existing infrastructure for use as a passenger only ferry terminal; and,
 - the termination of the Memorandum of Understanding between the City of Nanaimo, Regional District of Nanaimo, the Nanaimo Economic Development Corporation, the Nanaimo Port Authority, and, Island Ferry Services Ltd. and issue a Request for Proposals for other interested passenger only ferry service providers.

Mr. Jeet Manhas, Ms. Donna Hais, and Mr. Bernie Dumas vacated the Douglas Rispin Room at 9:24 p.m.

It was moved and seconded that Council receive the delegation from Mr. Jeet Manhas, Board Chair; Mr. Bernie Dumas, President & CEO; and, Ms. Donna Hais, Board Member, Nanaimo Port Authority. The motion carried unanimously.

It was moved and seconded that Council instruct Staff to review and provide comment on the proposal put forward by the Nanaimo Port Authority to terminate the Memorandum of Understanding with Island Ferry Services Ltd.; to locate the fast ferry to the existing Port Authority cruise ship terminal; and, that Staff invite Island Ferry Services Ltd. to an upcoming "In Camera" Council Meeting. The motion carried unanimously.

6. CORPORATE SERVICES:

- (a) Appointment to the Planning & Transportation Advisory Committee

It was moved and seconded that Council:

1. appoint Ms. Keltie Chamberlain as the community-at-large member to the Planning & Transportation Advisory Committee for a term ending 2018-MAR-31, or until otherwise determined through the Core Services Review; and,
2. instruct Staff to advise applicants of the appointment, release appointment information to the public and include on the 2015-NOV-02 open Council meeting agenda.

The motion carried unanimously.

7. OTHER BUSINESS:

- (a) Councillor Yoachim – Social Media

By unanimous consent, Council agreed to discuss this item at a future "In Camera" Meeting.

8. ADJOURNMENT:

It was moved and seconded at 10:11 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2015-NOV-23 AT 9:12 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp (vacated at 12:06 a.m.)
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Absent: Councillor W. L. Pratt

Staff: T. Samra, City Manager
J. Van Horne, Director of Human Resources (arrived at 11:06 p.m.)
D. Lindsay, Director of Community Development (arrived at 10:32 a.m.;
vacated at 11:06 p.m.)
B. Corsan, Manager of Real Estate (arrived at 10:32 a.m.; vacated at 11:06
p.m.)
S. Samborski, Sr. Manager of Culture & Heritage (arrived at 10:32 a.m.;
vacated at 11:06 p.m.)

P. Cooper, Communications Manager (vacated at 11:06 p.m.)
G. Ferrero, Director of Information Technology & Legislative Services
(vacated at 11:06 p.m.)
C. Jackson, Manager of Legislative Services
P. Humphreys, Recording Secretary (vacated at 11:06 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 9:12 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a)

(b) Item 5 (a) 100 Gordon Street – Proposed Option to Purchase Agreement
- Replace Agenda Page 47 with amended page attached; and add
Memorandum dated 2015-NOV-23 to Mayor and Council.

(c) Add Item 5 (b) report not considered at 2015-NOV-16 "In Camera" Council meeting
– Council Direction on Island Ferry Services Ltd. and subsequent correspondence.

(e) Add Item 5 (c) *Community Charter* Duties – Section 117 and Interim City Manager
Selection Process report.

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2015-OCT-26 at 8:30 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

Interim City Manager, Tracy Samra, introduced herself and noted a procedural change for "In Camera" meetings, in that Staff will only be present in the meeting room while their agenda item is being discussed.

5. PRESENTATIONS:

(a)

D. Lindsay, S. Samborski and B. Corsan entered the Douglas Rispin Room at 10:32 p.m.

6. CORPORATE SERVICES:

(a) 100 Gordon Street: Proposed Option to Purchase Agreement

Presentation

1. Mr. Bill Corsan, Manager of Real Estate.

Discussion was halted at 11:00 p.m. due to meeting time constraints.

It was moved and seconded that the "In Camera" meeting proceed past 11:00 p.m. to consider Agenda Item 5 (c) *Community Charter* Duties – Section 117 only and that the following items be deferred until a Special Open Council meeting at 3:00 p.m. on Monday, 2015-NOV-30:

- Item 5 (a) 100 Gordon Street – Proposed Option to Purchase Agreement
- Item 5 (b) Council Direction on Island Ferry Services Ltd.

The motion carried unanimously.

J. Van Horne entered the Douglas Rispin Room at 11:06 p.m.

D. Lindsay, S. Samborski, B. Corsan, G. Ferrero, P. Cooper and P. Humphreys vacated the Douglas Rispin Room at 11:06 p.m.

(c) *Community Charter* Duties – Section 117

T. Samra facilitated a discussion regarding the duty to respect confidentiality and Section 117 of the *Community Charter* in response to allegations that deliberations from "In Camera" meetings were released to the public and media.

The details from the closed Council meeting relate to the hiring of an interim City Manager which were not released to the public and there was no motion carried to rise and report. In a statement by the Mayor in the open Council meeting, it was noted that the details of the hiring process would be released at a later date.

Councillor Thorpe stated that he was approached by Mr. Don Bonner regarding the hiring of the interim City Manager. In discussion, he provided information such as the number of applicants.

Councillor Brennan advised that she had spoken with Mr. Don Bonner regarding the hiring process for the interim City Manager, including the lack of interviews and reference checks.

Council acknowledged that these confidentiality breaches occurred and directed the City Manager to provide censure options at a future meeting.

Councillor Kipp vacated the Douglas Rispin Room at 12:06 a.m.

7. ADJOURNMENT:

It was moved and seconded at 12:12 a.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER