

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-JAN-17, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR
FINANCE / POLICY COMMITTEE OF THE WHOLE

1. INTRODUCTION OF LATE ITEMS:

2. ADOPTION OF AGENDA:

3. ADOPTION OF MINUTES:

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2010-DEC-06 at 7:20 p.m. in the Board Room, City Hall. Pg. 3-6

4. PRESENTATIONS:

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

6. COMMISSION REPORTS:

7. COMMITTEE REPORTS:

8. STAFF REPORTS:

COMMUNITY SAFETY AND DEVELOPMENT:

- (a) **Proposed Settlement of Expropriation of Part of 2901 Hammond Bay Road** Pg. 7-9

Staff's Recommendation: That Council authorize Staff to settle the expropriation of part of 2901 Hammond Bay Road at the total all-inclusive sum of \$20,000.

9. INFORMATION ONLY ITEMS:

- (a) Blake, Cassels and Graydon LLP – Details of Invoice 1526084 to Councillor Bestwick re: City of Nanaimo and DVP156 [see Open Agenda Item 13 (a)] (limited distribution). Pg. 10-12

10. CORRESPONDENCE:

11. **OTHER BUSINESS:**

(a) Naming in Recognition of Councillor McNabb.

(b)

Pg. 13-15

12. **ADJOURNMENT:**

"IN CAMERA" STAFF REPORT

REPORT TO: ANDREW TUCKER, DIRECTOR OF PLANNING
COMMUNITY SAFETY & DEVELOPMENT

FROM: BILL CORSAN, MANAGER OF REAL ESTATE
COMMUNITY SAFETY & DEVELOPMENT

RE: PROPOSED SETTLEMENT OF EXPROPRIATION OF PART OF
2901 HAMMOND BAY ROAD

Council
Committee E.P. Row
Open Meeting
In-Camera Meeting
Meeting Date: 2011-JAN-17

STAFF'S RECOMMENDATION:

That Council authorize Staff to settle the expropriation of part of 2901 Hammond Bay Road at the total all inclusive sum of \$20,000.00.

EXECUTIVE SUMMARY:

A part of 2901 Hammond Bay Road, as shown in Attachment A, was expropriated in early 2010 by the City for the reconstruction of Hammond Bay Road. Subsequent negotiations with the owner has resulted in a proposed settlement for the total all inclusive sum of \$20,000.00.

BACKGROUND:

The Engineering and Public Works Department identified the need to improve safety in the "Hammond Bay Road Mobility Study". To achieve this, a design was undertaken for the reconstruction of part of Hammond Bay Road, which required the acquisition of a portion of several properties.

In November 2008, the Real Estate Section began negotiations with four property owners for the partial acquisition of the required properties. Staff was successful in acquiring a portion of two properties.

In June 2010, the City's contractor began its reconstruction of Hammond Bay Road. This resulted in the owner's front yard being excavated to allow room for construction of the new retaining wall. This excavation, for safety reasons resulted in the removal of a mature evergreen tree from the

owner's front yard. The City has replanted stock nursery plants in an attempt to partially restore the yard.

This property existed in a state of construction for approximately three months, during which time, the owner's tenant was not allowed to access the front yard.

The owner has recently made a proposal to settle the expropriation for the sum of \$20,000.00.

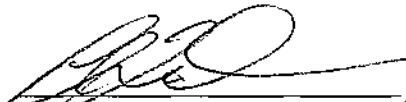
recommend settling this expropriation in accordance with the owner's proposal.

Staff

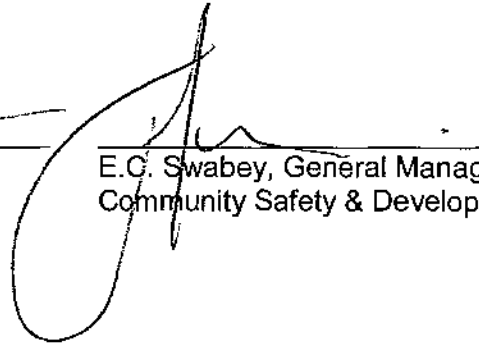
Respectfully submitted,



B. Corsan, Manager
Real Estate



A. Tucker, Director
Planning



E.C. Swabey, General Manager
Community Safety & Development

RS/tl
"IC" Council: 2011-Jan-17
Prospero: LD002131

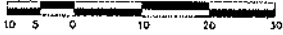
**REFERENCE PLAN OF PART OF LOT A, SECTION 2,
WELLINGTON DISTRICT, PLAN 15525, EXCEPT PLAN 41572**

PLAN EPP2690

(PURSUANT TO SECTION 6 OF THE EXPROPRIATION ACT
AND SECTION 107 OF THE LAND TITLE ACT)

BCGS 920.021

THE REFERRED PLOT SIZE OF THIS PLAN IS
550 mm IN WIDTH BY 432 mm IN HEIGHT (C-SIZE)
WHEN PLOTTED AT A SCALE OF 1:500

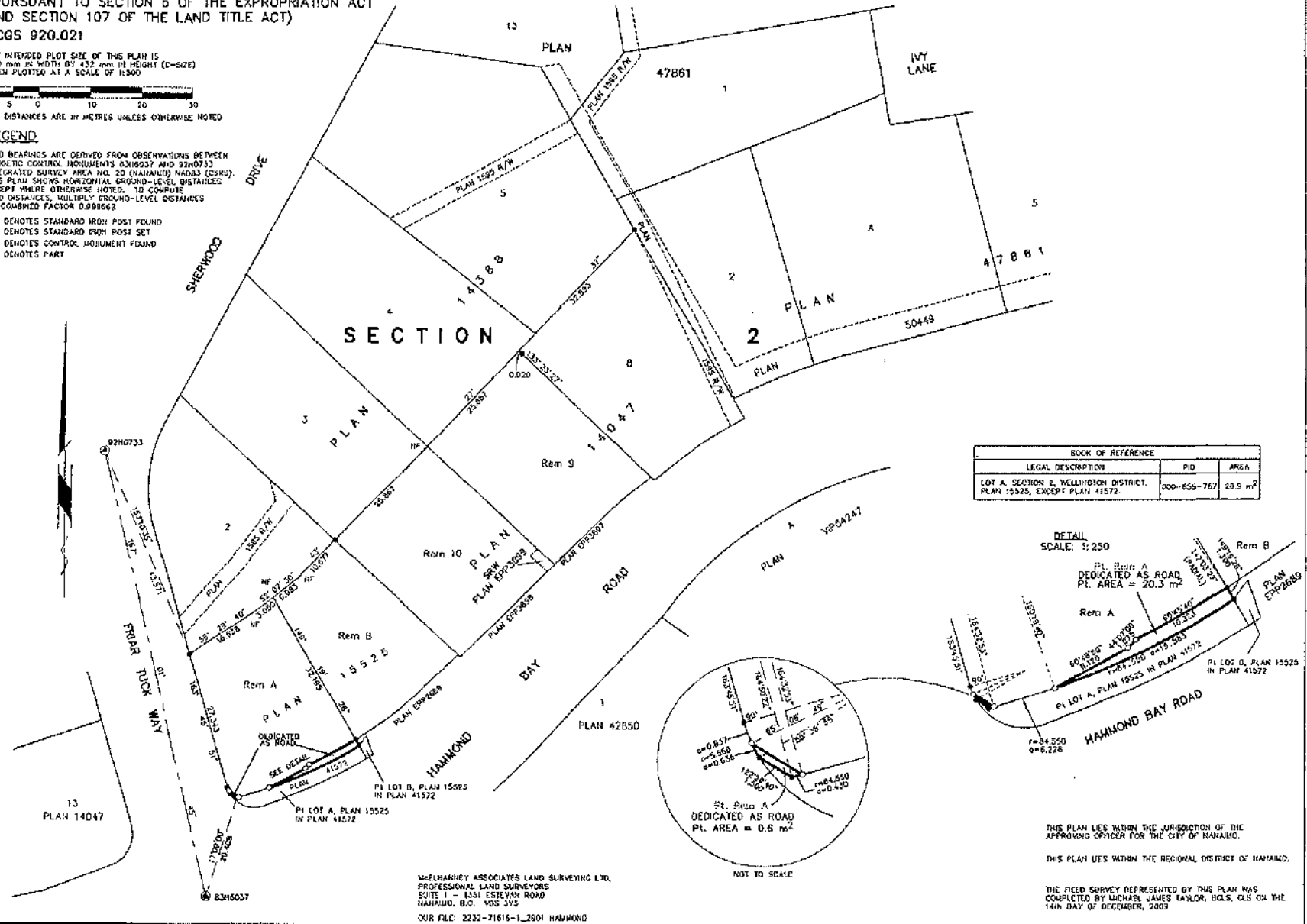


ALL DISTANCES ARE IN METRES UNLESS OTHERWISE NOTED

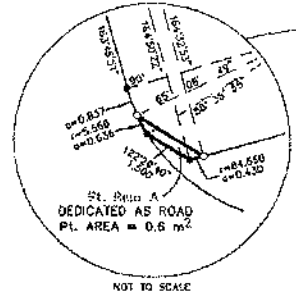
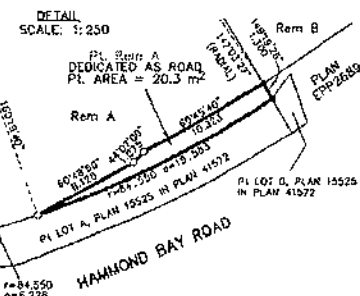
LEGEND

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN
GEODETIC CONTROL MONUMENTS 92H0733 AND 92H0732
IN ICATED SURVEY AREA NO. 20 (HAWAII) H885 (2009).
THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES
EXCEPT WHERE OTHERWISE NOTED. TO COMPUTE
GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES
BY CORRECTION FACTOR 0.998662.

- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST SET
- ⊙ DENOTES CONTROL MONUMENT FOUND
- P: DENOTES PART



BOOK OF REFERENCE		
LEGAL DESCRIPTION	PID	AREA
LOT A, SECTION 2, WELLINGTON DISTRICT, PLAN 15525, EXCEPT PLAN 41572	000-655-767	20.9 m ²



THIS PLAN LIES WITHIN THE JURISDICTION OF THE
APPROVING OFFICER FOR THE CITY OF HAWAII.

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF HAWAII.

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS
COMPLETED BY MICHAEL JAMES TAYLOR, BCLS, CLS ON THE
14th DAY OF DECEMBER, 2009

McELHANEY ASSOCIATES LAND SURVEYING LTD.
PROFESSIONAL LAND SURVEYORS
SUITE 1 - 1551 ESTERLY ROAD
HAWAII, B.C. V0S 2V2
OUR FILE: 2232-21616-1_2001 HAWAII

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-JAN-17, COMMENCING AT 8:10 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
A. W. Laidlaw, General Manager of Community Services
E. C. Swabey, General Manager of Community Safety and Development
I. Howat, Director of Strategic Relationships
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
T. M. Hickey, Director of Engineering and Public Works
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

The "In Camera" Meeting was called to order at 8:10 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 11 (c) – Other Business – Mr. I. Howat, Director of Strategic Relationships, regarding Tourism and Economic Development.
- (b) Add Agenda Item 11 (d) – Other Business – Mr. A. C. Kenning, City Manager, regarding an employment issue, and the General Manager of Community Services position.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2010-DEC-06 at 7:20 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

5. STAFF REPORTS:

COMMUNITY SAFETY AND DEVELOPMENT:

(a) Proposed Settlement of Expropriation of Part of 2901 Hammond Bay Road

It was moved and seconded that Council authorize Staff to settle the expropriation of part of 2901 Hammond Bay Road at the total all-inclusive sum of \$20,000. The motion carried unanimously.

6. INFORMATION ONLY ITEMS:

- (a) Blake, Cassels and Graydon LLP – Details of Invoice 1526084 to Councillor Bestwick re: City of Nanaimo and DVP156 [see Open F/P COW Agenda Item 13 (a)].

7. OTHER BUSINESS:

(a) Naming in Recognition of Councillor McNabb

It was moved and seconded that Council proceed with the Larry McNabb Sport Zone Project. The motion carried unanimously.

- (b) Draft letter to

- (c) Mr. I. Howat, Director of Strategic Relationships provided a verbal update regarding the Tourism structure and the City of Nanaimo.

- (d) Mr. A. C. Kenning, City Manager provided a verbal report regarding an employment issue

Mr. A. C. Kenning, City Manager, advised that the position of General Manager of Community Services will be advertised in the newspaper starting next week.

8. ADJOURNMENT:

It was moved and seconded at 9:15 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

It was moved and seconded at 9:15 p.m. that the Regular Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-JAN-31, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR
FINANCE / POLICY COMMITTEE OF THE WHOLE

1. INTRODUCTION OF LATE ITEMS:

2. ADOPTION OF AGENDA:

3. ADOPTION OF MINUTES:

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-JAN-17 at 8:10 p.m. in the Board Room, City Hall. Pg. 2-4

4. PRESENTATIONS:

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

6. COMMISSION REPORTS:

- (a) **Parks, Recreation and Culture Commission – Nanaimo Beban Park BMX Track the "Marie Davidson BMX Park"** Pg. 5-6

Commission's Recommendation: That Council name the Beban Park BMX Track the "Marie Davidson BMX Park".

7. COMMITTEE REPORTS:

8. STAFF REPORTS:

9. INFORMATION ONLY ITEMS:

10. CORRESPONDENCE:

- (a) Letter dated 2011-JAN-21 from Ms. Twyla Graff, Chief Administrative Officer, District of Lantzville, regarding Water Negotiations. Pg. 7

11. OTHER BUSINESS:

- (a) City Manager Performance Evaluation.

[Note: Limited distribution under separate cover.]

12. ADJOURNMENT:

"IN CAMERA"

REPORT TO: MAYOR AND COUNCIL

FROM: DIANA JOHNSTONE, CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

RE: NAMING BEBAN PARK BMX TRACK THE "MARIE DAVIDSON BMX PARK"

RECOMMENDATION:

That Council name the Beban Park BMX Track the "Marie Davidson BMX Park".

EXECUTIVE SUMMARY:

At their "In Camera" meeting of 2011-JAN-26, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council name the Beban Park BMX Track the "Marie Davidson BMX Park".

BACKGROUND:

At their "In Camera" meeting of 2011-JAN-26, the Parks, Recreation and Culture Commission received a delegation and letter of support from Mr. Randy Little, Vice-President, Nanaimo BMX Association, requesting that the City of Nanaimo name Beban Park BMX Track the "Marie Davidson BMX Park". Ms. Davidson was a long time founder, President and tireless worker for BMX and youth in Nanaimo. The attached correspondence from the Association provides some background into Ms. Davidson's contribution.

Following receipt of the delegation, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council name the Beban Park BMX Track the "Marie Davidson BMX Park".

Respectfully submitted,



Diana Johnstone, Chair
Parks, Recreation and Culture Commission

Attachment – 1 – Letter

Council
 Committee *F/PCW*
 Open Meeting
 In-Camera Meeting
Meeting Date: *2011-JAN-31*

2011-JAN-27

File: A4-1-2 / D1-3-17

G:\Admin\Admin\IC\PRCC\RPT\Council\IC\PRCCRPT110131NamingBebanParkBMXTrackTheMarieDavidsonBMXPark.doc

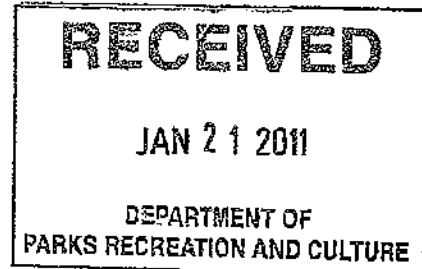


Nanaimo BMX Association
c/o 2546 Westberry Place
Nanaimo, BC V9R 6Y7

Track Phone: 250-756-1087
Treasurer Phone: 250-714-0520

December 21, 2010

CITY OF NANAIMO
Parks, Recreation & Culture
455 Wallace Street
Nanaimo, BC



Dear Sir(s);

RE: MARIE DAVIDSON LEGACY

It is with great sadness we advise that Marie Davidson, President of the Nanaimo BMX Association, passed away on December 12th, 2010.

Marie was the backbone of Nanaimo BMX for 26 years. She took a little patch of grass and made it a world-class track giving thousands of kids, along with their families, a place to ride their bikes. No job on or off the track was too big or too small. Marie worked registration, concession, publicity, finish-line duties and was always there with a rake and hose maintaining the grounds.


She also fiercely promoted the Race for Life fundraising drive each summer and her efforts led to raising more than \$250,000 for the BC Childrens Hospital.

The Nanaimo BMX Association supports the naming of the site "Marie Davidson BMX Park" as a legacy to her many years of dedication to the sport.

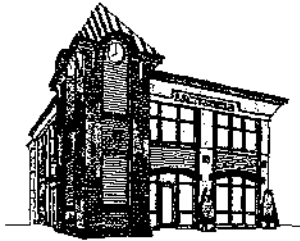
A **CELEBRATION OF LIFE** is planned for January 8, 2011 at 2:00 pm at the Beban Park Social Centre.

Thank you in advance for your consideration of this legacy.

Sincerely,
NANAIMO BMX ASSOCIATION


Randy Little
Vice-President





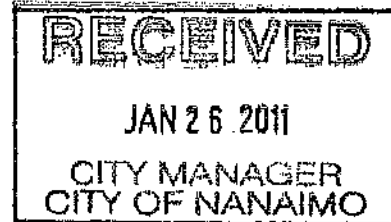
District of Lantzville

Incorporated June 2003

→ all members
of Council
+ I.C agenda

January 21, 2011

City of Nanaimo
455 Wallace Street
Nanaimo, BC V9R 5J6



Attention: Al Kenning, City Manager

Dear Mr. Kenning

Re: Water Negotiations

Thank you for your letter dated December 14th, 2010, which reaffirms Nanaimo City Council's position of the terms under which it would supply water to the District of Lantzville.

Please be advised that Council received your correspondence at its In-Camera Meeting held Monday, January 10th, 2011, at which time Council resolved as follows:

MOVED/SECONDED that Council direct staff to notify the City of Nanaimo that the District of Lantzville intends to release information to the public regarding water negotiations to date.

CARRIED

Council will be discussing the extent of the information to be released at their upcoming Strategic Planning session which is scheduled for the latter part of this month.

Should you wish to discuss this further please do not hesitate to contact me.

Yours truly

Twyla Graff
Chief Administrative Officer
District of Lantzville

File: 0470-20-NAN
G:\DOL\Corr\2011\CON_Water Discussions

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-JAN-31, COMMENCING AT 5:25 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Absent: Councillor W. L. Bestwick
Councillor M. W. Unger

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
A. W. Laidlaw, General Manager of Community Services
E. C. Swabey, General Manager of Community Safety and Development
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
T. P. Seward, Director of Development
R. J. Harding, Director of Parks, Recreation and Culture
B. Anderson, Manager of Community Planning
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

The "In Camera" Meeting was called to order at 5:25 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Open Agenda Item 11 (a) – Correspondence under Other Business. Email dated 2011-JAN-24 from Mr. Gary Korpan, regarding the reimbursement of Councillor Bestwick's legal fees.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-JAN-17 at 8:10 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

5. COMMISSION REPORTS:

- (a) Parks, Recreation and Culture Commission – Nanaimo Beban Park BMX Track the "Marie Davidson BMX Park"

It was moved and seconded that Council name the Beban Park BMX Track the "Marie Davidson BMX Park". The motion carried unanimously.

6. CORRESPONDENCE:

Mr. D. W. Holmes vacated the Board Room on a perceived conflict of interest as his wife is an employee of the District of Lantzville.

- (a) Letter dated 2011-JAN-21 from Ms. Twyla Graff, Chief Administrative Officer, District of Lantzville, regarding Water Negotiations.

It was moved and seconded that Council authorize the release of all information regarding the position of the City of Nanaimo for the supply of water to the District of Lantzville, and that Lantzville be notified as to when the media release will be sent out. The motion carried unanimously.

Mr. D. W. Holmes returned to the Board Room.

7. OTHER BUSINESS:

- (a) Reimbursement of Councillor Bestwick's Legal Fees

It was moved and seconded that Council table this issue until the next "In Camera" Finance / Policy Committee of the Whole Meeting to be held on 2011-FEB-07, when all members of Council are present. The motion carried unanimously.

At 5:50 p.m. all Staff members vacated the Board Room with the exception of Ms. T. L. Hartley, Director of Human Resources and Organizational Planning.

(b) City Manager Performance Evaluation

It was moved and seconded that Council accept the consolidated performance evaluation as representing a fair evaluation of the City Manager's performance. The motion carried unanimously.

It was moved and seconded that Council endorse the City Manager's 2011 work goals and have a concept review of these goals with the City Manager. The motion carried unanimously.

8. ADJOURNMENT:

It was moved and seconded at 6:20 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

It was moved and seconded at 6:20 p.m. that the Regular Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AMENDED

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL, ON MONDAY, 2011-FEB-07, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE

1. INTRODUCTION OF LATE ITEMS:

- Add Item 11 (c) – Other Business – Emergency Water Connection Update
- Add Item 11 (d) – Other Business – Lantzville Water

2. ADOPTION OF AGENDA:

3. ADOPTION OF MINUTES:

4. PRESENTATIONS:

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

6. COMMISSION REPORTS:

7. COMMITTEE REPORTS:

8. STAFF REPORTS:

9. INFORMATION ONLY ITEMS:

10. CORRESPONDENCE:

11. OTHER BUSINESS:

- (a) City Manager's 2011 Work Goals

Pg. 2

The following motion was adopted at the 2011-JAN-31 "In Camera" Finance / Policy Committee of the Whole Meeting:

"It was moved and seconded that Council endorse the City Manager's 2011 work goals and have a concept review of these goals with the City Manager. The motion carried unanimously."

- (b) Discussion regarding Email dated 2011-JAN-24 from Mr. Gary Korpan, regarding the reimbursement of Councillor Bestwick's legal fees.
- (c) Emergency Water Connection Update.
- (d) Lantzville Water.

Pg. 2.1

12. **ADJOURNMENT:**

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-FEB-07, COMMENCING AT 6:37 P.M.

PRESENT: Mayor J. R. Ruttan, Chair (Vacated at 7:52 p.m.)

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

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
A. W. Laidlaw, General Manager of Community Services (Vacated at
6:45 p.m.)
E. C. Swabey, General Manager of Community Safety and Development
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
T. M. Hickey, Director of Engineering and Public Works
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
B. Sims, Manager of Water Resources (Vacated at 7:50 p.m.)
Deputy Chief C. Richardson, Operations, Nanaimo Fire Rescue
(Vacated at 7:50 p.m.)
S. Graham, Manager of Financial Planning and Payroll
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

The "In Camera" Meeting was called to order at 6:37 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 11 (c) – Other Business – Emergency Water Connection Update.
- (b) Add Item 11 (d) – Other Business – Lantzville Water.

3. ADOPTION OF AGENDA:

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

4. OTHER BUSINESS:

(a) City Manager's 2011 Work Goals

The following motion was adopted at the 2011-JAN-31 "In Camera" Finance / Policy Committee of the Whole Meeting:

"It was moved and seconded that Council endorse the City Manager's 2011 work goals and have a concept review of these goals with the City Manager. The motion carried unanimously."

(b) Discussion regarding Email dated 2011-JAN-24 from Mr. Gary Korpan, regarding the reimbursement of Councillor Bestwick's legal fees.

Councillor Bestwick vacated the Board Room on a perceived conflict of interest.

Councillor Bestwick returned to the Board Room.

(c) Mr. T. M. Hickey, provided a PowerPoint presentation regarding an emergency water connection update.

(d) Lantzville Water

Mayor Ruttan vacated the Board Room on a perceived conflict of interest as he is a resident of Lantzville.

Mayor Ruttan vacated the Chair.

Councillor Unger assumed the Chair.

The vote was taken on the main motion as amended, as follows:

It was moved and seconded that Council is willing to consider the District of Lantzville's proposal that the City of Nanaimo make water available to the 651 lots in lower Lantzville at \$5912.26 per lot and that this buy-in fee would apply to the 228 properties in upper Lantzville that are connected to the existing community water system and the 408 properties that are on individual wells, upon connection to Nanaimo water, for a 5 year period, subject to an annual adjustment based on CPI. The main motion, as amended, carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 8:40 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

It was moved and seconded at 8:40 p.m. that the Regular Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AMENDED

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL, ON MONDAY, 2011-FEB-21, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE

1. INTRODUCTION OF LATE ITEMS:

- Add Item 10 (a) – Correspondence – Letter dated 2011-FEB-16 from the District of Lantzville regarding Water Negotiations (Letter dated 2011-FEB-08 to the District of Lantzville also attached).
- Add Item 11 (a) – Other Business – Homeless Strategy (Email from Councillor Kipp)

2. ADOPTION OF AGENDA:

3. ADOPTION OF MINUTES:

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-JAN-31 at 5:25 p.m. in the Board Room, City Hall. *Pg. 3-5*
- (b) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-FEB-07 at 6:37 p.m. in the Board Room, City Hall. *Pg. 6-8*

4. PRESENTATIONS:

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

6. COMMISSION REPORTS:

7. COMMITTEE REPORTS:

8. STAFF REPORTS:

CORPORATE SERVICES:

- (a) **Transportation Allowances** *Pg. 9-15*

Staff's Recommendations: That Council:

1. *approve the City Council policy on Transportation Allowances;*

AND:

2. *receive for information the Administrative policy on Transportation Allowances.*

9. **INFORMATION ONLY ITEMS:**

10. **CORRESPONDENCE:**

- (a) Letter dated 2011-FEB-16 from the District of Lantzville regarding Water Negotiations (Letter dated 2011-FEB-08 to the District of Lantzville also attached). *Pg. 15.1-15.3*

11. **OTHER BUSINESS:**

- (a) Homeless Strategy (Email from Councillor Kipp) *Pg. 15.4*

12. **ADJOURNMENT:**

"IN-CAMERA" STAFF REPORT

REPORT TO: D.W. HOLMES, ASSISTANT CITY MANAGER/GENERAL MANAGER OF
CORPORATE SERVICES

FROM: T.L. HARTLEY, DIRECTOR OF HUMAN RESOURCES &
ORGANIZATIONAL PLANNING

RE: TRANSPORTATION ALLOWANCES

STAFF RECOMMENDATION

It is recommended that Council:

1. Approve the City Council policy on Transportation Allowances; and
2. Receive for information the Administrative policy on Transportation Allowances.

BACKGROUND

At the Special "In-Camera" Finance/Policy Committee of the Whole Meeting of March 29, 2010, Council considered a number of transportation allowance options and approved a motion to adopt a City Council policy on transportation allowances and amend the method of administration of those allowances. In addition, Council approved a motion to "grand-parent" senior management employees who receive a transportation allowance as part of their compensation package by retaining transportation allowances for current employees and eliminating it for future employees in this category unless otherwise approved by Council. This report and its attachments are intended to put these Council decisions into a policy framework.

DISCUSSION

Currently, the policy of City Council on transportation allowances is found only in a series of "in-camera" minutes. The draft Council policy (Attachment #1), once adopted by Council, will allow for improved transparency with respect to Council's direction on this subject. The policy states that transportation allowances are provided to employees who drive extensively for City business when this is a more cost-effective and reasonable alternative to the purchase and/or use of a City vehicle. It also contains a clause which "grand-parents" current senior management employees who receive transportation allowances as part of their compensation package. Finally, the policy outlines the values expressed by Council members on the administration of transportation allowances so that these values might be reflected in any administrative policy on this subject. These principles are: cost-effectiveness, administrative efficiency, accountability, transparency and fairness.

Attachment #2 is a draft administrative policy which contains specific provisions on how Council's direction on transportation allowances will be managed. There was a pre-existing human resources policy on this topic which has been significantly revised to ensure consistency with the Council policy.

Council
 Committee *FLPCOW*
 Open Meeting
 In-Camera Meeting
Meeting Date: *2011-FEB-21*

The key components of the revised administrative policy are:

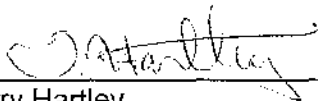
- (1) It contains a Schedule of Positions that are eligible for transportation allowances with each position placed in a category based on the annual business kilometres travelled.
- (2) It requires that employees in receipt of a transportation allowance maintain a log of kilometres travelled for business, and that the Department Director review the log at least once per calendar year to confirm continued eligibility and allowance levels.
- (3) It mandates that employees in receipt of a transportation allowance who are not active in their position for two or more consecutive months would have their allowance discontinued unless a specific exception is made by the City Manager.
- (4) It lists the positions grand-parented under the Council policy along with the dollar value of the associated transportation allowance.

The Directors have recently completed their review of the 2010 business travel logs of employees who receive transportation allowances and have confirmed the Schedule of Positions.

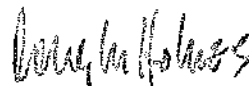
Council may recall being previously advised that the City of Prince George had retained a consultant to study and make recommendations regarding municipal use of employee-owned vehicles. Staff has followed up with Prince George to determine the status of the review and has been advised that the consulting study has not resulted in a policy change to date.

Staff recommends that Council: (1) approve the attached City Council policy on transportation allowances; and (2) receive for information the attached administrative policy on this subject.

Respectfully submitted,



Terry Hartley
Director of Human Resources &
Organizational Planning



Douglas W. Holmes
Assistant City Manager/General Manager,
Corporate Services

ATTACHMENT 1



CITY OF NANAIMO COUNCIL POLICY MANUAL

Pages: 1 of 1

Approval Date: 2011-FEBRUARY-21

SECTION: HUMAN RESOURCES SUBJECT: Transportation Allowances
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Purpose

The City of a Nanaimo has a broad mandate to provide good government, to provide for services, laws and other matters for community benefit, to provide for stewardship of the community assets, and to foster the economic, social and environmental well-being of the community. The purpose of this policy is to provide direction to staff on the administration of transportation allowances in accordance with this mandate.

Policy Statement

It is the policy of the City of Nanaimo to provide transportation allowances to employees who drive extensively for City business when this is a more cost-effective and reasonable alternative to the purchase and/or use of a City-owned vehicle. This policy reduces the City's overall investment in the vehicle fleet while ensuring that employees are adequately reimbursed for having their vehicle available for City business use.

Employees who are receiving a transportation allowance as part of their compensation package are "grand-parented" under this policy and will continue to receive a transportation allowance while they remain in one of the "grand-parented" positions: Director, General Manager, Assistant City Manager and City Manager. Employees who are appointed to one of these positions after the effective date of this policy must qualify for a transportation allowance under the above paragraph, or must be approved by Council for a transportation allowance.

Transportation allowances will be administered in a manner that is cost-effective and administratively efficient. The administration of transportation allowances will also reflect Council's interest in accountability, transparency and fairness.

Previous Revision(s): None

ATTACHMENT 2

CITY OF NANAIMO



HUMAN RESOURCES POLICIES

Policy: Transportation Allowances	Number:
Applies To: Employees who use their personal vehicle for City business	
Authorized by:	Effective Date:

PURPOSE

City Council has a policy to provide transportation allowances to employees who drive extensively for City business when this is a more cost-effective and reasonable alternative to the purchase and/or use of a City-owned vehicle. The purpose of this administrative policy is to define the conditions and reimbursement for employees who are required to use their personal vehicles for business purposes.

POLICY STATEMENT

All City employees who use their personal vehicles for City business are eligible, with the approval of their Exempt Supervisor, to be reimbursed at the per kilometre rate for the actual number of kilometres driven for that purpose. Reimbursement will be based on the information contained in the Mileage Claim Form submitted by the employee and signed by the Exempt Supervisor, detailing the dates, purpose and kilometres driven.

Employees who use their own vehicles to travel for City business and log more than 3,600 and less than 15,000 kilometres per year may be eligible to receive a transportation allowance. A transportation allowance will only be provided where this is the most cost-effective and reasonable means of providing for business travel. In determining the amount of any transportation allowance, the following table will be used:

Level	Annual Kilometres	Monthly Allowance
1	3,600 - 9,599	\$ 525.00
2	9,600 - 14,999	\$ 650.00

Employees receiving a transportation allowance must maintain a log of business kilometres travelled. These logs must be submitted for review by the Employer upon request. Where warranted as a result of the review, the level of transportation allowance may be adjusted with at least thirty (30) days written notice and cancelled with at least sixty (60) days written notice. In the case of termination of employment or a position change, the allowance will be cancelled or adjusted (as applicable) effective the first day of the month following the change in employment status. Unless otherwise approved by the City Manager, an employee who has been inactive in their position for two (2) or more consecutive months will have their transportation allowance suspended effective the first day of the following month.

Employees who receive a transportation allowance are responsible for all capital, maintenance, operating and insurance costs of the vehicle used for business purposes. These employees are expected to have a vehicle available for business travel. The use of a personal vehicle to attend work-related conferences, meetings or training outside the City of Nanaimo is included in the monthly allowance, although the Department Director may authorize the use of a fleet vehicle when such activities are located outside of Vancouver Island or the Lower Mainland.

A transportation allowance is considered to be a taxable benefit. Therefore, the amount of the allowance will be included in the employee's T4 slip and taxes will be withheld accordingly. Transportation to and from work is not considered business travel when determining the appropriate allowance level.

RESPONSIBILITIES

Employees (who receive a transportation allowance)

- Make alternate arrangements for transportation when personal vehicle is not available for more than three (3) consecutive working days.
- Maintain a log of business kilometres driven.
- Submit log of business kilometres to the Employer upon request.
- Ensure that any personal vehicle used for City business is safe, adequately maintained, in good running condition, presentable and appropriate for the use.
- Provide insurance for the personal vehicle with a minimum coverage of "business use" with \$2,000,000 coverage for third party liability. Provide documentation of appropriate insurance coverage to Employer upon request.
- Where required, display City of Nanaimo identification and carry municipal radio and telephone equipment as provided by the City.

Directors (or Designates)

- When a position is materially altered, a new position is created or the incumbent changes, determine whether the position will require extensive travel for City business and whether a transportation allowance is the most cost-effective and reasonable means of providing for business travel.
- Where use of a personal vehicle is a condition of employment, ensure the job description and any job advertisements contain that condition.
- Determine when municipal radio and telephone equipment should be installed or removed and arrange for such installation and removal as required; determine any requirement for the vehicle to display City of Nanaimo identification and arrange for this where applicable.
- Within two (2) weeks of receipt of the transportation allowance report from Human Resources & Organizational Planning, review the travel logs of employees within the department and confirm the continued eligibility and level of transportation allowances.
- When proposing to initiate, adjust or cancel a transportation allowance, obtain approval of the applicable General Manager and then forward request to the Director of Human Resources & Organizational Planning. Verbally notify affected employee(s).

Human Resources & Organizational Planning Department

- Ensure employees appointed to positions listed on Schedule A sign an Employment Agreement relating to the transportation allowance.
- When an employee on transportation allowance changes positions, terminates employment, or is inactive from employment for two (2) consecutive months, adjust, cancel or suspend the transportation allowance as applicable.
- Provide a transportation allowance report to Directors in January of each year showing employees in receipt of a transportation allowance and the level of the allowance.
- Provide applicable written notice to affected employee when the employee's transportation allowance is being adjusted, cancelled or suspended.
- Maintain an up-to-date list of positions on Schedule A.

Finance Department

- Complete the CRA Declaration of Conditions of Employment to verify the personal vehicle is used for business purposes and to assist in declaring offsetting expenses.
- Conduct an annual review of transportation allowance rates, using a calculation that considers the cost of fuel, depreciation, insurance, maintenance and the Canada Revenue Agency kilometre rate.
- Where the calculation indicates that a change to transportation allowance rates is appropriate, prepare a report to Council to approve the adjustment.

RELATED DOCUMENTS

- Management Bylaw 7000
- City Council Transportation Allowance policy

PAST REVISIONS

- October 2008

SCHEDULE A**POSITIONS APPROVED FOR TRANSPORTATION ALLOWANCE****LEVEL 1:**

Assistant Deputy Fire Chief, Training
Deputy Fire Chief, Administration
Deputy Fire Chief, Operations
Emergency Program Manager
Energy Manager
Manager, Bylaw, Regulation & Security
Manager, Civic Facilities
Manager, Construction
Manager, Occupational Health & Safety
Manager, Parks Maintenance & Construction
Manager, Roads & Traffic Services
Project Manager, Building & Facilities
Senior Manager, Recreation & Culture Services
Supervisor, Bylaw Services

LEVEL 2:

Building Inspector
Engineering Construction Project Manager
Manager, Parks Operations
Manager, Sanitation, Recycling & Cemeteries
Manager, Utilities
Manager, Water Resources
Senior Manager, Parks & Civic Facilities

GRAND-PARENTED POSITIONS:

Incumbents in the following positions have been grand-parented and will continue to receive a transportation allowance at the specified amount while they hold one of the grand-parented positions:

City Manager (\$650.00)
Assistant City Manager (\$600.00)
General Manager (\$600.00)
Director (\$525.00)

Note: The City Manager may authorize the payment of a transportation allowance equal to one-half of the Level 1 allowance in situations where the annual business kilometres travelled by an incumbent fluctuates from year to year and the business kilometres travelled are within 10% of the Level 1 minimum.

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-FEB-21, COMMENCING AT 4:43 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
E. C. Swabey, General Manager of Community Safety and Development
T. L. Hartley, Director of Human Resources and Organizational Planning
T. M. Hickey, Director of Engineering and Public Works
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
Deputy Chief C. Richardson, Operations, Nanaimo Fire Rescue
S. Samborski, Senior Manager of Recreation and Culture Services
S. Graham, Manager of Financial Planning and Payroll
J. Horn, Social Planner
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

The "In Camera" Meeting was called to order at 4:43 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 10 (a) – Correspondence – Letter dated 2011-FEB-16 from the District of Lantzville regarding Water Negotiations.
- (b) Add Agenda Item 11 (a) – Other Business – Homeless Strategy (Email from Councillor Kipp).
- (c) Add Agenda Item 11 (b) – Other Business –

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-JAN-31 at 5:25 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-FEB-07 at 6:37 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

5. STAFF REPORTS:

CORPORATE SERVICES:

(a) Transportation Allowances

It was moved and seconded that Council:

1. approve the City Council policy on Transportation Allowances; and,
2. receive for information the Administrative policy on Transportation Allowances.

The motion carried.

Opposed: *Councillors Bestwick and Kipp*

It was moved and seconded that Council direct Staff to prepare a report on options for providing a mileage or transportation allowance to the Mayor and Council members. The motion carried unanimously.

6. OTHER BUSINESS:

- (a) Councillor Kipp provided a verbal update regarding the homeless strategy.
- (b) Ms. J. E. Harrison, Manager of Legislative Services, provided a verbal update

7. CORRESPONDENCE:

Mayor Ruttan vacated the Board Room on a perceived conflict of interest as he is a resident of Lantzville.

Mayor Ruttan vacated the Chair.

Councillor Unger assumed the Chair.

- (a) Letter dated 2011-FEB-16 from the District of Lantzville regarding Water Negotiations.

8. ADJOURNMENT:

It was moved and seconded at 6:44 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

It was moved and seconded at 6:44 p.m. that the Regular Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-MAR-07, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR
FINANCE / POLICY COMMITTEE OF THE WHOLE

1. INTRODUCTION OF LATE ITEMS:

2. ADOPTION OF AGENDA:

3. ADOPTION OF MINUTES:

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-FEB-21 at 4:43 p.m. in the Board Room, City Hall. Pg. 3-5

4. PRESENTATIONS:

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

6. COMMISSION REPORTS:

7. COMMITTEE REPORTS:

8. STAFF REPORTS:

COMMUNITY SAFETY AND DEVELOPMENT:

- (a) City Hall Annex Replacement Options Pg. 6-12

Staff's Recommendations: That Council:

1. *direct Staff to proceed with construction of a new building at 411 Dunsmuir Street by entering into a contract with ICI / Windley Contracting to construct the building for a price of \$11.875 Million, with a total budget of \$15.7 Million, including taxes, fees, contingency funds, and furniture, fixtures & equipment;*

AND:

2. *fund construction of the building through borrowing (up to \$4 Million) and reserves, as outlined in this report;*

AND:

3. *direct Staff to prepare a report on future uses for the existing City Hall Annex at 238 Franklyn Street.*

COMMUNITY SERVICES:

(b) **Emergency Water Supply Line Design**

Pg. 13

Staff's Recommendation: That Council award the design of the emergency water supply line to Koers & Associates Engineering Ltd. at a cost of \$60,000.

(c) **Proposed Acquisition of 175 Pryde Avenue for Parks Purposes**

Pg. 14-16

Staff's Recommendation: That Council provide approval in principle for the acquisition of 175 Pryde Avenue (West Marsh) for parks purposes.

9. **INFORMATION ONLY ITEMS:**

- (a) Report from Mr. T. P. Seward, Director of Development, re: Limitation of Liability.

Pg. 17-18

10. **CORRESPONDENCE:**

- (a)

Pg. 19-21

11. **OTHER BUSINESS:**

12. **ADJOURNMENT:**

"IN CAMERA" STAFF REPORT

REPORT TO: E. C. SWABEY, GENERAL MANAGER
COMMUNITY SAFETY & DEVELOPMENT
D. W. HOLMES, ASSISTANT CITY MANAGER AND GENERAL MANAGER
CORPORATE SERVICES

FROM: T. P. SEWARD, DIRECTOR OF DEVELOPMENT
COMMUNITY SAFETY & DEVELOPMENT
B. E. CLEMENS, DIRECTOR OF FINANCE, CORPORATE SERVICES

RE: CITY HALL ANNEX REPLACEMENT OPTIONS

STAFF'S RECOMMENDATION:

That Council:

1. Direct Staff to proceed with construction of a new building at 411 Dunsmuir Street by entering into a contract with ICI / Windley Contracting to construct the building for a price of \$11.875 million, with a total budget of \$15.7 million, including taxes, fees, contingency funds, and furniture, fixtures & equipment.
2. Fund construction of the building through borrowing (up to \$4 million) and reserves, as outlined in this Report.
3. Direct Staff to prepare a report on future uses for the existing City Hall Annex at 238 Franklyn Street.

EXECUTIVE SUMMARY:

At its Meeting of 2010-DEC-13, Council received and approved a report from Staff that included a shortlist of two proposals to replace the City Hall Annex and to negotiate with the two short-listed applicants from the original expression of interest (EOI), to determine the best option available to the City.

Staff has now completed a review of the two short-listed applicants and provide a summary of each application below:

1. 411 Dunsmuir Street – New Building
 - Applicant: ICI / Windley Contracting, Nanaimo
 - Proposal: Design and build a new building on the City-owned parking lot behind City Hall
 - Cost:

Construction cost.....	\$11.875 million
Taxes and fees.....	\$200,000
Contingency.....	\$2.4 million
FF&E.....	<u>\$1.2 million</u>
Total.....	<u>\$15.7 million</u>

Council
 Committee.. *FLPCOW*
 Open Meeting
 In-Camera Meeting
 Meeting Date: *2011-MAR-07*

2.

- Proposal: Purchase the existing building, with owner undertaking renovations / addition (at its cost) to accommodate the City's space plan needs
- Cost:

Purchase price.....	\$11.6 million
Taxes and fees.....	\$200,000
Contingency.....	\$1.2 million
FF&E	<u>\$1.2 million</u>
Total.....	<u>\$14.2 million</u>

Staff recommends pursuing construction of a new building at 411 Dunsmuir Street for the following reasons:

- a) Close proximity to existing City Hall (40 m from City Hall)
- b) Building can be purpose-built to meet short- and long-term requirements for City Hall staffing.
- c) Superior access for the public to the building and City Hall.
- d) The building will be designed to post-disaster standard.
- e) The building will be built to LEED Gold or equivalent standard.
- f) Current technology (computer, electronic, security, etc.) can be built into the building.

The proposed new building at 411 Dunsmuir Street exceeds the cost of purchasing the existing building ; however, the benefits of the new building will provide the City with a superior product both in the short and the long term.

Purchasing the existing building is a viable alternative; however,

A comparison of operating costs between the two options confirmed that a new building at 411 Dunsmuir Street, constructed to LEED standard (or equivalent), would be more efficient and, therefore, have less operating and maintenance costs, given that it is a new building. Staff believes designing the building to a post disaster standard (at an up cost of \$200,000 - \$300,000) provides the City with a building that is designed to withstand an earthquake and would house the City's Emergency Operation Centre (EOC) for all emergencies.

Construction of the building at 411 Dunsmuir Street would be paid for with reserves (\$11.7 million) and borrowing (up to \$4.0 million), which would result in a one-time tax increase of 1.4 percent in the 2012 budget that would be reversed upon debt repayment (detailed analysis of funding options are included in the background section of this report).

BACKGROUND:

The City initially called for an Expression of Interest (EOI) on 2010-JUL-16. The EOI request resulted in 15 applications, which were subsequently shortlisted to six applications, then two applicants on 2011-DEC-13. Following Council's meeting of 2010-DEC-13, Staff had negotiated with the two short-listed applicants to determine the best option available to the City. The first step in the process was to have ICI / Windley Contracting (Windley) engage its architect (at its own expense) to undertake a detailed space plan analysis of the City's current and long-term space needs. This process involved identifying which Staff currently in the City Hall Annex and the City Hall would be located in the proposed new City Hall Annex and how much actual space would be needed. This included an analysis of work stations, offices, meeting rooms, service rooms, storage, common areas, etc. This space plan process was undertaken during the month of January and completed 2011-FEB-07. The analysis confirmed that approximately 40,000 sq. ft. of floor space was required for current Staff, plus additional Staff added over the next 10 – 15 years. This area required is consistent with their original EOI request for design proposals for a 40,000 - 45,000 sq. ft. building.

Once the total square footage requirements were determined, the architect undertook a process of configuring the City's space planning needs into:

1. Proposed new building at 411 Dunsmuir Street.
- 2.

An outline of the costs and advantages/disadvantages of the two options is included as Attachment 'A'. Following is an analysis of the two short-listed applicants:

411 Dunsmuir Street – New Building

This proposal would involve construction of a new 42,900 sq. ft. building on the two vacant lots behind City Hall, currently used for City Staff and pay parking, accessed off 411 Dunsmuir Street, with an additional access at the rear of the property off Wesley Street. This proposal would include approximately 8,000 sq. ft. on the main floor with 17,500 sq. ft. on each of the second and the third floors. It would also include underground parking of approximately 22 parking spaces and surface parking at the rear of the building of approximately 20 parking spaces (this would replace the existing 70 parking spaces used for Staff and pay parking). The building would be designed to the City's needs by the architect and be built to a LEED Gold standard or equivalent, as required by the City. As the building would involve new construction, the design of the building could incorporate additional reinforcing to post-disaster standard (with an up-cost of \$200,000-\$300,000).

If this option is chosen, the project architect would work with a committee of City Staff to determine the final design of the building.

The proposed cost for this building would be as follows:

- Construction - the owner has proposed to build a 42,900 sq. ft. building, to LEED Gold standard, for \$11,875,000. This cost includes all design and building costs outlined in the original EOI. It does not include up-costs for post-disaster or a generator, which would be included in the contingency allowance.
- Taxes and fees - \$200,000 has been budgeted for the net taxes the City would have to pay for this proposal, plus any associated fees.

- Contingency - \$2.4 million (20% of construction costs) has been budgeted to allow for unknown underground conditions, additional extras requested by the City, up-charge for post-disaster, generator, additional millwork, unforeseen costs, moving costs, etc.
- Furniture, fixtures, and equipment - \$1.2 million has been budgeted to allow for demountable partitions, new furniture for some Staff, window coverings, computer server rooms, security system, etc.
- Total cost - \$15.7 million.

The proposed costs for this building would be as follows:

- Purchase price - \$11.6 million proposed by the property owner, which includes completion of the third floor and a 4,000 sq. ft. addition
- Taxes and fees - \$200,000 has been budgeted for taxes and fees related to the proposed purchase of this property.
- Contingency fee - \$1.2 million (10% of building cost) has been set aside for unaccounted costs, cost of addition to post-disaster standard, millwork, showers, unforeseen costs, moving costs, parking buyout, generator, etc.
- Furniture, fixtures, and equipment - \$1.2 million has been budgeted for furniture, fixtures, and equipment that would be required, including demountable partitions, new furniture for some Staff, window coverings, computer server rooms, security system upgrade, etc.
- Total cost - \$14.2 million.

Next Steps

Provided Council gives Staff direction to proceed as recommended, Staff will move forward with Windley to construct the new building at 411 Dunsmuir Street. The first step in the process would be to determine the details of the contract, followed by Windley engaging the architect and the remainder of the design team to initiate the overall design package. This would involve Staff working with the architect to determine the final design. If, for any reason, the final design and construction costs exceeded the proposed total budget figure, Staff would return to Council for further direction on this project.

Schedule

Windley has estimated the schedule for the project would involve approximately four to six months of design work, followed by construction of approximately 12 months, leading to an overall project duration of approximately 16 to 18 months. Given the schedule, occupancy for the building is anticipated to be approximately 2012-OCT-01.

Disposal of the City Hall Annex Building

As outlined in previous reports to Council, Staff believes there are a number of options to consider for the existing City Hall Annex, including:

1. Retain the building for storage and other non-office uses.
2. Demolish the building and use the site for parking (demolition costs are estimated at \$300,000 – \$500,000). Re-instatement of the site through construction of retaining walls or other stabilization methods is undetermined, but could be \$100,000 – \$300,000.
3. Sell the building, with a covenant that the purchaser uses the building for non-office/commercial use, makes seismic upgrades to the building, or demolishes it.
4. Leave the building unoccupied until further options can be explored (this would include minor maintenance, heating, security, etc.).

Funding

As previously discussed with Council, there are limited options for funding the replacement of the City Hall Annex. Council has already rejected options that would require the assent of the electors (long-term borrowing or long-term leasing). This leaves the use of reserves, short-term borrowing, or a combination of the two.

The City already has set aside \$6.25 million for the Annex seismic upgrade. With the addition of some related reserves (e.g., City Hall Annex, finance capital, computer upgrade, general capital) and the estimated 2010 surplus that will be available, this total could be raised to about \$11.7 million. There are more reserves (mostly property acquisition) that could be reallocated to this project, but Staff is concerned that this could reduce the reserves to a point where Council would be unable to react to future opportunities.

Therefore, Staff is recommending a combination of short-term borrowing and the use of reserves. If the City was to borrow \$4 million through the Municipal Finance Authority (MFA) short-term borrowing program at an estimated rate of between 2.5% and 4.0% during the term (the current rate is 1.7%), the annual repayment would be approximately \$900,000, including principal and interest.

Option	Total Cost	Reserves	Borrowing	Tax Increase*
New Building	\$15.7 M	\$11.7 M	\$4.0 M	1.4%
	\$14.2 M	\$10.2 M	\$4.0 M	1.3%

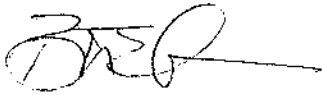
** tax increase equals 1.1% for borrowing plus an estimate of the lost interest from the use of reserves. The impact of the latter would be spread over the duration of the construction project (about two years). This is in addition to the current blended property tax increase for 2012 of 2.1% (3.2% residential). This would be a one-time increase in 2012, with a corresponding decrease after the loan is completely paid off in 2016.*

Short-term borrowing (less than five years) is different than the long-term borrowing that the City has done in the past. There are some factors to be aware of (assuming borrowing is through the MFA):

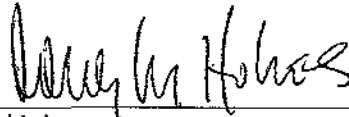
- No elector or minister approval is required. This is permitted under Section 175 of the *Community Charter*.
- The interest rate is variable, not fixed; therefore, there is a risk that the rate will increase over the five-year period.
- Interest is calculated daily and paid monthly.
- Interest is simple interest, not compounded.
- The debt cannot be converted to long-term debt or extended beyond the five years.
- The principal payments can be made at any time (most make annual payments).
- The principal can be paid back in full at any time without penalty.
- The debt does count against calculations of the City's borrowing limit.
- The City loan will be secured with a promissory note.
- The MFA will require a Council resolution that must include a repayment schedule (i.e. commit to repaying the principal).

If Council agrees to do short-term borrowing, then Staff will bring back a report with an appropriate resolution.

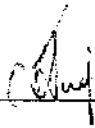
Respectfully submitted,



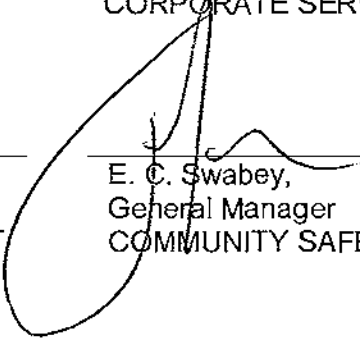
B. E. Clemens,
Director of Finance
CORPORATE SERVICES



D. W. Holmes,
Assistant City Manager and General Manager
CORPORATE SERVICES



T. P. Seward,
Director of Development
COMMUNITY SAFETY & DEVELOPMENT



E. C. Swabey,
General Manager
COMMUNITY SAFETY & DEVELOPMENT

ATTACHMENT 'A'

City Hall Annex Replacement Options

	411 Dunsmuir Street (New Building)	
Purchase price	\$11.875 million	\$11.6 million
Taxes and fees	\$200,000	\$200,000
Contingency	\$2.4 million	\$1.2 million
FF&E	\$1.2 million	\$1.2 million
TOTAL ESTIMATED COST	\$15.7 million	\$14.2 million
Total building area	42,900 sq. ft.	47,000 sq. ft.
Area available 2011	42,900 sq. ft.	34,000 sq. ft.
Maintenance/operating (estimate)	\$240,000 / year	\$313,000 / year
Tax Revenue Lost (estimate)	\$0	\$66,000 / year (2011)
Revenue	\$0	\$167,000 / year
Advantages	<ul style="list-style-type: none"> • Proximity: 40 m from City Hall • Purpose-built for short- and long-term City Staffing needs • Superior access for public to Annex and City Hall • Will be built to post-disaster standards • Can be built to LEED Gold (or equivalent) standard • Equipped with current technology • Future expansion option • Lower long-term operating and maintenance costs 	<ul style="list-style-type: none"> • High-quality building • Rental revenue (initially) • Larger floor area
Disadvantages	<ul style="list-style-type: none"> • Initial capital cost higher 	<ul style="list-style-type: none"> • Existing tenants remain • Tenants and their clients share lobbies with City • • Building not post-disaster • Building not LEED Gold • Cabling upgrade needed • Higher maintenance and operating costs

"IN CAMERA" STAFF REPORT

REPORT TO: TOM HICKEY, DIRECTOR, ENGINEERING & PUBLIC WORKS

FROM: BILL SIMS, MANAGER, WATER RESOURCES

RE: EMERGENCY WATER SUPPLY LINE DESIGN

STAFF'S RECOMMENDATION:

That Council award the design of the emergency water supply line to Koers & Associates Engineering Ltd. at a cost of \$60,000.

EXECUTIVE SUMMARY:

At the 2011-FEB-07 In Camera Finance / Policy Committee of the Whole meeting, staff provided a PowerPoint presentation regarding an emergency water supply line between the City of Nanaimo's system at Duke Point and the Harmac Pacific water supply line. The 2011 / 2015 City Financial Plan includes the design and construction for this project.

In consultation with Harmac Pacific, staff determined that the most appropriate firm to undertake design work was Koers & Associates Engineering. Koers has worked extensively with Harmac Pacific as the consulting engineer for their water supply system and do extensive work with the City in design and modelling of the City's water supply and distribution system.

Construction of this emergency water supply line provides a connection between the two systems that can be used in case of partial loss of supply. Construction of the pipeline may occur this year depending on cost sharing arrangements. Construction of a pump station to lift water to the City system is schedule for 2015.

In accordance with Council's Engineering Consultant Selection Policy, any direct engineering awards over \$20,000 must be authorized by Council.

Respectfully submitted,



Bill Sims, Manger
Water Resources



Tom Hickey, Director
Eng. & Public Works

Council: 2011-Mar-07

WS/fg

g:\admin\council\2011\EmergencySupplyLine_design

- Council
- Committee *F/PCW*
- Open Meeting
- In-Camera Meeting
- Meeting Date: *2011-MAR-07*

"IN CAMERA"

STAFF REPORT

REPORT TO: AL KENNING, CITY MANAGER

FROM: RICHARD HARDING, DIRECTOR OF PARKS, RECREATION AND CULTURE

RE: PROPOSED ACQUISITION OF 175 PRYDE AVENUE FOR PARKS PURPOSES

STAFF'S RECOMMENDATION:

That Council provide approval in principle for the acquisition of 175 Pryde Avenue (West Marsh) for parks purposes.

EXECUTIVE SUMMARY:

The "West Marsh" (175 Pryde Avenue) has been identified as an important acquisition target by the Parks, Recreation and Culture Master Plan. The 26.13 ha (64.6 acre) parcel is an important component of the Millstone ecosystem. The lands provide valuable fish and bird habitat as well as flood protection and recreational opportunities.

The owners of the property are interested in working with the City to preserve the lands. Staff have assembled a group of partners who are interested in pursuing the acquisition for an appraised value of \$1.1 million. This would include a contribution of up to \$400,000.00 from the City of Nanaimo.

Staff seek approval in principle from Commission and Council to present an offer to the property owners.

BACKGROUND:

175 Pryde Avenue is comprised of approximately 26.13 ha (64.6 acres) of vacant land located within the Millstone River valley, adjacent to the Buttertubs Marsh to the east and the Millstone River to the north (Attachment A). The Nanaimo Parkway is adjacent to the west and to the south are 3.2 ha (8 acres) of City-owned land and a small parcel owned by The Nature Trust. Jingle Pot Road is south of these properties. Access to the property is from Jingle Pot Road.

The subject property is comprised of 9.7 ha (24 acres) of low-lying wetlands that flood during wet seasons, 10 ha (24.6 acres) of cleared pasture south of the Millstone River, and 6.47 ha (16 acres) lying at a slightly higher elevation. The property has Agricultural Land Reserve designation.

The environmentally sensitive wet land component of the property is habitat for a variety of species of wildlife, as is Buttertubs Marsh, the adjacent ecological park.

Council
 Committee.....
 Open Meeting
 In-Camera Meeting
Meeting Date: 2011-MAR-07

In the summer of 2010, Staff met with the property owners, _____, to determine their level of interest in selling the property to the City in order to preserve the property for its environmental value. The Parks, Recreation and Culture vision for the property was shared with _____, which included the need to preserve fish habitat in the Millstone River, preserve valuable bird habitat, retain lands for flood mitigation, and the opportunity to create a new perimeter trail connecting the Buttertubs Marsh trail with the Parkway trail system.

The owners saw the merit in the Parks, Recreation and Culture vision and a property appraisal report was undertaken by Cunningham and Rivard Appraisers. The appraised value as of October 5, 2010 is \$1,100,000.00. The 2011 assessed value is \$832,000.00.

In December 2010, Staff met with representatives from the Department of Fisheries and Oceans (DFO), Ducks Unlimited, The Nature Trust, and a private donor to discuss their level of interest in partnering on the acquisition. The partners require up to a year to fund raise their contributions. There was broad support for the acquisition but at a lower price than the appraisal. It was recommended that the difference in the value between the cash purchase price and the appraised value could be covered through Environment Canada's Ecological Gifts Program which issues a tax receipt to the property owner.

In January 2011, Staff met with the property owners to report back on the discussion with the partners and confirm support for moving forward. The owners have asked that the City present a formal offer that can include an extended closing date to accommodate time for the partners to fund raise and a component to include the Ecological Gift.

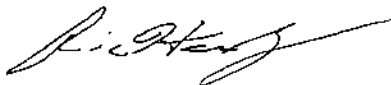
The tentative deal includes the following:

Total Cash Offer	—
Ducks Unlimited	
Natures Trust	
DFO & Private Donor	
City of Nanaimo	
Ecological Gift Tax Credit	\$
Total Property Value	\$1,100,000.00

The property purchase will be funded with _____ from property reserves and _____ from Parks Development Cost Charges.

Staff seek approval in principle from Council prior to presenting an offer to the property owners. Staff will return with a report once a tentative agreement has been reached with the property owners and the partners.

Respectfully submitted,



Richard Harding, Director
 Parks, Recreation and Culture



Al Kenning
 City Manager

Attachment A: 175 Pryde Avenue



“IN CAMERA” FOR INFORMATION ONLY

REPORT TO: E.C. SWABEY, GENERAL MANAGER
COMMUNITY SAFETY & DEVELOPMENT

FROM: T.P. SEWARD, DIRECTOR OF DEVELOPMENT
COMMUNITY SAFETY & DEVELOPMENT

RE: LIMITATION OF LIABILITY

STAFF'S RECOMMENDATION:

That Council receives the report for information.

EXECUTIVE SUMMARY:

The issue of limitation of liability for a third-party consultant hired to undertake reviews of geotechnical reports continues to be a challenge. For approximately twelve years, Dr. Norbet Morgenstern, carried out this review of work for the City and did not request coverage to limit his liability. For the past five years, the City has retained Mr. Nigel Skermer to undertake this review of work and he requested a limitation of liability, which Council approved, as per the attached report.

Mr. Skermer has now indicated that he is unable to continue to undertake these reviews. The City is in the process of identifying another third-party reviewer and those individuals contacted have requested a limitation of liability. The specific reason reviewers are asking for the limitation of liability is that their fees for these reviews are relatively low (\$2,000 - \$5,000) in comparison to their potential legal/settlement costs, therefore, undertaking this work is not viable unless they have a limitation of liability.

Unless Council directs Staff otherwise, Staff will continue to approve a limitation of liability for a consultant hired by the City to undertake third-party reviews of geotechnical reports.

BACKGROUND:

The City's policy of requiring an independent review of geotechnical reports undertaken on the north slope of Nanaimo has been in place since the early 1990s. Given that geotechnical analysis for properties in the north slope area is complex and requires an in-depth knowledge of the history and slope conditions of this area, the City believes it is prudent to continue the practice of having a third-party review undertaken when proposals are submitted for development on these properties. The cost of the third-party review is borne by the property owner as part of submission for application for subdivision or building permits for these properties.

Identifying and retaining a third-party reviewer to carry out this work is difficult, as a reviewer needs to be seen as very knowledgeable in engineering designs for development on steep slopes.

- Council
- Committee *FLPCW*
- Open Meeting
- In-Camera Meeting
- Meeting Date: *2011-MAR-07*

Reviewers are not willing to undertake this limited amount of work without a limitation on their liability, as they do not wish to be in a position where they may become involved in litigation as part of their review. During the past 18 years, neither the City nor a third-party reviewer has been named in litigation regarding approval of development in the north slope area.

Staff continues to explore options of addressing the limitation of liability issue with engineers who carry out third-party reviews for the City. To date, Staff has been unsuccessful in securing a third-party reviewer without the stipulation that the City provide a limitation of liability and, therefore, is proposing to continue with the current policy in place of providing a limitation of liability.

Respectfully submitted,

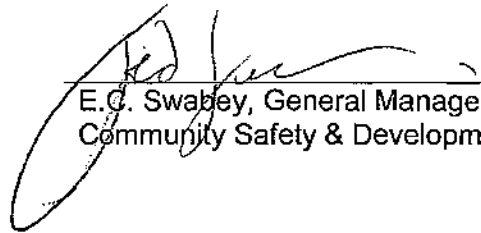


T.P. Seward, Director of Development
Community Safety & Development

TS/kb/hp

Finance/Policy Committee of the Whole: 2011-MAR-07

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E.G. Swabey, General Manager
Community Safety & Development

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-MAR-07, COMMENCING AT 4:45 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
E. C. Swabey, General Manager of Community Safety and Development
I. Howat, Director of Strategic Relationships
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
T. M. Hickey, Director of Engineering and Public Works
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
R. J. Harding, Director of Parks, Recreation and Culture
T. Moscrip, Senior Manager of Engineering
J. Kinch, Manager of Building Inspections
B. Sims, Manager of Water Resources
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

The "In Camera" Meeting was called to order at 4:45 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-FEB-21 at 4:43 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

4. STAFF REPORTS:

COMMUNITY SAFETY AND DEVELOPMENT:

(a) City Hall Annex Replacement Options

It was moved and seconded that Council:

1. direct Staff to proceed with construction of a new building at 411 Dunsmuir Street by entering into a contract with ICI / Windley Contracting to construct the building for a price of \$11.875 Million, with a total budget of \$15.7 Million, including taxes, fees, contingency funds, and furniture, fixtures and equipment;
2. fund construction of the building through borrowing (up to \$4 Million) and reserves, as outlined in this report; and,
3. direct Staff to prepare a report on future uses for the existing City Hall Annex at 238 Franklyn Street.

Councillor Sherry requested that the recommendations be dealt with separately.

It was moved and seconded that Council direct Staff to proceed with construction of a new building at 411 Dunsmuir Street by entering into a contract with ICI / Windley Contracting to construct the building for a price of \$11.875 Million, with a total budget of \$15.7 Million, including taxes, fees, contingency funds, and furniture, fixtures and equipment. The motion was defeated on a tie vote.

Opposed: *Councillors Bestwick, Kipp, Sherry and Unger*

It was moved and seconded that the motion be reconsidered. The motion carried.

Opposed: *Councillors Bestwick and Kipp*

It was moved and seconded that Council direct Staff to proceed with construction of a new building at 411 Dunsmuir Street by entering into a contract with ICI / Windley Contracting to construct the building for a price of \$11.875 Million, with a total budget of \$15.7 Million, including taxes, fees, contingency funds, and furniture, fixtures and equipment. The motion carried.

Opposed: *Councillors Bestwick and Kipp*

It was moved and seconded that Council fund construction of the building through borrowing (up to \$4 Million) and reserves, as outlined in this report. The motion carried.

Opposed: *Councillors Bestwick and Kipp*

It was moved and seconded that Council direct Staff to prepare a report on future uses for the existing City Hall Annex at 238 Franklyn Street. The motion carried unanimously.

COMMUNITY SERVICES:

(b) Emergency Water Supply Line Design

It was moved and seconded that Council award the design of the emergency water supply line to Koers & Associates Engineering Ltd. at a cost of \$60,000. The motion carried unanimously.

It was moved and seconded that Council move this item out of "In Camera" and in to the Open Finance / Policy Committee of the Whole Meeting for ratification. The motion carried unanimously.

(c) Proposed Acquisition of 175 Pryde Avenue for Parks Purposes

It was moved and seconded that Council provide approval in principle for the acquisition of 175 Pryde Avenue (West Marsh) for parks purposes. The motion carried.

Opposed: *Councillor Sherry*

5. INFORMATION ONLY ITEMS:

(a) Report from Mr. T. P. Seward, Director of Development, re: Limitation of Liability.

6. CORRESPONDENCE:

(a)

7. ADJOURNMENT:

It was moved and seconded at 6:30 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY OF THE WHOLE MEETING
TO BE HELD IN THE BOARD ROOM, CITY HALL
ON MONDAY, 2011-MAR-21, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR
FINANCE / POLICY COMMITTEE OF THE WHOLE

1. **INTRODUCTION OF LATE ITEMS:**

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-MAR-07 at 4:45 p.m.in the Board Room, City Hall Pg.3-5

4. **PRESENTATIONS:**

5. **DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**

6. **COMMISSION REPORTS:**

7. **COMMITTEE REPORTS:**

8. **STAFF REPORTS: (blue)**

COMMUNITY SERVICES:

- (a) **Harmac Water System Asset Evaluation** Pg.6

Staff's Recommendation: That Council:

1. award the work associated with the Harmac Water System Evaluation to Associated Engineering Ltd, in the amount of \$24,440 for Stage 1;

AND:

2. authorize Staff to award subsequent phases to Associated Engineering Ltd, directly upon determination of the scope and budget.

9. **INFORMATION ONLY ITEMS:**

10. **CORRESPONDENCE:**

11. **OTHER BUSINESS:**

12. **ADJOURNMENT:**

"IN CAMERA"**STAFF REPORT**

REPORT TO: T. HICKEY, GENERAL MANAGER, COMMUNITY SERVICES

FROM: B. SIMS, MANAGER, WATER RESOURCES

RE: HARMAC WATER SYSTEM ASSET EVALUATION

STAFF'S RECOMMENDATION:

That Council:

- a) Award the work associated with the Harmac Water System Evaluation to Associated Engineering Ltd, in the amount of \$24,440 for Stage I, and
- b) Authorize staff to award subsequent phases to Associated Engineering Ltd directly upon determination of scope and budget.

EXECUTIVE SUMMARY:

Associated, Nanaimo Forest Products (NFP) and City staff jointly developed the scope of work and approach to the valuation of the assets. Associated Engineering then submitted a proposal to the City to undertake the first stage of asset evaluation: inventory and valuation of existing assets, along with expected cost of improvements. Subsequent stages would include implementation of a life-cycle asset management plan, determining steps and options for implementation.

Associated Engineering's fees for the Stage 1 work is \$24,440 plus HST and represents value for the work received. As described to Council at the January 24, 2011 meeting, NFP has agreed with the City in using Associated Engineering to do this work. Council was receptive to this direct award; it now requires formal Council authorization.

BACKGROUND:

The City and Nanaimo Forest Products have been in discussions regarding the potential transfer of Harmac Pacific water supply system assets to the City and Snuneymuxw. One of the critical steps in these discussions is to gain an understanding of the value of the assets that would be subject to transfer, their current condition and work required to bring them up to current standard or extend service life.

City and NFP staff discussed who would have the expertise to undertake a review and valuation of the Harmac water system assets, and after having reviewed capabilities of various firms in BC, agreed that Associated Engineering would be in the best position to undertake this evaluation. Associated has already undertaken a preliminary review as part of the Water Supply Strategic Plan; water supply and asset management are two core businesses of this firm as well.

Respectfully submitted,



Bill Sims, Manager
Water Resources



Tom Hickey, General Manager
Community Services

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL
ON MONDAY, 2011-MAR-21, COMMENCING AT 6:52 P.M.

PRESENT: His Worship Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
T. M. Hickey, General Manager of Community Services
I. Howat, Director of Strategic Relationships
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
B. Sims, Manager, Water Resources
J. E. Harrison, Manager of Legislative Services
L. Dennis, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

Following a short recess, the "In Camera" Meeting was called to order at 7:02 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-MAR-07 at 4:45 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

4. STAFF REPORTS:

COMMUNITY SERVICES:

(a) Harmac Water System Asset Evaluation

It was moved and seconded that Council:

1. award the work associated with the Harmac Water System Evaluation to Associated Engineering Ltd, in the amount of \$24,440 for Stage 1; and,
2. authorize Staff to award subsequent phases to Associated Engineering Ltd, directly upon determination of the scope and budget.

The motion carried.

Opposed: *Councillor Sherry*

5. ADJOURNMENT:

It was moved and seconded at 7:10 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

M A Y O R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AMENDED

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL, ON MONDAY, 2011-APR-18, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE

1. INTRODUCTION OF LATE ITEMS:

- Add Item 8 (c) – Staff Reports – VICC Hotel

2. ADOPTION OF AGENDA:

3. ADOPTION OF MINUTES:

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-MAR-21 at 7:02 p.m. in the Board Room, City Hall. Pg. 4-5

4. PRESENTATIONS:

- (a) Presentation from Superintendent N. McPhail, OIC designate, regarding the RCMP Annual Performance Plan.
- (b) Presentation from Mr. B. Corsan, Manager, Real Estate, Mr. B. Anderson, Manager of Community Planning, Mr. J. Holm, Manager of Planning and Mr. D. Mousseau, Manager of Engineering and Subdivision, regarding the Madill Redevelopment: Challenges and Opportunities.

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

6. COMMISSION REPORTS:

7. COMMITTEE REPORTS:

- (a) **Social Planning Advisory Committee – 2011 Excellence in Social Development Awards** Pg. 6-7

Committee's Recommendation: That Council approve the following recipients for 2011 Excellence in Social Development Awards, and that the awards be presented at an Awards Luncheon to be held on Wednesday, 2011-May-18:

	Recommended Recipient	Achievement
1	<i>Marlene White Administrator of the Semi-Independent Living Program</i>	<i>For providing support to adults with disabilities, allowing them to realize independent and productive lives as fully participating members of our community.</i>
2	<i>Unitarian Fellowship of Nanaimo</i>	<i>For their caring spirit and commitment to the homeless by providing shelter beds 7 nights a week until Spring.</i>
3	<i>Nanaimo Men's Resource Centre</i>	<i>For their dedication to families in Nanaimo by welcoming men, women and children to use their services, and for keeping their services going and doors open in the face of funding cuts.</i>
4	<i>Columbian Centre Society</i>	<i>For providing dignified housing and loving support to women and men with severe and persistent mental illness.</i>
5	<i>Nanaimo Community Hospice Society</i>	<i>For providing support to individuals facing a wide range of end of life issues including death, dying, caregiving and bereavement, improving the quality of life in our community.</i>

8. **STAFF REPORTS:**

COMMUNITY SAFETY AND DEVELOPMENT:

(a) **RCMP Annual Performance Plan (APP)**

Pg. 8-10

Staff's Recommendation: That Council endorse the Nanaimo Detachment priorities in its Annual Performance Plan for 2011/2012 as:

- (1) Crime Reduction
- (2) Substance Abuse
- (3) Traffic Safety
- (4) City Downtown Core

(b)

Pg. 11-17

ADMINISTRATION:

(c)

Pg. 18-29

9. **INFORMATION ONLY ITEMS:**

10. **CORRESPONDENCE:**

11. **OTHER BUSINESS:**

12. **ADJOURNMENT:**

"IN CAMERA"**REPORT TO: COUNCIL**

FROM: SOCIAL PLANNING ADVISORY COMMITTEE

RE: 2011 EXCELLENCE IN SOCIAL DEVELOPMENT AWARDS

COMMITTEE'S RECOMMENDATION:

That Council approve the following recipients for 2011 Excellence in Social Development Awards, and that the awards be presented at an Awards Luncheon to be held on Wednesday, 2011-May-18.

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council's endorsement of the Social Planning Advisory Committee's (SPAC) recommendations regarding recipients of 2011 Excellence in Social Development Awards to:

	Recommended Recipient	Achievement
1	Marlene White Administrator of the Semi-Independent Living Program	For providing support to adults with disabilities, allowing them to realize independent and productive lives as fully participating members of our community.
2	Unitarian Fellowship of Nanaimo	For their caring spirit and commitment to the homeless by providing shelter beds 7 nights a week until Spring.
3	Nanaimo Men's Resource Centre	For their dedication to families in Nanaimo by welcoming men, women and children to use their services, and for keeping their services going and doors open in the face of funding cuts.
4	Columbian Centre Society	For providing dignified housing and loving support to women and men with severe and persistent mental illness.
5	Nanaimo Community Hospice Society	For providing support to individuals facing a wide range of end of life issues including death, dying, caregiving and bereavement, improving the quality of life in our community.

BACKGROUND:

In 2004, Council approved a recommendation by the Social Planning Advisory Committee that the City initiate an awards program recognizing individual and agency achievement in the field of social development. City Council's Excellence in Social Development Awards were subsequently presented in 2005, 2006, 2007 and 2009.

Following a call for nominations, SPAC, at their meeting held 2011-Apr-05, reviewed nominees based on the following criteria.

- Exceptional commitment
- Extraordinary caring to an individual, family or group
- Raised awareness or funding for social endeavours
- Corporate giving
- Community spirit
- Dedication to meeting community needs
- Provision of highest quality programs and services
- Innovative and creative collaborative processes
- Advocacy for positive social support and change
- Leadership in the social sector

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

Respectfully submitted,



Jim Kipp, Vice Chair
Social Planning Advisory Committee

JH/ch
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"i-C" FPCOW Date: 2011-Apr-18

"IN CAMERA"

STAFF REPORT

REPORT TO: E.C. SWABEY, GENERAL MANAGER,
COMMUNITY SAFETY & DEVELOPMENT

FROM: A.M DIETRICH, MANAGER POLICE SUPPORT SERVICES

RE: RCMP ANNUAL PERFORMANCE PLAN (APP)

STAFF'S RECOMMENDATION:

That Council endorse the Nanaimo Detachment priorities in its Annual Performance Plan for 2011/2012 as:

- (1) Crime Reduction
- (2) Substance Abuse
- (3) Traffic Safety
- (4) City Downtown Core

EXECUTIVE SUMMARY:

Representatives from the RCMP will provide Council with a presentation and will request Council's input into the 2011 policing priorities for Nanaimo Detachment.

Nanaimo Detachment's priority issues that are being proposed for the 2011/2012 Annual Performance Plan (APP) are as follows:

- (1) Crime Reduction
- (2) Substance Abuse
- (3) Traffic Safety
- (4) City Downtown Core

BACKGROUND:

The RCMP Annual Performance Plan is a planning and performance management tool utilized by the Force at the detachment and sub-detachment unit levels. This standardized reporting system encourages horizontal and vertical alignment with the RCMP's National, Divisional and District plans and priorities. This process of gathering stakeholder priorities is an annual requirement of the RCMP to assist in service delivery. The RCMP believes that this system allows them to tailor their services to contract partners' priorities, often in support of specific areas such as crime reduction, community policing and integrated policing.

Community consultation is an essential planning component of the APP which usually takes place at the beginning of their planning year (i.e.: April 1) and is considered an opportunity to demonstrate accountability to the communities they serve. The APP assists the RCMP in identifying priority issues, objectives, assesses risk, creates initiatives and tracks efforts through initiative work plans.

Once the process is complete, the APP will represent Council's policing priorities for the forthcoming year and the RCMP will request that the Mayor sign an "Acknowledgement of Consultation" form on behalf of Council.

Nanaimo Detachment's priority issues that are being proposed for the 2011/2012 APP are as follows:

(1) Crime Reduction

Through the "Safer Downtown Working Group" and the "Prolific Offender Management" program, the RCMP work with community partners to reduce the number of "negative" contacts that prolific offenders have in the community. Prolific offenders are identified by set criteria that determine the level of their "anti-social" behaviour and are then given the choice of: stop the negative activity, leave the community or go to jail. Also, a "Bait Car" and a "Liquor Control Strategy" (including "Barwatch") also contribute to crime reduction. Additionally, the Nanaimo Crime Reduction Unit (CRU), in concert with the Property Crime Unit (PCU), the Municipal Drug Unit (MDU) and other detachment units work collaboratively for an overall crime reduction strategy.

Nanaimo Detachment also supports the development of low-barrier housing projects.

(2) Substance Abuse

Included in this priority are drug enforcement by the MDU and community policing initiatives aimed at preventing youth from becoming substance abusers.

- a. In addition to regular drug enforcement investigations, the MDU operates a "Green Team" that focuses on eradicating marijuana grow operations within the community and on prosecuting the operators under both the *Criminal Code* and the *Controlled Drugs and Substances Act*.
- b. Youth initiatives include "Drug Abuse Resistance Education" (DARE) and, in cooperation with the Vancouver Island Health Authority (NRGH), a "Preventing Alcohol and Related Trauma in Youth" (PARTY) program aimed specifically at 15 year olds to educate them on the effects of drinking and driving prior to them becoming drivers.
- c. The School Liaison program proactively works within schools to provide a safe environment for students through education and enforcement with a goal of preventing all forms of bullying, drug abuse, etc., and to promote good decision making.

(3) Traffic Safety

The Nanaimo Municipal Traffic Unit continues to focus on drinking and driving and on vehicle operational safety (i.e.: seatbelts, car seats, etc.) as well as on enforcing new legislation, such as reduced alcohol consumption regulations for drivers, distracted driver legislation, etc. Increased penalties for infractions have aided the police in this task. The overall goal of this priority is to prevent fatal and serious-injury traffic accidents. In addition, the detachment works with municipal bylaw enforcement and the provincial Commercial Vehicle Safety Enforcement (CVSE) unit to maintain commercial transport and dangerous goods compliance.

(4) City Downtown Core

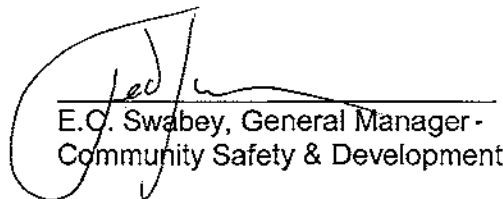
The Nanaimo Municipal Bike Unit, in cooperation with the City of Nanaimo and various stakeholder organizations continues to work in the downtown core to reduce the number of *Criminal Code* cases. The Bike Unit has taken over coordination of the Liquor Control Strategy "Barwatch" program and works with the City of Nanaimo Nuisance Property Committee in support of this priority.

The Crime Reduction Unit (CRU), Crime Prevention Section (CPS) and Bike Units are also collaborating on a coordinated approach to reducing vandalism and graffiti in the downtown core in order to eliminate the anti-social behaviour that is generally associated with this activity.

Respectfully submitted,



A.M. Dietrich, Manager
Police Support Services



E.C. Swabey, General Manager -
Community Safety & Development

Committee: 2011-Apr-18

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-APR-18, COMMENCING AT 5:20 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick
Councillor G. E. Greves
Councillor W. J. Holdom
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor J. F. K. Pattje
Councillor L. J. Sherry

Absent: Councillor M. W. Unger

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
E. C. Swabey, General Manager of Community Safety and Development
T. M. Hickey, General Manager, Community Services
B. E. Clemens, Director of Finance
I. Howat, Director of Strategic Relationships
T. P. Seward, Director of Development
Superintendent McPhail, OIC, Nanaimo Detachment RCMP
(left at 6:39 p.m.)
S/Sgt. B. Wright, Operation Support, NCO (left at 6:39 p.m.)
M. Dietrich, Municipal Manager, RCMP (left at 6:39 p.m.)
Chief R. Lambert, Nanaimo Fire Rescue
A. J. Tucker, Director of Planning
R. J. Harding, Director of Parks, Recreation and Culture (left at 6:56 p.m.)
A. McDonagh, Subdivision Approval Manager/Deputy Approving Officer
D. Mousseau, Manager of Engineering and Subdivision
B. Corsan, Manager, Real Estate (left at 6:36 p.m.)
B. Anderson, Manager, Community Planning (left at 6:36 p.m.)
J. Holm, Manager, Planning (left at 6:36 p.m.)
S. Graham, Manager, Financial Planning & Payroll
J. E. Harrison, Manager of Legislative Services
L. Dennis, Recording Secretary

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

After a brief recess, the "In Camera" Meeting was called to order at 5:20 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 8 (c) – Staff Reports – VICC Hotel
- (b) Add Agenda Item 11 (a) – Other Business – Update on
- (c) Add Agenda Item 11 (b) – Other Business –

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-APR-04 at 4:30 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Mayor Ruttan welcomed Superintendent Norm McPhail as the new Officer in Charge at the Nanaimo RCMP Detachment. Supt. McPhail gave a presentation regarding the RCMP Annual Performance Plan, reviewed some of the RCMP's priorities for 2011 and invited feedback and suggestions from Council.
- (b) Mr. B. Corsan, Manager, Real Estate, Mr. B. Anderson, Manager of Community Planning, Mr. J. Holm, Manager of Planning and Mr. D. Mousseau, Manager of Engineering and Subdivision, gave a presentation regarding the Madill property on Labieux Road, and outlined some of the land use and traffic challenges that may arise if the new owners consider developing the land.

6. COMMITTEE REPORTS:

- (a) Social Planning Advisory Committee – 2011 Excellence in Social Development Awards

It was moved and seconded that Council approve the following recipients for 2011 Excellence in Social Development Awards, and that the awards be presented at an Awards Luncheon to be held on Wednesday, 2011-MAY-18:

	Recommended Recipient	Achievement
1	Marlene White Administrator of the Semi-Independent Living Program	For providing support to adults with disabilities, allowing them to realize independent and productive lives as fully participating members of our community.
2	Unitarian Fellowship of Nanaimo	For their caring spirit and commitment to the homeless by providing shelter beds 7 nights a week until Spring.
3	Nanaimo Men's Resource Centre	For their dedication to families in Nanaimo by welcoming men, women and children to use their services, and for keeping their services going and doors open in the face of funding cuts.
4	Columbian Centre Society	For providing dignified housing and loving support to women and men with severe and persistent mental illness.
5	Nanaimo Community Hospice Society	For providing support to individuals facing a wide range of end of life issues including death, dying, caregiving and bereavement, improving the quality of life in our community.

The motion carried unanimously.

7. STAFF REPORTS:

(a) RCMP Annual Performance Plan (APP)

It was moved and seconded that Council endorse the Nanaimo Detachment priorities in its Annual Performance Plan for 2011/2012 as:

- (1) Crime Reduction
- (2) Substance Abuse
- (3) Traffic Safety
- (4) City Downtown Core

The motion carried.

Opposed: Councillor Holdom

(b)

ADMINISTRATION:

(c) VICC Hotel

8. OTHER BUSINESS:

(a) Verbal Update on

(b)

9. ADJOURNMENT:

It was moved and seconded at 7:04 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-JUN-20, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR
FINANCE / POLICY COMMITTEE OF THE WHOLE

1. **INTRODUCTION OF LATE ITEMS:**

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-APR-18 at 5:20 p.m. in the Board Room, City Hall. *Pg. 2-5*

4. **PRESENTATIONS:**

- (a) Mr. T. P. Seward, Director of Development, to provide a PowerPoint presentation regarding Secondary Suites.

5. **DELEGATIONS PERTAINING TO AGENDA ITEMS:**

6. **COMMISSION REPORTS:**

7. **COMMITTEE REPORTS:**

8. **STAFF REPORTS:**

9. **INFORMATION ONLY ITEMS:**

10. **CORRESPONDENCE:**

- (a) Letter dated 2011-JUN-13 from Mayor Colin Haime, District of Lantzville, regarding Water Negotiations. *Pg. 6-7*

11. **OTHER BUSINESS:**

12. **ADJOURNMENT:**

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-JUN-20, COMMENCING AT 7:00 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
E. C. Swabey, General Manager of Community Safety and Development
T. M. Hickey, General Manager of Community Services
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
J. Kinch, Manager of Building Inspections (left at 8:00 p.m.)
B. Sims, Manager of Water Resources
J. Horn, Social Planner
N. Richardson, Regulation Assistant (left at 8:00 p.m.)
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

After a short recess, the "In Camera" Meeting was called to order at 7:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 11 (a) – Other Business – Verbal report from Mr. E. C. Swabey, General Manager of Community Safety and Development,

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-APR-18 at 5:20 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Mr. T. P. Seward, Director of Development, provided a PowerPoint presentation regarding Secondary Suites.

6. OTHER BUSINESS:

- (a)

7. CORRESPONDENCE:

Mayor Ruttan vacated the Board Room on a perceived conflict of interest as he is a resident of Lantzville.

Mayor Ruttan vacated the Chair.

Councillor Kipp assumed the Chair.

- (a) Letter dated 2011-JUN-13 from Mayor Colin Haime, District of Lantzville, regarding Water Negotiations.

8. ADJOURNMENT:

It was moved and seconded at 8:30 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AGENDA FOR THE SPECIAL "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL, ON MONDAY, 2011-AUG-29, COMMENCING IMMEDIATELY FOLLOWING THE SPECIAL OPEN FINANCE / POLICY COMMITTEE OF THE WHOLE

1. INTRODUCTION OF LATE ITEMS:

2. ADOPTION OF AGENDA:

3. ADOPTION OF MINUTES:

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-JUN-20 at 7:00 p.m. in the Board Room, City Hall. Pg. 2-4

4. PRESENTATIONS:

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

- (a) Representatives of Peoples Trust and project proponents regarding Letter of Credit.

6. COMMISSION REPORTS:

7. COMMITTEE REPORTS:

8. STAFF REPORTS:

CORPORATE SERVICES:

- (a) Letters of Credit for Canadian Peoples Trust Pg. 5-7

Staff's Recommendation: That Council receive information from Peoples Trust and the project proponents and determine whether or not to make an exception and accept a Letter of Credit from Peoples Trust for this project.

9. INFORMATION ONLY ITEMS:

10. CORRESPONDENCE:

11. OTHER BUSINESS:

12. ADJOURNMENT:

MINUTES OF THE SPECIAL "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE
MEETING TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-AUG-29, COMMENCING AT 4:53 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
T. M. Hickey, General Manager of Community Services
T. L. Hartley, Director of Human Resources and Organizational
Planning
B. E. Clemens, Director of Finance
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

The "In Camera" Meeting was called to order at 4:53 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-JUN-20 at 7:00 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

4. DELEGATIONS PERTAINING TO AGENDA ITEMS:

- (a) Mr. Dennis Dineen, Vice President, Commercial Mortgage Banking, Peoples Trust, and Mr. Daryoush Firouzli, Robert Boyle Architecture Inc. regarding a Letter of Credit for the project located at 775 Terminal Avenue.

Mr. Dineen and Mr. Firouzli entered the Board Room at 5:10 p.m.

Mr. Dineen gave a presentation regarding Peoples Trust and advised that they have been in business for 26 years and are a federally regulated trust company. Peoples Trust have also been involved with Canada Mortgage and Housing Corporation (CMHC) for the last 25 years dealing in multifamily loans, ie: apartment buildings, etc. Mr. Dineen sees no risk in having the City of Nanaimo approving a Letter of Credit from Peoples Trust.

Mr. Dineen and Mr. Firouzli vacated the Board Room at 5:21 p.m.

5. STAFF REPORTS:

CORPORATE SERVICES:

- (a) Letters of Credit for Canadian Peoples Trust

It was moved and seconded that Council make an exception to the City's Investment Policy as it relates to Letters of Credit, and accept a Letter of Credit from Peoples Trust for the project located at 775 Terminal Avenue only. The motion carried.

Opposed: *Councillors Holdom and Pattje*

It was moved and seconded that Council rise and report the decision from "In Camera". The motion carried unanimously.

6. ADJOURNMENT:

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

CHAIR

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AMENDED

AGENDA FOR THE SPECIAL "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL, ON MONDAY, 2011-SEP-19, COMMENCING AT 9:30 A.M.

1. **INTRODUCTION OF LATE ITEMS:**

- Add Item 8 (a-1) – Staff Reports – Nanaimo Youth Services Request for Housing Legacy Reserve Funds.

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the Special "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-AUG-29 at 4:53 p.m. in the Board Room, City Hall. *Pg. 3-4*

4. **PRESENTATIONS:**

- (a) Presentation by Ms. Kathy Sainas, Sainas Consult Inc., regarding Exempt Compensation.

5. **DELEGATIONS PERTAINING TO AGENDA ITEMS:**

6. **COMMISSION REPORTS:**

7. **COMMITTEE REPORTS:**

- (a) **Appointments to Progress Nanaimo** *Pg. 5*

Committee's Recommendation: That Council confirm the following appointments to Progress Nanaimo:

- *Environment: Gail Adrienne, NALT*
- *Social Programs: Don Bonner*
- *Health and Wellness: Dr. Mel Petreman*
- *Business: Hadi Abassi*
- *Infrastructure: Wally Wells*
- *Transportation: vacant*
- *Education: John Neville*

8. **STAFF REPORTS:**

COMMUNITY SAFETY AND DEVELOPMENT:

(a) **Street Entertainers on Port Authority Property**

Pg. 6-11

Staff's Recommendations: That Council:

1. *direct Staff to finalize an agreement with the Port Authority to provide enforcement of City of Nanaimo "STREET ENTERTAINERS REGULATION BYLAW 2011 NO.7109" on its property;*

AND:

2. *direct Staff to present the agreement at a future open Council meeting.*

(a-1) **Nanaimo Youth Services Request for Housing Legacy Reserve Funds**

Pg. 11.1 –
11.6

Staff's Recommendation: That Council provide \$75,000 from the City's Housing Legacy Reserve to the Nanaimo Youth Services Association for costs associated with the purchase, redevelopment and rehabilitation of a rooming house at 545 Haliburton Street.

CORPORATE SERVICES:

(b) **Exempt Compensation**

Pg. 12-59

Staff's Recommendations: That Council:

1. *receive the report and its attachments for information;*

AND:

2. *direct Staff to prepare a report outlining options for consideration, including the implications of each option.*

[Note: Limited Distribution.]

9. **INFORMATION ONLY ITEMS:**

10. **CORRESPONDENCE:**

11. **OTHER BUSINESS:**

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

13. **ADJOURNMENT OF THE SPECIAL MEETING:**

IN CAMERA REPORT TO COUNCIL

FROM: MAYOR JOHN RUTTAN, CHAIR, PROGRESS NANAIMO

RE: APPOINTMENTS TO PROGRESS NANAIMO

COMMITTEE'S RECOMMENDATION:

That Council confirm the following appointments to Progress Nanaimo:

- Environment: Gail Adrienne, NALT
- Social Programs: Don Bonner
- Health and Wellness: Dr. Mel Petreman
- Business: Hadi Abassi
- Infrastructure: Wally Wells
- Transportation: vacant
- Education: John Neville

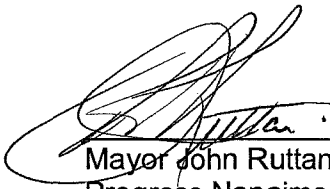
EXECUTIVE SUMMARY:

Council created Progress Nanaimo and appointed the Mayor as the Chair and Councillors Pattje and Unger as members. These members formed the nominating committee tasked with finding a balanced membership to recommend to Council.

BACKGROUND:

The nominating committee consisting of myself, Councillor Merv Unger and Councillor Fred Pattje met and reviewed the applications. Following our deliberations, the nominating committee is recommending the above appointments.

Respectfully submitted,



Mayor John Ruttan, Chair
Progress Nanaimo

2011-SEP-19

IH*mjl

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Council
 Committee F. (PLOW)
 Open Meeting
 In-Camera Meeting
Meeting Date: 2011-SEP-19

"IN CAMERA"

REPORT TO: ANDREW TUCKER, DIRECTOR OF PLANNING
COMMUNITY SAFETY AND DEVELOPMENT

FROM: RANDY CHURCHILL, MANAGER OF BYLAW, REGULATION AND SECURITY
COMMUNITY SAFETY AND DEVELOPMENT

SUBJECT: STREET ENTERTAINERS ON PORT AUTHORITY PROPERTY

STAFF'S RECOMMENDATION:

That Council:

1. direct staff to finalize an agreement with the Port Authority to provide enforcement of City of Nanaimo "STREET ENTERTAINERS REGULATION BYLAW 2011 NO.7109" on its property; and
2. direct staff to present the agreement at a future open Council meeting.

EXECUTIVE SUMMARY:

Street entertainers are an integral part of the downtown and waterfront areas in Nanaimo and perform on part of the seawall which is Port Authority property. It is intended that regulation of street entertainers on Port Authority property will continue.

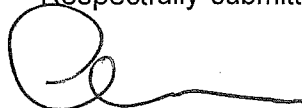
BACKGROUND:

The City encourages and supports street entertainment on the seawall including the area which is under the jurisdiction of the Nanaimo Port Authority. On occasion, enforcement is required when street entertainers are performing contrary to the provisions of the Street Entertainers Bylaw.

The Port Authority has acknowledged that street entertainers are wanted on the seawall and has invited the City to continue to regulate street entertainers and to enforce the Street Entertainers Bylaw on its land.

A copy of the draft agreement is attached (Attachment A).

Respectfully submitted,



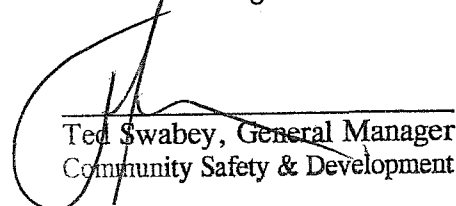
Randy Churchill
Manager of Bylaw, Regulation and Security



Andrew Tucker
Director of Planning

Council: 2011-Sep-19

- Council
 - Committee *ELPCOW*
 - Open Meeting
 - In-Camera Meeting
- Meeting Date: 2011-SEP-19


Ted Swabey, General Manager
Community Safety & Development

STREET ENTERTAINMENT ENFORCEMENT AGREEMENT

THIS AGREEMENT made this day of , 2011.

BETWEEN:

CITY OF NANAIMO
455 Wallace Street
Nanaimo, B.C. V9R 5J6

(the "City")

OF THE FIRST PART

AND:

NANAIMO PORT AUTHORITY
P.O. Box 131
104 Front Street
Nanaimo, B.C. V9R 5K4

(the "Port Authority")

OF THE SECOND PART

WHEREAS:

- A. The City, by the Street Entertainers Bylaw, regulates street entertainment within the City of Nanaimo;
- B. The Port Authority wishes to permit street entertainment on the Port Lands but does not wish to regulate street entertainment directly;
- C. The Port Authority agrees that the Street Entertainers Bylaw is applicable and operative with respect to the Port Lands, and has asked the City to enforce the Street Entertainers Bylaw on the Port Lands, and the City has agreed;

NOW THIS AGREEMENT WITNESSES that in consideration of the premises, the terms and conditions hereinafter contained, the sufficiency and receipt of which are hereby acknowledged, the parties covenant and agree each with the other as follows:

1.0 DEFINITIONS

1.1 For the purpose of this Agreement:

“Agreement” means this agreement, including its recitals.

“Operations Regulations” means the Port Authorities Operations Regulations SOR/2000 – 55, as amended from time to time, and any enactment that may replace it.

“Port Lands” means those lands within the city limits of the City of Nanaimo owned, managed, held or occupied by the Port Authority.

“Street Entertainers Bylaw” means the City’s Street Entertainers Regulation Bylaw 2011 No. 7109, as amended from time to time, and any enactment that may replace it.

2.0 JURISDICTION

2.1 The Port Authority, subject to the terms of this Agreement, hereby attorns to the jurisdiction of the City with respect to the regulation of street entertainment on the Port Lands, and requests that the City enforce the provisions of the Street Entertainers Bylaw on the Port Lands.

2.2 The City, subject to the terms of this Agreement, agrees to enforce the provisions of the Street Entertainers Bylaw on the Port Lands.

3.0 LICENSING

3.1 The City shall, from time to time, provide the Port Authority with a list of those persons to whom the City has granted a street entertainment licence under the Street Entertainers Bylaw. The list shall include each person’s name and address, and any other information the Port Authority may reasonably require in order to comply with the applicable provisions of the Operations Regulations.

3.2 The Port Authority shall, upon receipt of the list referred to in section 3.1, provide written authorization for those persons named in the list who are acceptable to the Port Authority to carry on street entertainment on the Port Lands in accordance with the Street Entertainers Bylaw.

4.0 RESERVATION OF DISCRETION

4.1 Notwithstanding section 3.2, the Port Authority reserves the right to limit or prohibit street entertainment on the Port Lands at any time and in any location the Port Authority in its sole discretion deems necessary, and to cause any person to cease and desist street entertainment on the Port Lands despite that person holding a licence under the Street Entertainers Bylaw.

4.2 Without limiting section 4.1, the Port Authority may limit or prohibit street entertainment for any of the reasons set out in section 5 of the Operations Regulations.

4.3 The Port Authority shall not call upon the City to enforce any limitation or prohibition imposed by the Port Authority pursuant to section 4.1, and the City shall not be obligated to enforce any such limitation or prohibition.

5.0 NO OBLIGATION

5.1 This Agreement grants the City the right but not the obligation to enforce the provisions of the Street Entertainers Bylaw on the Port Lands. The City in its sole discretion may elect at any time and from time to time to enforce or not to enforce the provisions of the Street Entertainers Bylaw on the Port Lands, and shall in no case be liable to the Port

Authority for enforcing or failing to enforce the provisions of the Street Entertainers Bylaw on the Port Lands.

6.0 TERMINATION

- 6.1 Either party may, upon sixty (60) days prior written notice to the other party, terminate this Agreement.
- 6.2 The Port Authority hereby acknowledges and agrees that a minimum of sixty (60) days notice of termination is necessary in order to give the City sufficient time to remove the Port Lands from the Street Entertainers Bylaw.

7.0 TERM

- 7.1 The term of this Agreement shall be five (5) years, commencing on the date first above written.
- 7.2 The parties may, by written agreement, renew this Agreement.

8.0 PRIVACY LEGISLATION

- 8.1 For certainty, nothing in this Agreement shall obligate either party to act in violation of any applicable privacy legislation, whether provincial, federal or otherwise.

9.0 NOTICE

- 9.1 Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

10.0 BINDING EFFECT

- 10.1 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, and successors.
- 10.2 Neither party may assign this Agreement or any of its rights under this Agreement without the prior written consent of the other party.

11.0 WAIVER

11.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

12.0 HEADINGS

12.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

13.0 LANGUAGE

13.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

14.0 LAW APPLICABLE

14.1 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

15.0 RELATIONSHIP OF PARTIES

15.1 No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship.

16.0 AMENDMENT

16.1 This Agreement may not be modified or amended except by the written agreement of the parties.

17.0 INTEGRATION

17.1 This Agreement contains the entire agreement and understanding of the parties with respect to the matters contemplated by this Agreement and supersedes all prior and contemporaneous agreements between them with respect to such matters.

18.0 SURVIVAL

18.1 All representations and warranties set forth in this Agreement and all provisions of this Agreement, the full performance of which is not required prior to a termination of this Agreement, shall survive any such termination and be fully enforceable thereafter.

19.0 NOTICE OF VIOLATIONS

19.1 Each party shall promptly notify the other party of any matter which is likely to continue or give rise to a violation of its obligations under this Agreement.

20.0 ENTIRE AGREEMENT

20.1 The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.

21.0 SEVERABILITY

21.1 Each article of this Agreement shall be severable. If any provision of this Agreement is held to be illegal or invalid by a Court of competent jurisdiction, the provision may be severed and the illegality or invalidity shall not affect the validity of the remainder of this Agreement.

22.0 COUNTERPART

22.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

CITY OF NANAIMO by its authorized)
 signatories)
)
)
 _____)
 John Ruttan, Mayor)
)
)
 _____)
 Joan Harrison, Manager,)
 Legislative Services)

NANAIMO PORT AUTHORITY by its authorized)
 signatories)
)
)
 _____)
 Bernie Dumas, President and)
 Chief Executive Officer)
)
)
 _____)
 Name:)

“IN CAMERA”

STAFF REPORT

REPORT TO: BRUCE ANDERSON, ACTING DIRECTOR OF PLANNING,
COMMUNITY SAFETY & DEVELOPMENT

FROM: CHRIS SHOLBERG, ACTING MANAGER, COMMUNITY PLANNING,
COMMUNITY SAFETY & DEVELOPMENT

RE: NANAIMO YOUTH SERVICES REQUEST FOR HOUSING LEGACY RESERVE FUNDS

STAFF'S RECOMMENDATION:

That Council provide \$75,000 from the City's Housing Legacy Reserve to the Nanaimo Youth Services Association for costs associated with the purchase, redevelopment and rehabilitation of a rooming house at 545 Haliburton Street.

EXECUTIVE SUMMARY:

Nanaimo Youth Services Association (NYSA) intends to purchase an existing rooming house on Haliburton Street and rehabilitate the building, with the goal of providing 14 beds of low-cost accommodations for gainfully employed low-income youth and young adults (Appendix A). The site is zoned appropriately for a rooming house in accordance with Zoning Bylaw No. 4500, and NYSA intends to enter into a Housing Agreement with the City of Nanaimo with respect to the subject property.

In the context of Council's Policy - "Housing Legacy Reserve - Funding Allocation Criteria" (Appendix B) this proposal is defined as "Social Housing" and does meet the policy criteria for consideration of municipal funding support. The project is receiving financial support from both levels of senior government, and the tenants will be provided with on-site support by NYSA staff. NYSA is purchasing the property (estimated \$400,000) and requesting municipal funds in the amount of \$75,000 for project capital costs; this use is in accordance with the Housing Legacy Reserve (HLR) allocation policy.

BACKGROUND:

NYSA, in their letter dated April 20, 2011, have requested \$75,000 in support of the project capital costs for redevelopment of a rooming house at 545 Haliburton Street. The request had been delayed to allow for purchase negotiations, but NYSA have recently requested this matter move forward for consideration.

NYSA has been providing services and support to youth in the community for over 40 years. The Society has identified that youth who are graduates of NYSA programs and whom have gone on to gainful employment have great difficulty finding decent, safe housing that is affordable. The provision of this kind of housing is considered critical to the success of these youth.

11.1

Council
 Committee of the Whole
 Open Meeting
 In-Camera Meeting
Meeting Date: 2011-SEP-19

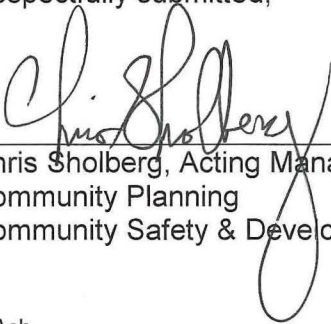
Housing Legacy Reserve

The Housing Legacy Reserve is intended to provide a funding resource for municipal support and assistance for affordable housing projects, the primary focus being social housing. The HLR was created in 2005 with initial funding from gaming revenue, and subsequent funding from development industry contributions and general revenue. The priority for use of HLR funds is for municipal affordable housing projects, providing for land and building acquisition costs related to affordable housing, associated housing project servicing costs, and development fees, including development cost charges. The HLR does allow for consideration of assistance to non-profit organizations, providing for project capital costs and financial support.

To date, the HLR has been used to provide for municipal projects including the Bowen/Meredith project in partnership with the Province and Canadian Home Builders' Association, as well as funding non-profit organizations in their housing initiatives, including Samaritan House, Balmoral Hotel (CMHA) and the Tenth Street (Tillicum Lelum) MOU project. The City's MOU supportive housing projects (Wesley, Dufferin, Uplands) are the current municipal priority for use of the HLR funds both for planning and capital project costs. The HLR funding that has been allocated to non-profit organizations for affordable housing initiatives to date has been in the \$10,000 to \$50,000 range.

The majority of the HLR funding is in place to allow for land and building acquisition costs by the City. Thereafter, funding is allocated for municipal costs associated with the MOU Supportive Housing projects, with a remaining amount that can be available for limited assistance to non-profit organization requests; such as the request from the Nanaimo Youth Services Association.

Respectfully submitted,




Chris Sholberg, Acting Manager
Community Planning
Community Safety & Development



Bruce Anderson,
Acting Director of Planning
Community Safety & Development

JH\ch
g:\commplan\admin\nysa hlr req IC
Council Date: 2011-Sep-19


Ted Swabey, General Manager
Community Safety & Development



Nanaimo Youth Services Association

"Believing in the power and potential of youth"

April 20, 2011



Bruce Anderson
 Manager, Community Planning
 City of Nanaimo
 455 Wallace Street,
 Nanaimo, BC, V9R 5J6

Dear Mr. Anderson;

I am writing to you today on behalf of the Board of Nanaimo Youth Services Association seeking municipal financial support from the City of Nanaimo for the Affordable Housing initiative described below:

NYSa is currently engaged in the process of purchasing of an existing rooming house at 545 Haliburton Street for *"redevelopment and rehabilitation in order to provide a safe, affordable housing alternative for"* gainfully employed, low income youth and young adults.

We are proposing to purchase, renovate and operate a 14 bed staffed rooming house for employed youth and young adults who are in desperate need of safe, affordable housing in order to sustain their employment status over the long term.

NYSa's proposed project is supported by Nanaimo's Official Community Plan; particularly Goal 3.2 – "Affordable Housing" – which cites the need to "maintain the existing stock of affordable housing, and to create opportunities for the development of new affordable housing". Also in this section are 15 policies which will help the City achieve this goal, including # 15 – "Encourage rooming houses in existing single family dwellings..." and # 13 – "maintain a Housing Legacy Fund...and make funds available for affordable housing development across the city."

NYSa is therefore officially requesting an allocation in the amount of \$75,000.00 from the Housing Legacy Fund in support of the project. The monies would be used for project capital costs that include extensive upgrades to the building which are required by the fire department and building inspection section for occupancy as a rooming house.

It is our understanding that the City of Nanaimo has provided financial support to affordable housing initiatives through this fund in the past, with the proviso that it is a capital allocation fund only.

The board and I clearly recognize that any allocation from the City provided to the Association would in no way reflect a further commitment beyond a onetime grant.

Thus there is no anticipation or expectation on the part of NYSA of any further annualized funding of an operational nature.

The project is being designed with NYSA specifically responsible for ongoing staffing costs associated with on site management of the facility.

Thank you for considering our request and we look forward to the possibility of your favorable reply.

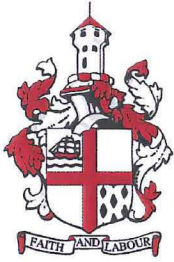
Please do not hesitate to contact me at your convenience with respect to this request at any time.

Sincerely,



Steve Arnett MSW RSW
Chief Executive Officer
Nanaimo Youth Services Association
CC: John Horn
Social Planner
Community Planning
City of Nanaimo
250-755-4483

CC: NYSA Board of Directors



CITY OF NANAIMO

COUNCIL POLICY MANUAL

Pages: 1 of 2

SECTION: BUILDINGS, FACILITIES AND PROPERTIES
SUBJECT: Housing Legacy Reserve – Funding Allocation Criteria

That use of the Housing Legacy Reserve (HLR) for affordable housing be in accordance with the following policy directives:

- (a) The intent of the Housing Legacy Reserve is for use as a resource for municipal support to affordable housing initiatives in Nanaimo.
- (b) Municipal support and assistance for affordable housing projects will be directed primarily to the provision of social housing in Nanaimo, and secondarily to non-market housing, as represented on the housing continuum below.

<i>The Housing Continuum</i>							
Emergency Shelters	Low Barrier Housing	Transitional Housing	Supported Housing	Affordable Rental Housing	Assisted Home Ownership	Rental Housing	Home Ownership
<i>Social Housing</i>				<i>Non-Market Housing</i>		<i>Market Housing</i>	

The housing continuum is widely accepted as a model of housing needs and affordability. This model describes both housing need (and affordability) and the degree of government intervention that decreases as one moves from the left to right along the continuum. The continuum distinguishes three broad categories for housing:

- Social Housing, which involves some form of government funding and/or operation, as well as support services to tenants who are homeless, or in transition to housing, with support services (emergency shelters, low barrier, transitional, and supported housing);
- Non-Market Housing, which may be provided by non-profit or private for-profit entities and is either affordable rental for low income individuals or families, or affordable ownership below market rates for low to moderate income households (affordable rental, assisted home ownership); and
- Market Housing, which is provided by the private sector and includes market rental and home ownership directed toward middle and higher income residents (rental housing, home ownership).

- (c) The following are categories of funding to be applied for the use of reserve:
 - Land and building acquisition costs related to affordable housing projects.
 - Project planning costs (including legal, land surveying, subdivision, site investigation, development approvals, engineering design).
 - Project capital costs (including construction of works and services, building components).
 - Financial support (including relief from payment of DCC's) for affordable housing.

(d) Funds from the HLR for municipal affordable housing projects are a priority and are applied for purposes of the following:

- Land and building acquisition related to affordable housing projects.
- Project planning costs (including legal, land surveying, subdivision, site investigation, development approvals, engineering design).
- Project capital costs (including construction of works and services, building components).

(e) Funds from the HLR for assistance to non-profit organizations may be provided and are applied for purposes of the following:

- Project capital costs (including construction of works and services, building components).
- Financial support (including relief from payment of DCC's) for affordable housing.

Date:	2011-JAN-10	Approved by:	Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	

September 14, 2011

“IN-CAMERA” STAFF REPORT

REPORT TO: D.W. HOLMES, ASSISTANT CITY MANAGER/GENERAL MANAGER OF CORPORATE SERVICES

FROM: T.L. HARTLEY, DIRECTOR OF HUMAN RESOURCES & ORGANIZATIONAL PLANNING

RE: EXEMPT COMPENSATION

Council
 Committee
 Open Meeting
 In-Camera Meeting
Meeting Date: 2011-SEP-19

STAFF'S RECOMMENDATION

That Council:

- (1) receive this report and its attachments for information; and
- (2) direct staff to prepare a report outlining options for consideration, including the implications of each option.

BACKGROUND

Council's Exempt Compensation Policy, 1991, provides that the City will compensate its management group at the median (50th percentile) of the national public sector as determined annually by an independent survey. This policy has been modified for employees in Bands 1 to 3 (administrative assistants). These employees receive annual salary adjustments based on CUPE Local 401 across-the-board increases. The Fire Chief is covered by the Exempt Compensation policy, however, other members of Fire Management are governed by a 1995 policy which calculates salaries based on a compression formula.

At a March 29, 2010 Special In-Camera Meeting, Council approved maintaining the status quo compensation policy for exempt staff salaries in 2010 but asked for a review of the annual salary adjustment system for 2011.

A presentation on exempt employee compensation was provided to Council at a seminar on April 7, 2011 (copy of presentation is attached as Attachment "A"). With respect to market competitiveness, the presentation concluded that exempt staff salaries may not be maintaining pace with the external (municipal) labour market nor the internal (union) labour market. This was identified as a concern because of: (1) the need to attract qualified exempt employees to replace the large number of management staff who will be eligible to retire with an unreduced pension in the next 5 years; (2) the need to maintain the engagement of exempt employees, many of whom are becoming increasingly disgruntled as a result of the perceived inequity between union wage increases and exempt staff salary increases; and (3) the need to retain management employees who, on a percentage basis, resign more than other employees groups and who are more and more listing compensation as a factor in their resignations. The presentation provided an option for change, suggesting the engagement of an independent compensation consultant to identify the market and conduct a review to assess the

competitiveness of City of Nanaimo management salaries with this market, and further to report back to Council on the results of the “audit” and any recommendations.

At the “In-Camera” Council Meeting on April 11, 2011 (Report attached as Attachment “B”), Council directed staff to retain an independent compensation consultant to identify the appropriate labour market for the City of Nanaimo and to conduct a review to assess the competitiveness of exempt staff salaries and benefits within the identified market. Following a competitive bid process, Kathy Sainas of Sainas Consult Inc. was retained as the independent compensation consultant to perform the review. The results of the Sainas survey are attached to this report (Attachment “C”).

DISCUSSION

Using information about the industry types and geographic locations the City recruits exempt employees from and loses exempt employees to, the consultant made recommendations regarding the organizations against which to assess the competitiveness of exempt staff salaries and benefits. This resulted in the identification of a labour market consisting of 14 municipalities (12 in British Columbia and 2 in Alberta) with a median population of 85,236 (see page 2 of Sainas report).

As with other surveys of this nature, a representative sample of exempt positions at the City of Nanaimo was selected so these could be evaluated against similar positions in the comparator organizations. To assess the quality of the match between City of Nanaimo exempt positions and comparison positions in other organizations, the consultant went far beyond a review of job titles. The consultant considered job scope and responsibility as well as the position’s fit within the organizational structure.

The survey asked questions about exempt staff salaries (2011), transportation allowances, group benefits, and employment practices (overtime, earned days off programs, vacation schedules) and was conducted in July and August 2011. All of the 14 municipalities who were asked to participate did respond to the questionnaire.

With respect to transportation allowances provided to Directors, General Managers and the City Manager (on a “grandparented” basis) as part of their compensation package, the results of the survey indicate that with the exception of the allowance provided to the City Manager, the transportation allowances provided to this group are generally competitive. The transportation allowance provided to the City Manager is below the market median by about \$1800 per year.

The group benefit programs offered at the City of Nanaimo are generally comparable to those in other municipalities but are somewhat more generous in the following areas: extended health is reimbursed at 100% rather than the median of 80%, orthodontic coverage is reimbursed at 80% rather than the median of 50%, and life insurance is 2-1/2 times annual salary rather than a median of 2 times annual salary. The consultant did not review the details of benefit program coverage. For example, at the City of Nanaimo, orthodontic coverage is only available to dependent children (not employees or their spouses) and the payment for paramedical services under the extended health plan is limited to \$10 per visit.

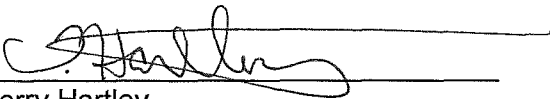
The overtime policies of municipal organizations vary widely, however, they cannot be said to be more or less generous than the system in place at the City of Nanaimo. In about ½ the organizations surveyed, a compressed workweek or earned day off program is offered to exempt employees. At the City of Nanaimo, the Alternative Work Schedule policy allows all

employees to apply for a compressed workweek schedule, however, as a matter of practice, this type of schedule has generally not been approved for management staff.

With respect to vacation entitlement, the City of Nanaimo provides 5 more days of vacation than the median of the comparator organizations in the 10th to 16th year, 2.5 more days in the 17th year, and 5 more days in years 20 and beyond. On the other hand, Nanaimo does not have supplementary vacation, a program that allows for 5 "bonus" vacation days to be taken during specified years of service (usually every 5 years after the identified start date).

The Sainas report identifies the salary data as the most divergent. This data shows that the salaries of exempt employees at the City of Nanaimo are not competitive with the median of the municipal market. In fact, the 2010 exempt employee salary bands are an average of 6.8% behind the municipal market median for 2011. Although we have not purchased the Hay data for 2011 (pending Council's decision on its Exempt Compensation Policy), Staff has been advised by our Hay contact that the average increase to the exempt salary bands for 2011 is 1.7% (1.8% for the Executive Bands and 1.6% for the Non-Executive Bands). This means that the exempt staff salary bands for 2011 are an average of 5.1% below the municipal median.

Respectfully submitted,



Terry Hartley
Director of Human Resources & Organizational
Planning



Douglas W. Holmes
Assistant City Manager/General Manager,
Corporate Services

Exempt Employee Compensation

Council Lunch & Learn

April 7, 2011

Agenda

- Background
- Purpose & Impact
- Components:
 - Job Evaluation (Internal Equity)
 - Pay Progression (Individual Equity)
 - Market Competitiveness (External Equity)
- Summary

Background

- Council Resolution, March 2010, Re Exempt Compensation:
 - Approve Existing Salary Adjustment System for 2010
 - Review Annual Salary Adjustment System for 2011
- Focus of resolution is on market competitiveness (external equity)

Background

- The City currently employs 75 people who are excluded from union membership.
- These employees are referred to as “exempt,” “excluded,” or “management” employees.
- Exempt employees do not have the right to bargain collectively under the Labour Relations Code.
- The three components of exempt compensation apply to all excluded employees (executive, managerial and administrative) other than the Deputy Chief and Assistant Chief positions in the Fire Department.

Purpose & Impact

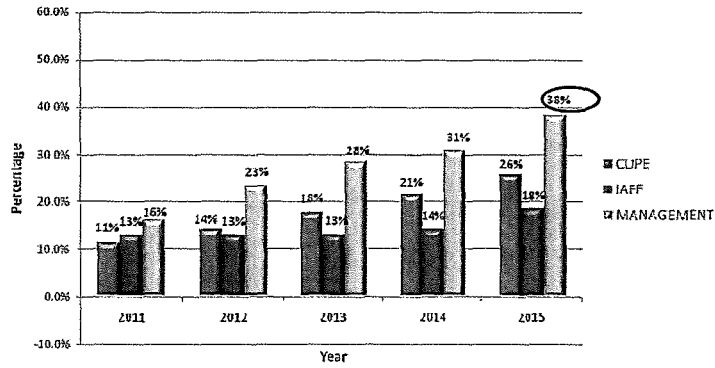
Why Exempt Compensation Matters

Purpose & Impact

- The purpose of compensation is to attract, engage, and retain employees.
- **Attraction**
 - 38% of exempt employees will be eligible to retire with an unreduced pension between 2011-2015. This is a much higher percentage than other employee groups. There will be significant risk of exempt employee retirements by 2016.
 - Compensation will need to be competitive to replace these employees with qualified people.

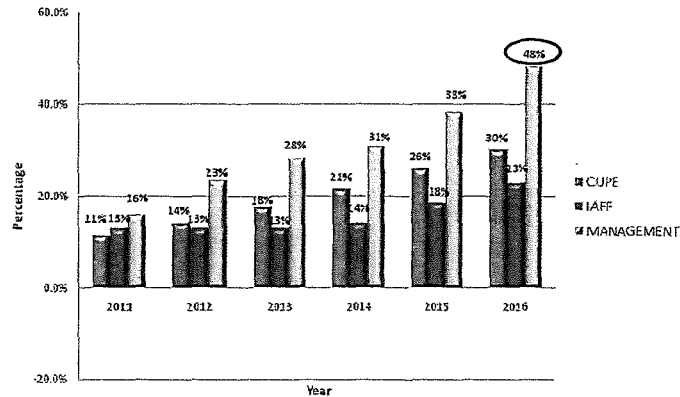
Purpose & Impact

PERMANENT EMPLOYEE RETIREMENT ELIGIBILITY
BY EMPLOYEE TYPE
2011 - 2015 (CUMULATIVE)



Purpose & Impact

PERMANENT EMPLOYEE RETIREMENT ELIGIBILITY
BY EMPLOYEE TYPE
2011 - 2016 (CUMULATIVE)



Purpose & Impact

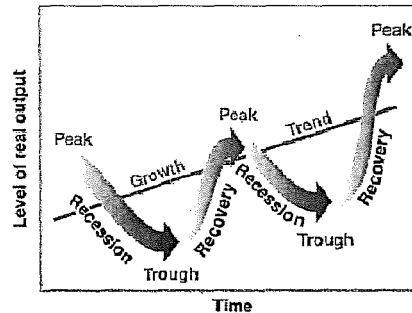
- Workforce demographic challenges are not unique to the City of Nanaimo.
- Nationally & across the developed world, an aging population and declining birthrates will result in lower labour force participation rates.
- We will not be able to rely on either inter-provincial migration or immigration to solve the labour shortage.
- Labour market shortages are projected in management occupations (specifically, Senior Management, HR Managers & Managers in Public Administration), HRDC, Looking Ahead: A 10 Year Outlook for the Canadian Labour Market, October 2006.

Purpose & Impact

- We are already experiencing some difficulties in recruitment in these sectors (Labour Relations Manager example).
- While the economic downturn has reduced the stresses of a high demand for labour, concerns are again being expressed about severe and chronic labour shortages during this next period of economic growth.
- "The recession and rising unemployment may have diverted attention from the labour shortages, but the shortages that existed before the recession will resurface after the economy fully recovers." Canadian Chamber of Commerce Chief Economist, February 2010

Purpose & Impact

“In Canada since confederation [business cycles] have lasted on average just over four years from one peak to the next.”
 (Richard Pomfret, The Economic Development of Canada, 2006)



Purpose & Impact

• Engagement

- Recent employee survey shows employees, including exempt employees, as highly engaged.
- Organizations with highly engaged employees exceed their counterparts on performance measures that include customer service, productivity, profits, quality of work, turnover and absenteeism.
- Some exempt employees are becoming disgruntled due to perceived inequity between union wage increases and exempt staff salary increases.
- Managers who are actively disengaged can have a wide-spread, negative influence on the workforce.

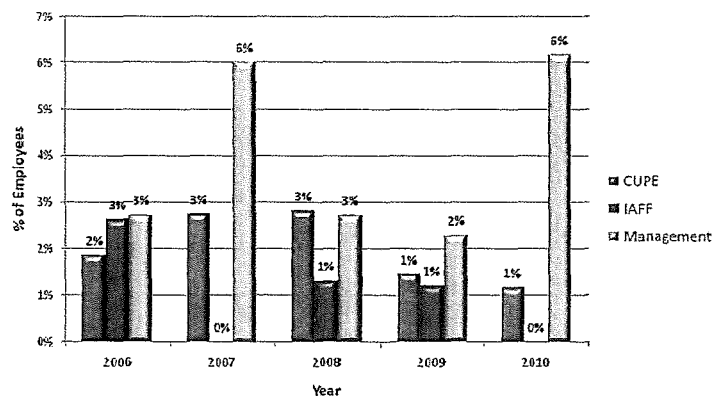
Purpose & Impact

- **Retention**

- A larger percentage of exempt employees resign from the City than any other employee group.
- Exit interviews increasingly indicate that compensation is a factor in the exits of exempt employees.
- According to a 2002 report from the Conference Board of Canada, the average cost to replace a management/professional employee is \$17,000, and the average cost to replace an executive employee is \$43,000.

Purpose & Impact

% OF RESIGNATIONS BY EMPLOYEE GROUP



Job Evaluation

Job Evaluation

- A process of systematically determining the relative value of jobs in relation to each other.
- Focus is on job content rather than performance, personal characteristics or unrelated skills.
- Used in both CUPE and Exempt groups.
- Necessity when the number of distinct jobs is large.
- Important because perceived pay inequities significantly impact employee morale.

Job Evaluation

- Analytical and non-analytical methods.
- City uses a point-factor system (analytical method) for both CUPE and Exempt positions.
- A comparison is made between the job components and the factor descriptions contained in the job evaluation plan.
- The position is given numerical scores on each factor and a total score is assigned that allows jobs to be ranked in relation to each other.

Job Evaluation

- Management Bylaw #7000 provides for the job evaluation of management positions using the Hay system (or alternate system as approved by Council):
- The “Hay System” has been used to evaluate exempt positions since 1981.
- The system was established about 60 years ago and is used worldwide by organizations in the public and private sector.
- Each excluded job is assessed in relation to the factors of know-how, problem-solving and accountability.

Job Evaluation

Observations on the Hay System

- The Hay system is an analytical method so it is relatively objective and easy to defend.
- A formal points system may be seen as inflexible in the rapidly changing workplace environment.
- A system that is 60 years old may no longer align with corporate compensation values. For example, the system is focused on traditional indicators of job worth such as size of budget and number of employees rather than on more modern indicators such as sphere of influence and leadership.
- The 30 year history of use with City positions means a series of different evaluators and the possibility, absent regular job audits, of inconsistent application.

Job Evaluation

- Prior to October 2009, additional issues included:
 - Complicated salary administration
 - Focus on job details means that minor changes in duties put pressure on job evaluation
 - Obtaining market data was restrictive and costly due to out-dated system.
- Made improvements to the pay structure to address the above issues.
- Instead of each position having its own pay range, each band (containing multiple positions) now has its own pay range.

Job Evaluation

- To address other issues with the Hay job evaluation plan, a new job rating system would have to be established.
- The typical cost of implementing a new job evaluation plan ranges from 2%-5% of the salary budget (about \$158,500-\$396,300) plus the cost of hiring a consultant to create the new system (approximately \$20,000-\$30,000).
- Implementing a new job evaluation system is not being recommended at this time due to budgetary constraints.

Job Evaluation

Municipal Comparators

Municipality	Job Evaluation System	Pay Bands
	Whole Job Ranking	15
	Point Factor (Hay)	11
	Point Factor (Hay)	11
	Whole Job Ranking	9
Nanaimo	Point Factor (Hay)	11
	Point Factor (Custom)	8
	Point Factor (Custom)	9
	Point Factor (Custom)	12

Pay Progression

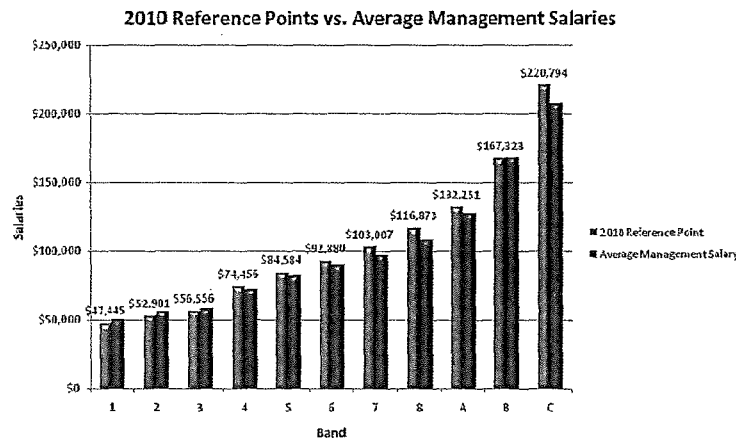
Pay Progression

- Each of the 11 exempt pay bands has a salary range. The range consists of a:
 - Minimum – 80% of the market value
 - Reference point – 100% of the market value
 - Maximum – 112% of the market value
- Management Bylaw #7000 provides that following job evaluation, the salaries for management employees shall be determined by the City Manager.

Pay Progression

- Salary upon appointment to an excluded position is typically at 90%-100% of the market.
- Annual salary reviews take into account Director recommendations and Senior Leadership Team discussions to provide for consistent application.
- Pay progression is based on time and performance in the job, as well as compression issues.
- Intention over time is to target the 100% point for employees who fully meet the expectations of the position.
- Ability to pay (budget) provides the framework for decision-making.

Pay Progression



Pay Progression

Observations on Pay Progression System

- 67% of management employees are below the 100% market point for their position.
- Budget for pay progression is not sufficient to move all employees who fully meet the expectations of their positions up to the market reference point.
- City Manager is considering the need to implement a step system.

Pay Progression

Municipal Comparators

Municipality	Progression System	Steps
	TBD (new system)	TBD
	Performance-Based	5 x 2.0%
	Performance-Based	6 x 2.0%
	Performance-Based	5 x 4.0%
Nanaimo	TBD	TBD
	Performance-Based	5 x 4.0%
	Time-Based	5 x 3.75%
	Time-Based	5 x 3.5%

Market Competitiveness

Market Competitiveness

- Council's Exempt Compensation Policy, 1991, provides that the City will compensate its management group at the 50th percentile of the national public sector as determined annually by an independent survey.
- This policy has been modified for employees in Bands 1 to 3 (administrative assistants). These employees receive annual salary adjustments based on CUPE Local 401 across-the-board increases.

Market Competitiveness

- Traditionally, the City has used an independent survey conducted by the Hay Group in May of each year to determine the median of the national public sector.
- The data is normally received in August or September, and is used to adjust the salary ranges in accordance with the data for comparable management positions. The salary adjustments are retroactive to January 1st of the current year (a “lag” system).
- Salary survey results reflect economic conditions at the time of the survey (higher increases in growth periods and lower or no increases during economic downturns).

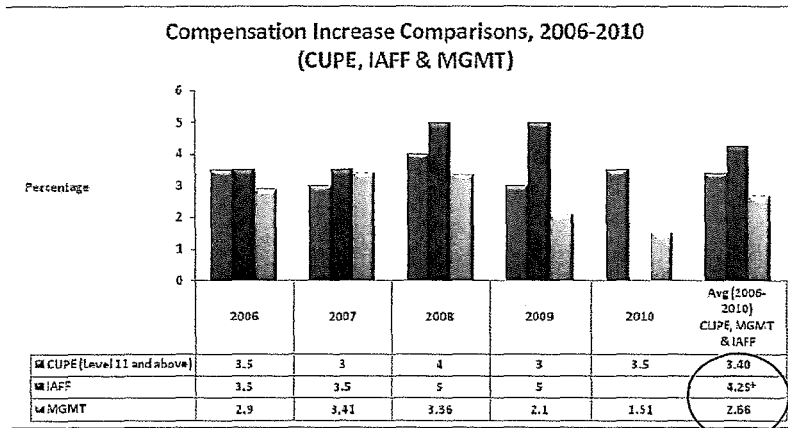
Market Competitiveness

Municipal Comparators

Municipality	Basis for Annual Increase	Market Review
	CUPE	Every 2 years
	CUPE	Every 2 years
	Hay broader public sector at 75 th percentile	Every 3 years
	CUPE	Every 3-4 years
Nanaimo	Hay broader public sector at 50th percentile	
	CUPE + IAFF + Comparators	Every 3 years
	Average of Comparators	Every 3 years
	Average of CUPE, IAFF, Police	Periodic

Note: In all cases other than Nanaimo, the market review is a review of comparator municipalities

Market Competitiveness



Market Competitiveness

Observations on Market Adjustment System

- A defined salary adjustment policy is important to avoid “cherry picking” and large upward adjustments.
- Annual salary adjustments are based on a “lag” system rather than a “lead” system
- A “lag” system ensures salary increases are based upon actual market data so there is no requirement to make adjustments the following year
- Recruitment using a “lag” system can be challenging (job offers frequently need to be based on previous year’s market salary).

Market Competitiveness

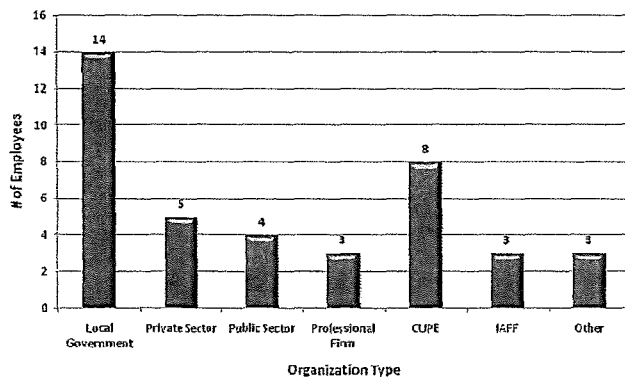
- Larger employers (including comparator municipalities) typically provide an annual across-the-board adjustment to exempt employees. These employers also conduct a market survey every 2-4 years to ensure the salaries are competitive.
- The City conducts an annual survey and adjusts salary in accordance with the median of the national public sector. The annual increase and market review are combined.
- Best practice is to use multiple sources of data rather than one information source.

Market Competitiveness

- It is important to ensure market competitiveness is being assessed against the right labour market.
- The labour market is typically defined as those employers you lose employees to and hire employees from.
- An analysis of exempt employee recruitments and exits over the past 5 years suggests that the national public sector is not the appropriate market.
- The City primarily recruits its employees from and loses its exempt employees to local government organizations within B.C. (and to a lesser extent Alberta) We also recruit exempt employees from the internal union market (CUPE).

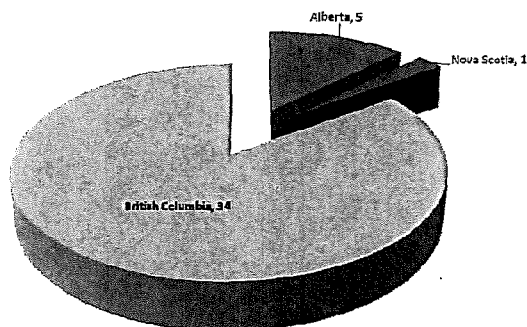
Market Competitiveness

MANAGEMENT RECRUITMENT AND EXITS
BY ORGANIZATION TYPE (2006-March 2011)



Market Competitiveness

MANAGEMENT RECRUITMENTS AND EXITS
BY PROVINCE (2006-March 2011)



Market Competitiveness

- The last review of benchmark positions against markets other than the national public sector is unknown.
- The City may not be maintaining pace with the market given that municipalities often use CUPE general increases as the minimum for exempt staff.
- Exempt salary increases are also not keeping pace with internal CUPE/IAFF increases. This is already causing compression and may eventually result in an inability to promote from amongst the unionized ranks.

Market Competitiveness

Option for Change

- Retain independent compensation consultant to identify “market” and to conduct review to assess competitiveness of City of Nanaimo management salaries with this market.
- The cost of such an assessment would range from approximately \$7,500 to \$12,000 depending on the extent of the review and the level of customization needed.
- Results of the “audit” and any recommendations would be reported back to Council.

Summary

Summary

- The Hay job evaluation plan has been in place at the City for 30 years. While the system has its flaws, to fully address the issues, a new job evaluation plan would need to be implemented. This would be a significant cost.
- The administration of pay progression is the responsibility of the City Manager. The option to implement a step system is under consideration.

Summary

- The pay policy on market competitiveness targets the median of the national public sector. Given the data on employee recruitments and exits, this may not be the appropriate “market” comparison. The exempt compensation report will provide an option for consideration.
- Excluded compensation needs to be competitive if we are to attract, engage, and retain qualified managers.
- This will be particularly critical as we enter into a new period of economic growth.

Questions?

April 11, 2011

“IN-CAMERA” STAFF REPORT

REPORT TO: D.W. HOLMES, ASSISTANT CITY MANAGER/GENERAL MANAGER OF
CORPORATE SERVICES

FROM: T.L. HARTLEY, DIRECTOR OF HUMAN RESOURCES &
ORGANIZATIONAL PLANNING

RE: EXEMPT COMPENSATION

STAFF RECOMMENDATION

It is recommended that Council direct staff to retain an independent compensation consultant to identify the appropriate labour market for the City of Nanaimo and to conduct a review to assess the competitiveness of exempt staff salaries with the identified market.

BACKGROUND

At the Special “In-Camera” Finance/Policy Committee of the Whole Meeting on March 29, 2010, Council considered various exempt compensation options and approved a motion to maintain the status quo for 2010 salary adjustments but to review the annual salary adjustment system for 2011. This report is in response to the requested review.

DISCUSSION

The purpose of compensation is to attract, engage, and retain employees.

Attraction

Exempt employees are at a much higher risk for retirement than either of the other employee groups. In fact, 38% of exempt employees will be eligible to retire with an unreduced pension between 2011 and 2015 and 48% of these employees will be eligible to retire by 2016.

Compensation will need to be competitive if we are to replace these employees with qualified people. This is particularly so since these workforce demographics are not unique to the City. Nationally & across the developed world, an aging population and declining birthrates will result in lower labour force participation rates. We will not be able to rely on either inter-provincial migration or immigration to solve the labour situation.

Significant labour market shortages are projected in management occupations (see Human Resources Development Canada, Looking Ahead: A 10 Year Outlook for the Canadian Labour Market, October 2006). The City is already experiencing some difficulties in management recruitment. While the economic downturn has reduced the stresses of a high demand for labour, there is a growing concern about severe and chronic labour shortages during this next period of economic growth.

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Engagement

The recent employee engagement survey demonstrates a high level of engagement amongst employees at the City, including exempt employees. This is positive since numerous studies have shown that organizations with highly engaged employees exceed their counterparts on performance measures that include customer service, productivity, quality of work, turnover and absenteeism (see, for example, Gallup Q12 Meta-Analysis, 2006).

However, some exempt employees are beginning to express dissatisfaction at what they see as an inequity in the annual wage increases received by the unionized workforce and their own salary adjustments. If this type of dissatisfaction continues to grow, it can potentially have a wide-spread, negative influence on the workforce.

Retention

Exempt employees are at a higher risk to voluntarily leave the City than employees in the unionized groups. Exit interviews increasingly indicate that compensation is a factor in the exits of these employees.

Exempt Compensation Salary Adjustments

Council's Exempt Compensation Policy, 1991, provides that the City will compensate its management group at the median (50th percentile) of the national public sector as determined annually by an independent survey. This policy has been modified for employees in Bands 1 to 3 (administrative assistants). These employees receive annual salary adjustments based on CUPE Local 401 across-the-board increases.

Traditionally, the City has used a survey conducted by the Hay Group in May of each year to determine the median of the national public sector. The data is normally received in August or September, and is used to adjust the salary ranges in accordance with the data for comparable management positions. The salary adjustments are retroactive to January 1st of the current year. Salary survey results reflect economic conditions at the time of the survey (higher increases in growth periods and lower or no increases during economic downturns).

Staff have contacted similar-sized municipalities to assess alternative methods of determining exempt employee salary adjustments. In all cases other than the City of Nanaimo, these municipalities provide an annual across-the-board salary adjustment based on specified criteria (for example, applying the same increase as for unionized employees) and then conduct a market survey every 2-4 years to ensure exempt staff salaries are competitive. The City of Nanaimo uses the Hay survey to determine both the annual increase and to act as the market comparison, with the market defined as the national public sector.

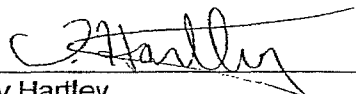
A best practice in compensation is to use multiple sources of data as an indication of the market rather than one information source. The City has used only one source of data to adjust exempt employee salaries for the past 20 years. Another compensation principle is to define the labour market as constituting those employers the organization loses employees to and hires employees from. An analysis of exempt employee recruitments and exits over the past 5 years suggests that the national public sector is not the appropriate market. The City primarily recruits its exempt employees from and loses its exempt employees to local government organizations within British Columbia and Alberta. We also recruit exempt employees from the internal unionized ranks.

ATTACHMENT B

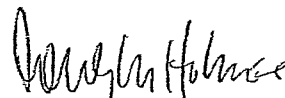
The City may not be maintaining pace with the labour market given that local government organizations often use CUPE general increases as the minimum increase for exempt staff. As shown on Attachment A, exempt salary adjustments are also not keeping pace with increases approved for internal CUPE and IAFF members. The latter situation is already causing problems with compression and it may eventually result in an inability to promote from amongst the union members.

Staff believes it is time to audit exempt staff compensation by comparing it to the appropriate market. This will provide an indication of whether exempt employee compensation is low or high relative to our particular labour market. Accordingly, we recommend that Council direct staff to retain an independent compensation consultant to identify the appropriate labour market for the City of Nanaimo and to conduct a review to assess the competitiveness of exempt staff salaries with the identified market. The cost of such a review is expected to range from \$7,500 to \$12,000, an amount that could be accommodated within the Human Resources budget.

Respectfully submitted,

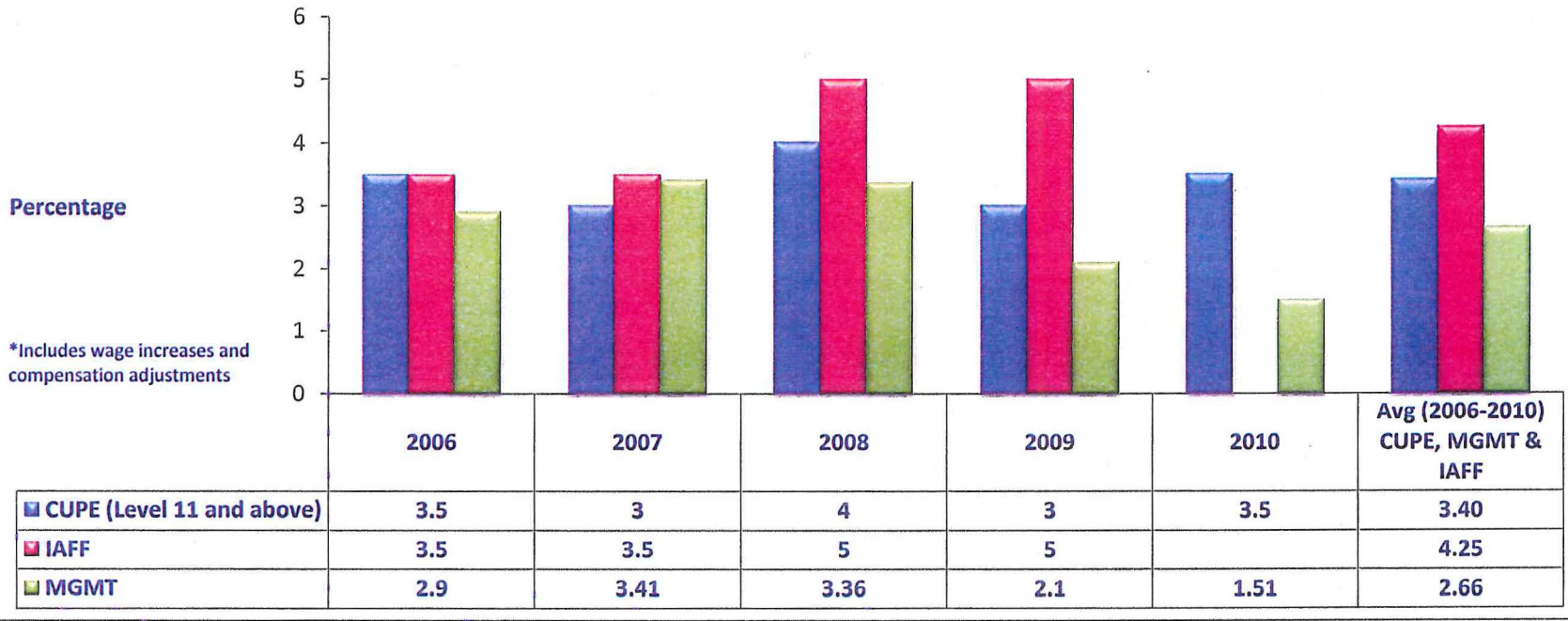


Terry Hartley
Director of Human Resources



Douglas W. Holmes
General Manager, Corporate Services

Compensation Increase Comparisons, 2006-2010 (CUPE, IAFF & MGMT)



CONFIDENTIAL

City of Nanaimo

Exempt Compensation Review

September 2011

Sainas Consult Inc.

 *Sainas Consult Inc*

Katherine M Sainas, MBA

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Cell 604.831.4205

Toll-free fax 1.866.799.7884

kathys@sainasconsult.com

September 12, 2011

PRIVATE & CONFIDENTIAL

Ms. Terry Hartley
Director of Human Resources & Organizational Planning
City of Nanaimo
Human Resources Department
238 Franklyn Street
Nanaimo, BC
V9R 2X4

Via e-mail: terry.hartley@nanaimo.ca

Dear Ms. Hartley:

We are pleased to present our report on the exempt salary survey conducted on behalf of the City of Nanaimo.

We look forward to discussing this report with you. If you have any questions in the meantime, please call.

Yours truly,

SAINAS CONSULT INC.



Katherine M. Sainas

ATTACHMENT C

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INTRODUCTION AND WORK COMPLETED

The City of Nanaimo has historically compared its management compensation with national public sector organizations. However, since the City primarily recruits from or loses exempt employees to local government organizations within British Columbia and Alberta, it requested assistance in reviewing its current compensation within this market.

The project scope and deliverables were to:

- Assist with the identification of the appropriate comparison organizations to survey
- Conduct a market survey of 8-10 comparison municipalities for 15-18 benchmark positions, plus obtain information from our compensation database for an additional 8-10 positions;
- Collect information on:
 - base salaries, car allowances, and incentives
 - the incidence and employee-employer cost-sharing of group benefits
 - employment practices relating to vacation and other paid time off, modified work week/flex time, and overtime arrangements;
- Develop recommendations for adjustments to the exempt salary structure, and identify anomalies within the existing hierarchy

This report contains our findings and recommendations.

Survey Methodology

To complete this review, we undertook the following steps:

- 1) Obtained and reviewed current information on the exempt positions and assisted the City in identifying the survey benchmark positions and organizations.
- 2) Prepared a survey package including job profiles for matching purposes and a questionnaire to collect the compensation information desired for the survey benchmark positions.
- 3) Contacted the targeted organizations for participation and sent the survey package to them.
- 4) Reviewed the completed questionnaires and followed up with participants to clarify position matches and obtain any additional information required.
- 5) Extracted database information from the comparison municipalities on additional matching positions.
- 6) Tabulated and analyzed the market data relative to the City's benchmark positions.
- 7) Prepared this report with our findings and recommendations.

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Comparison Organizations and Benchmark Positions

Market data was obtained from the following 14 municipalities:

Organization	Est. 2010 Population*	Municipal Expenditures Consolidated (2009) Total Expenses (\$ Million)*	No. of FTE	No. of Exempt Positions
	126,600	166.8	800	85
	121,306	238.3	780	130
	114,140	134.3	746	66
	104,697	142.6	470	96
	100,000	162.9	780	75
	88,370	134.3	500	80
	87,110	139.3	640	97
	83,362	154.1	780	80
	82,772	238.0	1250	n/a
	77,975	86.4	350	n/a
	76,418	92.2	342	54
	75,568	129.4	759	86
	74,637	263.6	1342	n/a
	66,892	125.3	571	88

**Source: CivicInfo BC surveys and statistics (includes data from BC Municipalities and the Local Government Management Association of BC)*

25th percentile	76,807	126.3	518	78
mean	91,418	140.5	722	85
median	85,236	136.8	753	85
75th percentile	103,523	160.7	780	92

Nanaimo	85,512	121.9	603	80
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The benchmark positions were chosen based on the following considerations:

- They represent a cross-section of the organization, both hierarchically and functionally; and,
- They are positions that are common in the comparison organizations and likely to be easily matched.

The survey included the following eighteen positions, which are briefly outlined in Appendix A:

- CAO
- GM Community Services
- Director, Human Resources & Organizational Planning
- Director of Parks, Recreation & Culture
- Fire Chief
- Senior Manager, Parks & Civic Facilities
- Manager of Building Inspections
- Manager of Construction
- Manager, Financial Planning
- Manager, Technical & Client Services
- Manager of By-Laws, Regulations & Security
- Manager, Current Planning
- Manager, Utilities
- Manager, Aquatics
- Human Resources Consultant
- Manager, Roads & Traffic Services
- Traffic/Transportation Engineer
- Manager, Payroll & Benefits

In addition to the survey benchmark positions, current data was also obtained from our compensation database for the following positions at the comparison municipalities:

- GM Community Safety & Development
- Director of Finance
- Director, Information Technology
- Deputy Fire Chief
- Manager, Legislative Services
- Revenue Services Manager
- Manager, Accounting Services
- Manager, Purchasing & Stores
- Design Engineer
- Manager, Parks Operations

SURVEY FINDINGS AND RECOMMENDATIONS

This section discusses the survey findings for salary and other elements of compensation and employment practices surveyed.

For our analysis of salaries, we used the current job rates of the salary ranges for comparison purposes rather than the actual salaries paid, since new incumbents may be paid lower in the range and thus skew the data downward. The job rate is the target salary for an individual who is meeting all expectations of the position, and in most cases is the maximum of the range. In the case of the City of Nanaimo, it would be the Salary Range Reference Point (100%). Most of the incumbents in the matching positions at the survey organizations are paid at or near the job rate.

One of the municipalities provides bonuses to a minority of the benchmark positions averaging about 2% of salary, which are not included in the data analysis.

Matches

Organizational differences between the City of Nanaimo and the comparison municipalities affect the matches to some of the benchmark positions. The key differences are summarized in this section.

General Manager, Community Services

Reporting to the City Manager, this position at the City of Nanaimo has accountability for engineering, public works, parks, recreation and culture. Two of the matching positions are larger in scope (i.e. with responsibility for engineering and public works, parks and recreation, and development services), seven are smaller (i.e. typically with responsibility for engineering and public works only), and the remainder are close.

General Manager, Community Safety & Development

Reporting to the City Manager, this position at the City of Nanaimo has accountability for development services, planning, fire, and police. The majority of the matching positions are responsible for planning and development services only.

Director of Parks, Recreation & Culture

This position at the City of Nanaimo reports to the General Manager, Community Services. Half of the matching positions report directly to the City Manager. Other than reporting relationships, the position matches are close.

Director, Finance

This position at the City of Nanaimo reports to the Assistant City Manager/General Manager, Corporate Services. Half of the matching positions report to the City Manager, the other half report to a General Manager position. Other than reporting relationships, the position matches are close.

Director, Human Resources and Organizational Planning

This position at the City of Nanaimo reports to the Assistant City Manager/General Manager, Corporate Services and has responsibility for organizational planning. Eight of the matching

ATTACHMENT C

positions report to the City Manager. About half of the matching positions have responsibility for an additional function (e.g. communication, strategic planning).

Fire Chief

This position at the City of Nanaimo reports to the General Manager of Community Safety and Development. About half of the matching positions report to the City Manager.

Non-Salary Compensation/Employment Practices

This section provides the survey findings for vehicle perquisites, group benefits, vacation entitlements, overtime policies, and incidence of accumulated time off/earned days off program.

Vehicle Perquisites

All but two of the comparison municipalities provide a vehicle allowance or leased vehicle to the City Manager position. The majority provide a vehicle allowance to the positions reporting to the City Manager. In some cases, the vehicle allowance is considered a part of salary or a "special benefit" (pensionable) in addition to salary. The Fire Chief is typically provided with a municipal vehicle.

For those that provide a vehicle allowance, the statistics for the monthly vehicle allowances are as follows:

Position	City of Nanaimo Vehicle Allowance	Monthly Vehicle Allowance			
		25 th Percentile	Median	Average	75 th Percentile
City Manager	\$650	\$735	\$800	\$729	\$850
General Manager	\$600	\$620	\$690	\$669	\$715
Director	\$525	\$500	\$500	\$544	\$700

Management positions other than those noted above do not typically receive vehicle perquisites.

Accumulated Time Off/Earned Days Off

Seven of the survey organizations offer an accumulated time off/earned days off program whereby employees work a slightly longer workday and have a day off every three weeks. The City of Nanaimo has an accumulated time off policy; however, at the present time, management staff have not typically been approved to participate in the program.

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Group Benefits

The group benefits programs are outlined below:

Benefit	Survey Organizations	City of Nanaimo
Provincial Medical	All but one of the BC survey organizations pay 100% of the premiums	100%
Extended Health	All survey organizations pay 100% of the premiums; median reimbursement is 80%; deductibles range from \$25 to \$150, with a median of \$50	100% premiums paid; \$25 deductible; 100% reimbursement
Vision Care	The highest is \$500, the lowest is \$150, and the median coverage over a 24 month period is \$400	\$400 every 2 calendar years
Dental	<ul style="list-style-type: none"> ▪ Basic Dental: median reimbursement is 100% ▪ Major Dental: median reimbursement is 70% ▪ Orthodontics: median reimbursement is 50% 	Basic: 100% Major: 80% Ortho: 80%
Long-Term Disability	Six of the survey organizations pay 100% of the premiums; median of 66.67% of monthly salary; median monthly maximum is \$10,000	100% premiums paid; 70% of monthly salary to a maximum of \$10,000
Group Life and Accident Insurance	All but one organization pay 100% of the premiums; median coverage is 2x salary; median maximum is \$400,000	100% premiums paid; 2.5x annual salary to a maximum of \$500,000
Sick Leave/Salary Continuance Sick Leave Plan	About half have a salary continuance sick leave plan (median 100% of earnings for 6 months) and half have an accumulated sick leave plan with a median number of 18 days per year	Cumulative sick leave plan, 18 days per year cumulative to 120 days

One organization reported having a health spending account.

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Overtime Policies

All but two of the comparison municipalities have a policy for compensating exempt positions for overtime worked, typically in time off but occasionally in either time off or cash. The arrangements are varied; some earn overtime at half time and some at straight time. There is typically a limit of one to two weeks in lieu of overtime and those who are required to attend Council meetings may receive an additional week entitlement.

The City of Nanaimo provides the City Manager, Deputy City Manager, General Managers and Directors one additional week of vacation entitlement in recognition of overtime incurred. All other exempt positions are compensated for overtime at 50 percent of the total overtime worked to a maximum of 240 paid hours per year either by way of cash payment or time off, or a combination of cash payment and time off. The first 80 hours worked per year are paid at straight time, with a maximum of 50 percent paid out and a minimum of 50 percent taken as accumulated time off.

Vacation Entitlement

The median vacation entitlement for the survey participants is as follows:

Year of Employment	Market Median	City of Nanaimo
1	20	20
5	20	25
9	25	25
13	25	30
17	27.5	30
18	30	30
20	30	35
30	30	40

Supplementary vacation is provided by six of the comparison organizations. In two cases, the supplementary vacation entitlement is typically five days in the 11th year and every five years thereafter. The other arrangements are: 5 extra days in years 25 and 30; 5 extra days in year 15 and every 5 years thereafter; 5 days in year 5 and year 19; and, an extra 20 days in year 25 which must be taken that year.

The City of Nanaimo does not provide supplementary vacation.

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Overall, the City's non-salary compensation is generally competitive with market, with the following exceptions:

- City Manager's vehicle allowance is \$150 below the market median
- Group benefits are generally comparable; however, notable exceptions are the amount of reimbursement under the extended health program (100%) vs. the market median (80%), and the amount of life insurance coverage (2.5 x salary to a maximum of \$500,000) vs. the market median (2 x salary to a maximum of \$400,000)
- Vacation entitlements are more generous than the market median at years 5-9, 13-18, and after 20 years of employment

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RECOMMENDATIONS

This section contains our recommendations based on the survey findings.

We analyzed the market matches relative to the benchmark positions at the City of Nanaimo and adjusted the market data to take into account differences in position size and scope. We then compared the City's current reference points/job rates (100% point in the range) with our adjusted market rates. Overall, with the exception of two positions that are paid close to market, the City's rates average approximately 11% below our adjusted market rates based on the municipal comparison group.

If the City were to adopt the policy to pay at the middle (median) of the targeted municipal comparison group, we would recommend a salary structure as follows:

Pay Band	Current 2010 Reference Point	Recommended 2011 Reference Point
D	\$220,794	No change
B	\$167,323	\$175,000
A	\$132,251	\$148,000
8	\$116,873	\$123,000
7	\$103,007	\$107,000
6	\$92,880	\$100,000
5	\$84,584	\$94,000
4	\$74,456	\$82,000

The market data also indicated that the internal equity of the positions at the City is out of line with how the market "values" the positions relative to each other. We recommend the City consider reviewing the job content of the exempt positions to determine their appropriate placement in the salary structure. The internal review should take into account such position criteria as: education and experience requirements; responsibility for communicating with others both internal and external to the organization; complexity of decision-making; impact of decisions and actions; and, leadership requirements.

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Implementation of a New Salary Structure

We understand the City has increments to the reference point/job rate as follows:

88% ---- 90% ---- 92% ---- 95% ---- 98% ---- 100%

When transitioning individuals from the old salary ranges to new ones, one approach may be to place individuals on the increment in the new pay band that is closest to, but not less than, their current salary. The City may also wish to consider length of time in the position and performance when making these implementation adjustments, and may also wish to develop a rule that establishes a minimum adjustment of, say \$1000.

If an employee is at or beyond the new reference point, and performance meets expectations, a general increase of 2-3% may be warranted. We expect that there are very few employees to which this would apply.

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Appendix A

Job No.	City of Nanaimo Benchmark Position	BENCHMARK DESCRIPTION
1	City Manager	The City Manager is responsible for leading the overall administration of the City of Nanaimo. Reporting to the Mayor and City Council, the City Manager is accountable for the provision of direction to, and administrative coordination between, municipal divisions to ensure effective and efficient conduct of their assigned responsibilities as established by Council, City By-laws, and Provincial Statutes.
2	GM Community Services	Reporting to the City Manager, the General Manager of Community Services is a member of the City's Senior Leadership Team and is accountable for the leadership and overall management of the Community Services Division, which includes Engineering & Public Works and Parks, Recreation & Culture. Through Department Heads, this position plans, organizes, directs and controls the Community Services Division; establishes and implements City policy, sets goals and objectives and selects, appoints, appraises and manages staff. Administers the Division in conformity with the strategic direction, corporate policy, and all relevant statutes, bylaws and resolutions. Provides direction and control related to the preparation of the provisional and annual budgets of the Community Services Departments; Coordinates and directs the preparation of long-range operational and capital plans. Maintains a high level of day-to-day contact with City Council to ensure appropriate liaison between staff and Council while also ensuring effective communication between staff and Council with regard to operational matters. Provides advice and recommendations to the City Manager.
3	Director, HR and Organizational Planning	Reporting to the Assistant City Manager, the Director of HR & Organizational Planning is a member of the City's Senior Leadership Team. In this role, the incumbent works with the City Manager and General Managers to provide support to City Council and overall leadership to employees. HR responsibilities include the provision of strategic advice and guidance to City Council and Senior Managers on all matters relating to human resources and labour relations. The incumbent plans, organizes, directs and controls, through subordinates, all HR functions including recruitment and selection, compensation and benefits, contract negotiation and administration, training and development, and occupational health and safety. Organizational planning responsibilities include facilitating the development of the corporate strategic plan and leading Department Heads in the execution of the plan.
4	Director of Parks, Recreation and Culture	Reporting to the General Manager of Community Services, the Director of Parks, Recreation and Culture plans, coordinates, directs and controls, through subordinate Managers and Supervisors, the provision of parks, recreation and culture services and facilities. This includes directing the acquisition, development and maintenance of all municipal parks; the construction, operation and maintenance of municipal recreation and cultural facilities and the development and delivery of leisure programs throughout the community. The incumbent develops and recommends both short and long-term plans and priorities to meet and accommodate public needs and requirements for parks, recreation and culture services and facilities; determines operating requirements and prepares budgets for departmental operations, capital development programs and develops budgetary controls; oversees the work of consultants and contractors providing services to the Department of Parks, Recreation and Culture; oversees the design and planning of parks, recreation and culture facilities and spaces. The incumbent is responsible for developing public, private and non-profit sector partnering initiatives, administering contracts and/or leases for the management or use of facilities by external groups.
5	Fire Chief	Reporting to the General Manager, Community Safety and Development, the Fire Chief plans, organizes, directs and controls, through subordinate supervisors, the Fire Department and the activities of personnel engaged in firefighting, fire prevention, rescue and other related services. Provides advice and guidance to the General Manager, Community Safety and Development, City Manager and City Council and staff on all matters involving the Fire Department, firefighting, fire prevention, and other related services. The incumbent also provides for the budgeting and control for the Emergency Measures Program, including some general administration of the program and the "Emergency Program and Plan Bylaw".

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Appendix A

Job No.	City of Nanaimo Benchmark Position	BENCHMARK DESCRIPTION
6	Senior Manager of Parks and Civic Facilities	Reporting to the Director of Parks, Recreation and Culture, the Senior Manager of Parks and Civic Facilities is responsible for park and open space planning, development and maintenance. Responsibilities include long-range planning, parks and open space design and development, project management, facilitating community development, park policy and bylaw development, managing parks maintenance operations and City-wide facility management including day-to-day maintenance and long-range facility planning.
7	Manager of Building Inspections	Reporting to the Director of Development, the Manager of Building Inspections is responsible for the planning, organizing, direction and control of the Building Inspection Section of the Development Services Department. Through subordinate supervisors, directs, assigns, supervises and reviews the work of subordinates engaged in: accepting applications for building, plumbing, and signage permits; reviewing related plans and specifications; conducting field reviews of building, signage and plumbing installations for compliance with applicable codes, bylaws and specifications; assigns building maintenance work and related projects. The position is designated as the City's Chief Building Inspector and is responsible for the approval of plans and specifications and the direction of the inspection of all buildings and structures in the City of Nanaimo, to ensure compliance with Building Code and bylaw requirements.
8	Manager of Construction	Reporting to the Senior Engineering Manager, the Manager of Construction manages, through subordinate staff, personnel engaged in the provision of contract administration, cost control/inspection of local improvements, capital construction projects, and all other construction related to City construction, subdivisions, building developments, local improvements and utility installations. Plans and develops strategies for the most effective use of available capital resources; Acts on behalf of the City in litigations or actions arising out of contract construction, plans, organizes and monitors all capital work by planning the capital programs, preparing estimates, scheduling the work, organizing resources, coordinating the work with others, establishing and supervising a system for cost control, approving invoices, reviewing and consolidating budgets and re-assigning funds as required, and determining the effectiveness of capital construction alternatives; Supervises and directs the City's local improvement plan including meetings with residents, determining the appropriate areas and scope of work, proving detailed cost estimates, and determining the criteria for petitioning; directs and controls the City's inspection of work done by contract, subdividers, developers and the utility company installations within City controlled property. Requirements include graduation from a recognized technical institute in civil engineering technology and supplemented by considerable management and organizational courses and skills or an extensive directly related experience at the superintendent level or a combination of equivalent training and education.
9	Manager of Financial Planning	Reporting to the Director of Finance, the Manager of Financial Planning plans, develops and administers the financial planning systems of the City and is responsible for the accuracy, completeness and timeliness of payroll services. Responsibilities include maintaining and controlling all financial planning records, overseeing the preparation of financial reports and analysis, managing the City's chart of accounts, undertaking special projects of a financial nature, and providing advice and guidance on financial matters to Council and Senior Staff, as well as acting as a Financial Signing Officer. The incumbent acts as the Director of Finance in the absence of the Director. Requirements include a professional accounting designation, together with extensive experience in local government finance and administration, including a minimum of five (5) years' in a management position

Job No.	City of Nanaimo Benchmark Position	BENCHMARK DESCRIPTION
10	Manager, Technical and Client Services (IT)	Reporting to the Director of Information Technology, the Manager, Technical and Client Services manages the corporate information systems infrastructure. This includes the preparation and implementation of strategic, tactical, and operational plans and budgets for the data and voice services at all City locations. Areas of responsibility include the central computing centre, municipal area network, remote computing sites, internet services, voice services, voice network, and security services. Manages staff in the Technical and Client Support Section, including assigning and prioritizing of work, assessing training needs and conducting performance appraisals. Oversees the work of consultants, who provide development and support for the City's technology infrastructure. Requirements include a Bachelor's degree in Computer Science or Technical Administration plus 10 years relevant experience.
11	Manager of By-Laws, Regulations, & Security	Reporting to the Director of Planning, the Manager of By-Law, Regulation, and Security is responsible for the implementation and administration of the City's Bylaw, animal control, and municipal regulatory services, and provides advice to staff and Council with respect to Municipal Bylaws and regulations. Develops and implements administrative, regulatory and financial procedures and policies within the department to ensure effective bylaw and regulatory services for the City; provides information, advice and recommendations to staff and Council with respect to Municipal bylaws and regulations; leads, organizes and develops strategies to address community security concerns, with primary focus for security in downtown and various community neighbourhoods; directs and manages the investigation of complex legal matters including prosecutions and civil injunction processes for all City departments.
12	Manager, Current Planning	Reporting to the Director of Planning, the Manager of Current Planning is responsible for the planning, organizing, direction and control of the Current Planning Division of the Development Services Department. The Manager provides advice, guidance and direction on zoning and development related matters to City Council, Council Committees, associated bodies and senior Staff. Responsibilities include: administering the City's Zoning Bylaw Regulations including keeping the Bylaws current with priorities set by Council and the community; statutory notifications for development applications and coordinating the Public Hearing process; monitoring the effectiveness of existing planning regulations in achieving the public interest in circumstances of changing urban land use patterns and in response to major private and public land use initiatives; proposing and drafting new regulations to meet these changing interests. Requirements include a Masters Degree in Planning with a minimum of 5 years relevant experience; or, Completion of a University Degree in Urban or Regional Planning, or related field with a minimum of 7 years relevant experience.
13	Manager, Utilities	Reporting to the Director of Engineering and Public Works, the Manager of Utilities plans, manages and controls the construction, operation, maintenance and repair of water distribution, water supply, storm drainage and sanitary sewer infrastructure for the City of Nanaimo. The incumbent coordinates work with other agencies and City departments, negotiates and manages service and equipment contracts, and -- through subordinate supervisors and a large group of staff engaged in the delivery of services -- ensures services are delivered in accordance with infrastructure requirements. Participates in the development of short and long range plans and priorities relating to the development and management of the infrastructure and provision of related services. Requirements include a Bachelor's degree in engineering or diploma from an accredited technical institute in an engineering discipline, or an equivalent combination of training and experience, plus a minimum of 5 years of relevant experience in water distribution and collection, hydraulic control systems, chlorination and de-chlorination procedures, and water system safety and environmental processes, including experience in managing a sizeable staff.

ATTACHMENT C

Job No.	City of Nanaimo Benchmark Position	BENCHMARK DESCRIPTION
14	Manager, Aquatics	Reporting to the Senior Manager, Recreation and Cultural Services, the Manager, Aquatics is responsible for the direction and control of the day-to-day operation of the Nanaimo Aquatic Centre, Beban Park Indoor Pool, liaising with the society operating the Kinsmen Outdoor Pool, and waterfronts at Westwood Lake. The incumbent is responsible for planning, organizing, promoting, facilitating and coordinating the schedule of activities and events as well as allocation of aquatic facilities. Supervises the Aquatic Coordinators and various lifeguard/instructors and cashiers engaged in the delivery of aquatic programs and services; liaises with other Department Managers to ensure a coordinated effort in providing the highest quality leisure program service to the public; liaises with community groups, educational institutions, social service agencies, and private recreation agencies to coordinate all aquatic leisure services in the City; develops policies and makes recommendations to the Commission on admission fees and the rental rate schedule. The Manager is responsible for large sum of cash and general office procedures. Requirements include a degree in Recreation Administration or Leisure Services or a related discipline, plus a minimum of 5 years relevant experience.
15	Human Resources Consultant	Reporting to the Director of Human Resources and Organizational Planning, the Human Resources Consultant combines a generalist human resources role with specialist responsibilities in a defined area (e.g. recruitment, training and development). The HR Consultant provides dedicated support to the departments and employees in a designated customer group on a broad range of HR processes and activities. The HR Consultant exercises specialist responsibilities by providing leadership in the design, development and administration of a defined function. Where the specialty is in recruitment, this includes marketing the City as an employer, designing recruitment, screening and selection processes. Where the specialty is in training and development, this includes oversight of a comprehensive training and development program, career counseling, performance feedback processes and providing advice in the areas of organizational development and design. As a member of the HR Management Team, the Human Resources Consultant participates in the planning of HR programs, policies and processes, and implements them within the customer group. May supervise HR Assistant(s). Requirements include University degree in Business Administration or other relevant discipline and 5-10 years relevant experience.
16	Manager, Roads and Traffic Services	Reporting to the Director of Engineering and Public Works, the Manager, Roads & Traffic Services plans, manages and controls the Road Rehabilitation Capital Improvement Program and operations and maintenance of all roads infrastructure including road surfaces, rights-of-way, traffic signals, traffic markings and signage. The Manager coordinates work with other agencies and City departments, negotiates and manages service and equipment contracts, and -- through subordinate supervisors and a large group of staff engaged in the delivery of services -- ensures services are delivered in accordance with infrastructure requirements, City policy and environmental and safety legislation. Plans, organizes, directs and controls programs and services relating to traffic engineering, traffic control and the construction, maintenance and repair of road infrastructure for the City; participates in the development of short and long range plans and priorities relating to the development and management of the roads infrastructure and provision of related services; supervises and/or prepares specifications and contract documents for equipment and services, including professional services associated with required studies, surveys and other technical requirements; negotiates contracts, monitors and/or oversees contract performance, and authorizes payment for services rendered. Requirements include a Bachelor's degree in engineering or diploma from an accredited technical institute in an engineering discipline, or an equivalent combination of training and experience, plus a minimum of 5 years relevant experience.

ATTACHMENT C

Appendix A

Job No.	City of Nanaimo Benchmark Position	BENCHMARK DESCRIPTION
17	Traffic/Transportation Engineer	Reporting to the Manager of Engineering Services, the Traffic/Transportation Engineer is responsible for traffic and transportation planning, City and neighbourhood transportation plan preparation requirements, and for the engineering aspects of matters affecting the flow and safety of traffic in the City. Liaises with other agencies, municipalities and citizens' groups concerning a wide range of issues including roads, truck routes, and traffic controls. Conducts long range planning of road networks, reviews road intersection layout, traffic signal design, accident analysis, development applications, traffic and parking studies and development of criteria and standards. Develops standards for the design and use of traffic control devices, road, street lighting and other items affecting traffic flow and safety. Identifies the need for and coordinates the selection of consultants, monitors the work of consultants to ensure study objectives are met. Requirements include a B.A.Sc. in Civil Engineering, specializing in Traffic/Transportation Engineering plus a minimum of 8 years relevant experience.
18	Manager of Payroll	Reporting to the Manager of Financial Planning, the Manager of Payroll is responsible for overseeing preparation of the bi-weekly payroll, the annual reconciliation of payroll information including T4 reports, employee quota bank accruals, wage accruals and reporting to other government agencies (e.g. WCB and Pension) as required. This includes reviews for accuracy, completeness, propriety of changes and conformity with departmental policies and regulations, as well as union contracts and bylaws. Responsible for monthly and year-end account reconciliations and year-end working papers for the payroll section. Modifies and develops existing SAP configuration and schema to meet business and operational requirements of the City; participates in the development of department policies and practices. Requirements include second level of a professional accounting designation (C.G.A., C.M.A. or C.A.) and a minimum of 4 years relevant experience in a large, multi-contact unionized environment.

MINUTES OF THE SPECIAL "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE
MEETING TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-SEP-19, COMMENCING AT 9:30 A.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
E. C. Swabey, General Manager of Community Safety and Development
I. Howat, Director of Strategic Relationships (Vacated at 10:15 a.m.)
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance (Vacated at 10:15 a.m.)
T. P. Seward, Director of Development (Vacated at 10:15 a.m.)
B. Anderson, Acting Director of Planning (Vacated at 10:15 a.m.)
B. Prokopenko, Acting Senior Manager of Engineering (Vacated at
10:15 a.m.)
R. Churchill, Manager of Bylaw, Regulation and Security (Vacated at
10:11 a.m.)
J. E. Harrison, Manager of Legislative Services (Vacated at 10:15 a.m.)
T. Wilkinson, Recording Secretary (Vacated at 10:15 a.m.)

1. CALL THE OPEN MEETING TO ORDER:

The Special Meeting was called to order at 9:30 a.m.

2. PROCEDURAL MOTION:

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or employee negotiations; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

The motion carried unanimously.

3. INTRODUCTION OF LATE ITEMS:

- (a) Move Agenda Item 4 (a) – Presentations – Ms. Kathy Sainas, Sainas Consult Inc. prior to Agenda Item 8 (b) – Staff Reports – Exempt Compensation.
- (b) Add Agenda Item 8 (a-1) – Staff Reports – Nanaimo Youth Services Request for Housing Legacy Reserve Funds.
- (c) Delete Page 37 from Agenda Item 8 (b) – Staff Reports – Exempt Compensation.

4. ADOPTION OF AGENDA:

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

5. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-AUG-29 at 4:53 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

6. COMMITTEE REPORTS:

(a) Appointments to Progress Nanaimo

It was moved and seconded that the Council confirm the following appointments to Progress Nanaimo:

- Environment: Gail Adrienne, NALT
- Social Programs: Don Bonner
- Health and Wellness: Dr. Mel Petreman
- Business: Hadi Abassi
- Infrastructure: Wally Wells
- Transportation: vacant
- Education: John Neville

The motion carried unanimously.

7. STAFF REPORTS:

COMMUNITY SAFETY AND DEVELOPMENT:

(a) Street Entertainers on Port Authority Property

It was moved and seconded that Council:

1. direct Staff to finalize an agreement with the Port Authority to provide enforcement of City of Nanaimo "STREET ENTERTAINERS REGULATION BYLAW 2011 NO.7109" on its property; and,
2. direct Staff to present the agreement at a future open Council meeting.

Councillor Kipp vacated the Board Room at 10:11 a.m.

The motion carried unanimously.

(b) Nanaimo Youth Services Request for Housing Legacy Reserve Funds

Councillor Kipp returned to the Board Room at 10:13 a.m.

It was moved and seconded that Council provide \$75,000 from the City's Housing Legacy Reserve to the Nanaimo Youth Services Association for costs associated with the purchase, redevelopment and rehabilitation of a rooming house at 545 Haliburton Street. The motion carried.

Opposed: Councillor Sherry

At 10:15 a.m. all Staff members vacated the Board Room with the exception of Mr. A. C. Kenning, Mr. D. W. Holmes, Mr. E. C. Swabey, and Ms. T. L. Hartley.

8. PRESENTATIONS:

- (a) Presentation by Ms. Kathy Sainas, Sainas Consult Inc., regarding Exempt Compensation.

Ms. Sainas entered the Board Room at 10:17 a.m.

Ms. Sainas vacated the Board Room at 11:20 a.m.

7. STAFF REPORTS: Continued:

CORPORATE SERVICES:

(c) Exempt Compensation

It was moved and seconded that Council receive the report and its attachments for information. The motion carried unanimously.

It was moved and seconded that Council direct Staff to prepare a report outlining options for consideration, including the implications of each option. The motion carried unanimously.

9. OTHER BUSINESS:

(a) Vancouver Island Rail Service

It was moved and seconded that Council ratify the letter being sent to the Federal Government, The Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities, regarding federal rail funding. The motion carried unanimously.

10. ADJOURNMENT:

It was moved and seconded at 11:37 a.m. that the Special "In Camera" Meeting terminate. The motion carried unanimously.

It was moved and seconded at 11:37 a.m. that the Special Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-OCT-24, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR
FINANCE / POLICY COMMITTEE OF THE WHOLE

1. INTRODUCTION OF LATE ITEMS:

2. ADOPTION OF AGENDA:

3. ADOPTION OF MINUTES:

- (a) Minutes of the Special "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-SEP-19 at 9:30 a.m. in the Board Room, City Hall. Pg. 3-6

4. PRESENTATIONS:

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

6. COMMISSION REPORTS:

7. COMMITTEE REPORTS:

8. STAFF REPORTS:

COMMUNITY SERVICES:

- (a) **Hydrogeological Study of Nanaimo Forest Products Wells** Pg. 7-8

Staff's Recommendations: That Council:

1. *direct staff to issue a Request for Proposal for a hydrogeological study of Nanaimo Forest Products' groundwater wells, with funding allocated from existing projects in the 2011 Water Capital Budget;*

AND:

2. *vary the Purchasing Policy to seek proposals from three qualified consultants rather than a publicly advertised competition.*

9. **INFORMATION ONLY ITEMS:**

10. **CORRESPONDENCE:**

11. **OTHER BUSINESS:**

- (a) Verbal report regarding the release of Council decision made "In Camera" 2011-AUG-08 directing Staff not to pursue the purchase of Linley Valley at this time.

12. **ADJOURNMENT:**

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-OCT-24, COMMENCING AT 6:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
E. C. Swabey, General Manager of Community Safety and Development
T. M. Hickey, General Manager of Community Services
T. L. Hartley, Director of Human Resources and Organizational Planning
T. P. Seward, Director of Development
B. E. Clemens, Director of Finance
S. Clift, Director of Engineering and Public Works
B. Sims, Manager, Water Resources
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

The "In Camera" Meeting was called to order at 6:30 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-SEP-19 at 9:30 a.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

4. STAFF REPORTS:

COMMUNITY SERVICES:

(a) Hydrogeological Study of Nanaimo Forest Products Wells

It was moved and seconded that Council:

1. direct Staff to issue a Request for Proposal for a hydrogeological study of Nanaimo Forest Products' groundwater wells, with funding allocated from existing projects in the 2011 Water Capital Budget; and,
2. vary the Purchasing Policy to seek proposals from three qualified consultants rather than a publicly advertised competition.

The motion carried unanimously.

5. OTHER BUSINESS:

- (a) Mr. A. C. Kenning, City Manager, provided a verbal report regarding the release of Council decision made "In Camera" 2011-AUG-08 directing Staff not to pursue the purchase of Linley Valley at this time.

It was moved and seconded that Council direct Staff to prepare a Media Release regarding the City's position on not purchasing western Linley Valley at this time. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 7:00 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-NOV-07, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR
FINANCE / POLICY COMMITTEE OF THE WHOLE

1. **INTRODUCTION OF LATE ITEMS:**

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-OCT-24 at 6:30 p.m. in the Board Room, City Hall. *Pg. 2-3*

4. **PRESENTATIONS:**

5. **DELEGATIONS PERTAINING TO AGENDA ITEMS:**

6. **COMMISSION REPORTS:**

7. **COMMITTEE REPORTS:**

8. **STAFF REPORTS:**

9. **INFORMATION ONLY ITEMS:**

10. **CORRESPONDENCE:**

11. **OTHER BUSINESS:**

- (a) Verbal report by Mr. E. C. Swabey, General Manager of Community Safety and Development, and Chief R. Lambert, Nanaimo Fire Rescue, regarding Engine Purchase Contract.

12. **ADJOURNMENT:**

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-NOV-07, COMMENCING AT 4:59 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
E. C. Swabey, General Manager of Community Safety and Development
T. M. Hickey, General Manager of Community Services
B. E. Clemens, Director of Finance
T. P. Seward, Director of Development
Chief R. Lambert, Nanaimo Fire Rescue
A. J. Tucker, Director of Planning (left 5:25 p.m.)
R. J. Harding, Director of Parks, Recreation and Culture
J. E. Harrison, Manager of Legislative Services
L. Dennis, Recording Secretary

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

The "In Camera" Meeting was called to order at 4:59 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Revise Agenda Item 11 (a) - Other Business – Engine Purchase Contract - to include a Powerpoint presentation by Chief R. Lambert.
- (b) Add Agenda Item 11 (b) – Other Business – Reconsideration of Councillor Unger's Motion re: Recognition of Councillor Sherry's 30 Years of Service on Council.

It was moved and seconded that Council move out of "In Camera." The motion carried unanimously.

Council moved out of "In Camera" at 5:07 p.m.

Council moved into "In Camera" at 5:18 p.m.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-OCT-24 at 6:30 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

5. OTHER BUSINESS:

(a) Engine Purchase Contract

Chief R. Lambert gave a Powerpoint presentation on the Request for Proposals process in regards to purchasing a new fire engine. Chief Lambert outlined the need to purchase a quality product that meets the needs of the department at a lower cost of ownership and outlined the cost saving incentives that will result from the purchase of multiple engines from the same company.

Councillor Sherry vacated the Board Room at 6:40 p.m.

(b)

6. ADJOURNMENT:

It was moved and seconded at 6:46 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AMENDED

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-NOV-21, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR
FINANCE / POLICY COMMITTEE OF THE WHOLE

1. **INTRODUCTION OF LATE ITEMS:**

- Add Item 11 (a) – Other Business, verbal report from Mayor Ruttan regarding Occupy Nanaimo.

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-OCT-24 at 6:30 p.m. in the Board Room, City Hall. *Pg. 3-4*

4. **PRESENTATIONS:**

5. **DELEGATIONS PERTAINING TO AGENDA ITEMS:**

6. **COMMISSION REPORTS:**

7. **COMMITTEE REPORTS:**

8. **STAFF REPORTS:**

COMMUNITY SERVICES:

- (a) **Cessation of Tourism Nanaimo** *Pg. 5-6*

Staff's Recommendations: *That Council:*

1. *authorize Staff to work with the City solicitor to provide the Tourism Nanaimo Board of Directors with a release of liability for Tourism Nanaimo;*

AND:

2. *authorize Staff to work with the City solicitor to provide the Tourism Nanaimo Board of Directors with authorization from the*

City of Nanaimo to transfer the assets of Tourism Nanaimo to the Nanaimo Economic Development Corporation. This authorization does not include cash or cash equivalents;

AND:

3. *formally notify Tourism Nanaimo to shut down the operations of Tourism Nanaimo effective 2011-NOV-30.*

9. **INFORMATION ONLY ITEMS:**

10. **CORRESPONDENCE:**

11. **OTHER BUSINESS:**

- (a) Mayor Ruttan to give a verbal update on Occupy Nanaimo.

12. **ADJOURNMENT:**

Nov. 15, 2011

“IN CAMERA REPORT”

TO: A.C. KENNING, CITY MANAGER

FROM: I. HOWAT, DIRECTOR OF STRATEGIC RELATIONSHIPS

RE: CESSATION OF TOURISM NANAIMO

STAFF RECOMMENDATION:

That Council:

1. authorize staff to work with the City solicitor to provide the Tourism Nanaimo Board of Directors with a release of liability for Tourism Nanaimo;
2. authorize staff to work with the City solicitor to provide the Tourism Nanaimo Board of Directors with authorization from the City of Nanaimo to transfer the assets of Tourism Nanaimo to the Nanaimo Economic Development Corporation. This authorization does not include cash or cash equivalents.
3. formally notify Tourism Nanaimo to shut down the operations of Tourism Nanaimo effective 2011-NOV-30.

EXECUTIVE SUMMARY:

Tourism Nanaimo is in the final stages of wrapping up the organization. The City, NEDC, and Tourism Nanaimo are dealing with the last details regarding transfer of assets, and the final audit. It is a goal of all three parties to finalize this process by 2011-DEC-31, but to do so, a release of directors from liability is necessary to meet this time line.

BACKGROUND:

In February 2011, Council resolved to discontinue funding of Tourism Nanaimo with the intent that the services provided by Tourism Nanaimo would be provided by the Nanaimo Economic Development Corporation (NEDC). In September Tourism Nanaimo held their Annual General Meeting and passed the necessary dissolution resolution.

Tourism Nanaimo has been working with City staff and the NEDC to facilitate the wind down of Tourism Nanaimo. The goal is to shut down the society on 2011-DEC-31 when the City's funding ends. This is also Tourism Nanaimo's and the City's fiscal year end. Tourism Nanaimo's constitution states that all assets of the society will be transferred to the City upon dissolution. To keep this as clean and simple as possible, Tourism Nanaimo, the City and NEDC would like to take the following steps:

- Discontinue operations on 2011-NOV-30, so that an audit can be commenced before the City's year end, which will make the City's year end, in the context of Tourism Nanaimo, much smoother.

Council
 Committee *Flow*
 Open Meeting
 In-Camera Meeting
Meeting Date: 2011-NOV-19

- Transfer assets, except cash or cash equivalents, of Tourism Nanaimo to the NEDC before the shut down so that they do not become part of the transfer to the City. This avoids the need for the City to then subsequently transfer those assets to the NEDC. This also enables the NEDC to assume some of the services that Tourism Nanaimo was previously performing.
- In consultation with the City's Finance staff, complete the audit of Tourism Nanaimo before 2011-DEC-31. The City and the auditors will confirm the outstanding liabilities that will continue past 2011-DEC-31.
- The NEDC is in the process of hiring three of the Tourism Nanaimo staff and acquiring the assets from Tourism Nanaimo to assume the services performed by Tourism Nanaimo on 2011-DEC-01.

Tourism Nanaimo has effectively reduced their remaining expenditures and identified what remains and those financial reports have been reviewed by the City's financial staff. Based on the information provide to date, City staff believe that Tourism Nanaimo's liabilities are offset by the cash balance and that there is minimal risks associated with assuming director liability.

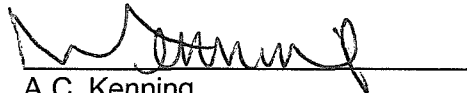
Normally, Tourism Nanaimo would wait until 2011-DEC-31, they would commence a process of closing out their financial reporting in January and then they would commence the audit. Liabilities such as HST, and other Federal/Provincial remittances would be remitted in the first three months of 2012. Tourism Nanaimo and its Board would have to remain intact and continue to incur costs. The plan above avoids this scenario.

Tourism Nanaimo Boards have been served by volunteers for 25 years. The current board has volunteered their time to run Tourism Nanaimo to the best of their ability and endured a very challenging process of dissolution. Providing them with a release at this time brings a clean end to the process and does not burden the directors any further beyond 2011-DEC-31.

Respectfully submitted,



I. Howat
Director of Strategic Relationships



A.C. Kenning
City Manager

2011-NOV-21
FPCoW

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-NOV-21, COMMENCING AT 6:05 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
E. C. Swabey, General Manager of Community Safety and Development
T. M. Hickey, General Manager of Community Services
I. Howat, Director of Strategic Relationships
B. E. Clemens, Director of Finance
T. P. Seward, Director of Development
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

The "In Camera" Meeting was called to order at 6:05 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 11 (a) – Other Business, verbal report from Mayor Ruttan regarding Occupy Nanaimo.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-OCT-24 at 6:30 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

5. STAFF REPORTS:

COMMUNITY SERVICES:

(a) Cessation of Tourism Nanaimo

It was moved and seconded that Council:

1. authorize Staff to work with the City solicitor to provide the Tourism Nanaimo Board of Directors with a release of liability for Tourism Nanaimo;
2. authorize Staff to work with the City solicitor to provide the Tourism Nanaimo Board of Directors with authorization from the City of Nanaimo to transfer the assets of Tourism Nanaimo to the Nanaimo Economic Development Corporation. This authorization does not include cash or cash equivalents; and,
3. formally notify Tourism Nanaimo to shut down the operations of Tourism Nanaimo effective 2011-NOV-30.

The motion carried unanimously.

6. OTHER BUSINESS:

- (a) Mayor Ruttan provided an update on the Occupy Nanaimo protest taking place at Diana Krall Plaza. Mayor Ruttan had a meeting this morning with representatives from Occupy Nanaimo. The representatives were asked to provide the City with documentation within the next 48 hours that sets out their intentions. The City has made it clear that staying overnight in the Plaza is in contravention of the City's bylaws. They do have a right to protest and to free speech but they do not have the right to camp overnight.

7. ADJOURNMENT:

It was moved and seconded at 6:25 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES

AGENDA FOR THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS, TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-DEC-12, COMMENCING IMMEDIATELY FOLLOWING THE REGULAR
FINANCE / POLICY COMMITTEE OF THE WHOLE

1. **INTRODUCTION OF LATE ITEMS:**

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-NOV-07 at 4:59 p.m. in the Board Room, City Hall. *Pg. 4-5*
- (b) Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-NOV-21 at 6:05 p.m. in the Board Room, City Hall. *Pg. 6-7*

4. **PRESENTATIONS:**

5. **DELEGATIONS PERTAINING TO AGENDA ITEMS:**

6. **COMMISSION REPORTS:**

7. **COMMITTEE REPORTS:**

8. **STAFF REPORTS:**

COMMUNITY SERVICES:

- (a) *Pg. 8-14*

9. **INFORMATION ONLY ITEMS:**

(a)

Pg. 15-22

10. **CORRESPONDENCE:**

(a)

Pg. 23-28

11. **OTHER BUSINESS:**

12. **ADJOURNMENT:**

MINUTES OF THE "IN CAMERA" FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO DISCUSS CONFIDENTIAL MATTERS,
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-DEC-12, COMMENCING AT 6:40 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor W. B. McKay
Councillor J. F. K. Pattje

Absent: Councillor G. Anderson

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
I. Howat, Director of Strategic Relationships
T. L. Hartley, Director of Human Resources and Organizational Planning
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
S. Clift, Director of Engineering and Public Works
D. Duncan, Manager of Finance, Community Services
S. Graham, Manager of Financial Planning and Payroll
J. Ritchie, Senior Manager of Parks and Civic Facilities
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

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

The "In Camera" Meeting was called to order at 6:40 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 11 (a) – Other Business –

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-NOV-07 at 4:59 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the "In Camera" Finance / Policy Committee of the Whole Meeting held Monday, 2011-NOV-21 at 6:05 p.m. in the Board Room, City Hall be adopted as circulated. The motion carried unanimously.

5. STAFF REPORTS:

COMMUNITY SERVICES:

(a)

6. INFORMATION ONLY ITEMS:

- (a) Emails regarding request to appear as a delegation at the "In Camera" Meeting of 2011-DEC-19.

It was moved and seconded that Council advise that can attend any Open Council Meeting in order to discuss his concerns. The motion carried.

Opposed: *Councillors Bestwick and McKay*

7. CORRESPONDENCE:

- (a)

8. OTHER BUSINESS:

- (a)

9. ADJOURNMENT:

It was moved and seconded at 8:00 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES