

AMENDED "IN CAMERA" AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
BOARD ROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2014-JAN-20, IMMEDIATELY FOLLOWING
THE SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING

1. **INTRODUCTION OF LATE ITEMS:**

- Add Delegation from Mr. Chad Porter, on behalf of CUPE 401 and IAFF, to Item 7 (a) – Potential Changes to 9-1-1 Service Delivery.
- Add Other Business Item 9 (a) - Councillor Bestwick clarification/discussion regarding the process for 2010 IC Release of Information posted on the website in December, 2013.

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2013-DEC-09 at 7:20 p.m. Pg. 3-5

4. **PRESENTATIONS:**

NONE

5. **ADMINISTRATION:**

- (a) Strategic Relations (for discussion purposes when applicable)

6. **CORPORATE SERVICES:**

NONE

7. **COMMUNITY SERVICES:**

- (a) **Potential Changes to 9-1-1 Service Delivery**

Purpose: To provide Council with additional information regarding provision of 9-1-1 service and provide recommended options to pursue for provision of this service.

Delegation: Mr. Chad Porter, on behalf of CUPE 401 and IAFF.

Staff Recommendation: That Council direct Staff to:

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1. enter into a contract with EComm 9-1-1 in Vancouver to provide Public Safety Answering Point (PSAP) service; and,
2. communicate with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Nanaimo Regional District) to confirm Nanaimo's intent to enter into a contract with EComm 9-1-1 in Vancouver.

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

NONE

9. **OTHER BUSINESS:**

- (a) Councillor Bestwick – clarification/discussion regarding the process for 2010 IC Release of Information posted on the website in December, 2013.

10. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR KIPP

2014-JAN-20 to 2014-MAR-09

"IN CAMERA"

City of Nanaimo REPORT TO COUNCIL

DATE OF MEETING: 2014-JAN-20

AUTHORED BY: TOBY SEWARD, DIRECTOR, SOCIAL & PROTECTIVE SERVICES

RE: POTENTIAL CHANGES TO 9-1-1 SERVICE DELIVERY

STAFF RECOMMENDATION:

That Council direct staff to

1. enter into a contract with EComm 9-1-1 in Vancouver to provide Public Safety Answering Point (PSAP) service; and
2. communicate with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Nanaimo Regional District) to confirm Nanaimo's intent to enter into a contract with EComm 9-1-1 in Vancouver.

PURPOSE:

To provide Council with additional information regarding provision of 9-1-1 service and provide recommended options to pursue for provision of this service.

BACKGROUND:

At its' In-Camera Meetings of 2013-NOV-18 and 2013-DEC-09, Council received staff Information Reports regarding options available for providing 9-1-1 service, also called Public Safety Answering Point (PSAP). Copies of previous reports attached to this report are as follows:

- A. 2013-NOV-18 Council Report (Attachment A);
- B. Financial analysis of 9-1-1 options (Attachment B);
- C. Summary of 9-1-1 options and Advantages & Disadvantages (Attachment C);
- D. 2013-DEC-09 Council Report (Attachment D); and
- E. 9-1-1 Central Island flow-chart of 9-1-1 call answer process (Attachment E).

CUPE has been provided this report as per Article 11 of the Collective Agreement. If Council proceeds with the recommendation, staff are committed to work with CUPE to successfully move to the new delivery model. However, CUPE clearly does not support using EComm to provide 9-1-1 service. It is expected that there will be transitional costs associated with the change to accommodate affected staff by relocating them within the City.

☐ Council
☒ Committee of the Whole
☐ Open Meeting
☒ In-Camera Meeting
2014-JAN-20

DISCUSSION:

Options available for provision of this service are as follows:

1. Maintain the current arrangement by signing the proposed RCMP MOU:
 - a. Sign a Memorandum of Understanding (MOU) with the RCMP to provide 9-1-1 service (PSAP) for a five-year period with a one-year cancellation clause option until further evaluation of 9-1-1 service is completed;
 - b. Communicate with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Nanaimo Regional District) to confirm Nanaimo's intent to sign an MOU with the RCMP and request confirmation that both partners also support continuation of 9-1-1 service through the RCMP at this time; and
 - c. In conjunction with Central Island 9-1-1 service partners, undertake a review to determine the best long-term options for provision of 9-1-1 services and provide a follow-up report to Council in early 2015.
2. Contract out the PSAP function to EComm 9-11 in Vancouver:
 - a. Enter into a contract with EComm 9-1-1 in Vancouver to provide Public Safety Answering Point (PSAP) service; and
 - b. Communicate with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Nanaimo Regional District) to confirm Nanaimo's intent to enter into a contract with EComm 9-1-1- in Vancouver.

The option to provide the 9-1-1 service through Fire Comm can be considered in the long term if Council decides to maintain the RCMP 9-1-1 service.

New information that is provided in this report is as follows:

A. Revised Summary of Financial Impacts of Options for Central Island 9-1-1

	2013 Budget	Option 1	Option 2
Description	NA	Status Quo (RCMP)	Contract to Vancouver EComm
PSAP expenses (City)	\$632,064 (\$284,429)	\$745,000 (\$335,250)	\$280,000 (\$126,000)
Reason for change in costs	NA	1 new PSAP FTE plus \$25,000 Div Admin costs	Contract to EComm is considerably less expensive
Estimated Next gen E911 cost	NA	Up to \$500,000	No cost

B. Revised timeline from the RCMP to confirm which option the City wishes to pursue

As outlined in previous reports to Council, the RCMP have advised the Central Island 9-1-1 (City of Nanaimo, RDN, and CVRD) that we must sign an MOU with the RCMP by 2013-DEC-31, or the RCMP will serve notice that they will be terminating the service after one year's notice (by 2014-DEC-31).

City staff have had ongoing discussions with the RCMP over the past four months regarding this service. The RCMP have agreed to extend the deadline for response to 2014-JAN-31 to allow time for Council to review this issue and receive feedback from the CVRD and RDN.

If the RCMP were to move their Operational Communications Centre (OCC) to Victoria or Courtenay we anticipate a year's notice although there is no contractual obligation.

C. Regional District of Nanaimo (RDN) position on 9-1-1

The RDN staff have advised that they are preparing a report on 9-1-1 service for consideration at their Board Meeting 2014-JAN-28.

D. Cowichan Valley Regional District (CVRD) position on 9-1-1 service

The CVRD staff have advised that they are preparing a report on 9-1-1 service and they have tentatively scheduled the report to be considered by their Regional Services Committee in late January and their Board in mid-February.

E. Service Impact of Changing to EComm

Currently 9-1-1 calls for the central Vancouver Island area are answered in the Nanaimo RCMP OCC. Callers requiring a fire response are transferred to the Secondary PSAP located within the NFR FireComm and the respective fire department is dispatched from there. Callers requiring ambulance attendance are downstreamed to the BC Ambulance Service dispatch centre who then dispatch an ambulance and notify FireComm if a First Responder is required (in areas where First Responder service exists).

If the 9-1-1 service is contracted to EComm, the call routing from 9-1-1 to either NFR Fire Comm or BC Ambulance Service dispatch will not change. Fire dispatch for the partnership was added in 2003 when the partners consolidated their independent fire dispatching services into an upgraded Nanaimo Fire Rescue (NFR) FireComm.

Police calls are currently handled by the Nanaimo RCMP OCC. Due to the complete integration of the PSAP into the OCC, the same person that answers the 9-1-1 call may also take the complaint and dispatch police members, or if the situation warrants, the call can be downstreamed to other OCC staff who take the complaint and dispatch the police. The Nanaimo OCC is backed up by the Courtenay OCC and vice versa.

If the 9-1-1 service is contracted to EComm, police related calls are downstreamed to the Nanaimo OCC and the dispatch is made locally.

CONCLUSION:

Provision of 9-1-1 service is a complex issue that will likely see a number of revisions in the next few years. These revisions include changes to CAL, new methods to contact 9-1-1, new technological upgrades, possible consolidation of services, pursuit of revenue-neutral services, etc.

Given that the Central island 9-1-1 partnership (City 45%, CVRD 45%, RDN 10%) does not currently have an MOU with the RCMP, the RCMP has requested that by 2014-JAN-31, the partnership either signs the MOU or the RCMP will provide one year notice of termination of their 9-1-1 services.

The City and its partners have two options to pursue:

1. Maintain current service with the RCMP; or
2. Contract service to EComm (Vancouver).

Both options require staff to prepare a follow-up report regarding an adjustment to the call answer levy.

Staff recommend that Council enter into a contract with EComm 9-1-1 in Vancouver to provide PSAP service. This option allows the most cost-effective service, with an established service provider and is recommended because:

1. The cost for delivering this service results in a cost saving of \$209,000 per year;
2. All 9-1-1 calls requiring a Fire response continues to be referred to the Nanaimo Rescue FireComm;
3. All 9-1-1 calls for requiring an ambulance response continues to be routed to the BC Ambulance Service Dispatch; and
4. All 9-1-1 calls for police are routed to the Nanaimo RCMP OCC and dispatched locally.

Respectfully submitted,



TOBY SEWARD
DIRECTOR
SOCIAL & PROTECTIVE SERVICES

Concurrence by:



TOM HICKEY
GENERAL MANAGER
COMMUNITY SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

ATTACHMENT A

"IN CAMERA"

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-NOV-18

**AUTHORED BY: CRAIG RICHARDSON, DEPUTY CHIEF - OPERATIONS,
NANAIMO FIRE RESCUE**

RE: POTENTIAL CHANGES TO 9-1-1 SERVICE DELIVERY

STAFF RECOMMENDATION:

That Council receive the report,

PURPOSE:

To advise Council of potential changes to the Public Safety Answering Point (PSAP) system affecting Nanaimo and central Vancouver Island.

SUMMARY:

The Public Safety Answering Point (PSAP) for central Vancouver Island is operated by the Central Island 9-1-1 Service (CI911), a partnership of the Cowichan Valley Regional District, City of Nanaimo and the Regional District of Nanaimo. The partnership was established in 1994 to provide 9-1-1 services within these jurisdictions and is managed for the partners by the City of Nanaimo. Operationally, the PSAP is integrated into the provincially operated Nanaimo RCMP's Operational Communications Centre (OCC).

The Partnership has been advised by the RCMP that the PSAP function is no longer considered part of their core business, but they are willing to continue operating the PSAP for the partnership if the partners are willing to sign a Memorandum of Understanding (MOU) and pay for the service outside of the standard Municipal Police Unit Agreement (MPUA). If the partners do not accept the proposal by 2013-Dec-31, the RCMP has stated they will give notice to cease operating the PSAP effective 2014-Dec-31.

This report explores alternatives available to the partnership, including:

1. maintaining the current arrangement by signing the proposed RCMP MOU;
2. amalgamating the PSAP function into the fire dispatch service in the Nanaimo FireComm centre; or
3. contracting out the PSAP function to E-Comm 9-1-1 in Vancouver.

This report is being presented to Council for information only at this time. Additional research and analysis is being conducted by staff to further evaluate the options in this report and to determine if other short- or long-term options are available. This will be presented in another report in December. The Boards of the other two partners will also be receiving information reports from their staff.

BACKGROUND:

The primary Public Safety Answering Point (PSAP) for central Vancouver Island is operated by the Central Island 9-1-1 Service (CI911), a partnership of the Cowichan Valley Regional District (CVRD), City of Nanaimo and the Regional District of Nanaimo (RDN) (for electoral areas A, B & C and the District of Lantzville). The partnership was established on June 12, 1994 to provide PSAP services (9-1-1) within these jurisdictions and is managed for the partners by the City of Nanaimo. Operationally, the PSAP is integrated into the provincially operated Nanaimo RCMP Operational Communications Centre (OCC). Fire dispatch for the partnership was added in 2003 when the partners consolidated their independent fire dispatching services into an upgraded Nanaimo Fire Rescue (NFR) FireComm.

Current funding for the CI911 partnership is split three ways:

City of Nanaimo	45%
Cowichan Valley Regional District	45%
Regional District of Nanaimo	10%

CI911 is one of six 9-1-1 service providers in BC that have arranged for their local RCMP OCC to take the initial 9-1-1 calls. The RCMP have advised all PSAP service providers that the PSAP function is no longer considered part of the RCMP core business but they are willing to continue operating the respective PSAPs if the service providers are willing to sign a Memorandum of Understanding (MOU) and pay for the service outside of the standard Municipal Police Unit Agreement (MPUA). They have requested that each organization sign the MOU by 2013-Dec-31. CI911 is the only service provider that has not signed an MOU with the RCMP.

DISCUSSION:

The CI911 PSAP has been operated by the RCMP Nanaimo OCC since the service inception in 1994. CI911 has committed one (1) FTE 9-1-1 Operator per 12 hour shift within the Nanaimo OCC to accommodate 9-1-1 call answering. Thus, four (4) positions rotate around the clock and are augmented by an additional two (2) permanent part-time 9-1-1 Operators who backfill for illness and vacations (for a total of 5.2 FTE municipal positions in the OCC). No formal agreement has ever been signed with the RCMP regarding this service.

CI911 recently participated in a study of 9-1-1 call taking services in conjunction with the other municipal jurisdictions in BC that use an RCMP OCC for their PSAP function. POMAX Consulting Inc. conducted the study (attached as Appendix 'A') for the purpose of reviewing and rationalising the call taking resources required by jurisdictions utilising an RCMP OCC. For central Vancouver Island, the study found that 5.2 FTEs is the correct staffing level for our PSAP.

The catalyst for this discussion is the RCMP's requirement that the CI911 Partnership enter into a MOU in order to maintain the current operation. The following options are presented for Council's consideration:

Option 1: RCMP OCC continues to operate the central Vancouver Island PSAP

Currently, 9-1-1 calls for the central Vancouver Island area are answered in the Nanaimo RCMP OCC. Callers requiring a fire response are transferred to the Secondary PSAP located

within the NFR FireComm and the respective fire department is dispatched from there. Callers requiring ambulance attendance are downstreamed to the BC Ambulance Service dispatch centre who then dispatch an ambulance and notify FireComm if a First Responder is required (in areas where First Responder service exists). Police calls are handled by the Nanaimo OCC. Due to the complete integration of the PSAP into the OCC, the same person that answers the 9-1-1 call may also take the complaint and dispatch police members, or if the situation warrants, the call can be downstreamed within the OCC to other OCC staff who take the complaint and dispatch the police. The Nanaimo OCC is backed up by the Courtenay OCC and vice versa.

The RCMP have stated that they are willing to continue operating the central Vancouver Island PSAP; however, they will only do so if the Partnership signs an MOU and begins paying an amount toward the RCMP's cost of managing the PSAP on our behalf (currently estimated to be approximately \$25,000 annually). This agreement would be a 5-year commitment and would be outside of the current Municipal Police Unit Agreement (a.k.a. the police "contract"). The 5.2 FTE municipal positions would continue to be City of Nanaimo employees within the Canadian Union of Public Employees (CUPE) Local 401 bargaining unit. Under this option control of the PSAP function will be transferred to the RCMP and away from the CI911 Partnership. The MOU would extend for 5 years (although can be terminated with one (1) years notice from either party).

The RCMP are also independently reviewing their resourcing needs in the OCC and it is anticipated that they will request an additional FTE primarily to deal with the increasing volume of abandoned 9-1-1 calls.

There are no immediate labour relations implications with this option, as long as the status quo is maintained. Should the RCMP decide to consolidate their Vancouver Island OCCs and move out of Nanaimo, then depending upon the circumstances, this may be characterized as a successorship or contracting out situation in which article 32 of the CUPE Collective Agreement may be triggered.

The 2014 budget for the PSAP service is \$633,000. With the above-noted increases, this cost could rise to \$745,000, with no service improvements. Further, next generation service enhancements, such as 'Text to 9-1-1' will result in additional cost increases that are outside the control of the CI911 Partnership.

Advantages:

1. there is no impact on current operations;
2. the RCMP have been a reliable contractor for the 9-1-1 PSAP service since inception;
3. the PSAP function is fully integrated into the police complaint-taking and dispatch functions; and
4. RCMP provides supervision and training for employees in the OCC.

Disadvantages:

1. the MOU commits CI911 to a 5-year agreement;
2. potentially increases costs over \$100,000 per year;
3. limited control over policies and service levels;
4. cost of next generation 9-1-1 implementation will be an extra;
5. OCC consolidations could result in jobs leaving Nanaimo; and
6. handling of abandoned calls issue still requires resolution.

Option 2: Relocate the PSAP function to NFR FireComm

The CI911 FireComm facility has been planned so that the PSAP function could be accommodated within the same space. There are no technical issues preventing the PSAP from being moved to the FireComm centre. Under this scenario, 9-1-1 calls would be received by the Fire Dispatchers and then downstreamed to Police and Ambulance Secondary PSAPs or dispatched directly to one of the 27 Fire Departments already served by the Partnership.

The FireComm centre has sufficient work space to accommodate the additional positions for 9-1-1 call taking. The existing municipal staff from the Nanaimo OCC would be relocated to FireComm. The labour relations issues around International Association of Firefighters (IAFF) and CUPE would have to be addressed (see below).

Moving the 5.2 FTE municipal employees to FireComm would create a need for additional FireComm oversight and supervision. It is possible that a new management position would have to be created to oversee this service; however, with 3 staff on shift, it is anticipated that up to 0.5 FTE could be saved through improved shift scheduling, thereby offsetting some of the cost of a new management position.

The technical cost of relocating the call taking service will be similar to retaining it at the RCMP OCC. The cost of next generation (NexGen) 9-1-1 upgrades will be borne by CI911 and this is projected to be in the order of \$500,000 over the next several years (although these cannot be substantiated as the technology needs are still unknown).

The vision of consolidating PSAP and fire dispatch into a single service for all of Vancouver Island has guided our upgrades over the past 15 years. Consolidation with North Island 9-1-1 could also bring significant operational savings. Moving call taking into FireComm would be a step along this road and would enhance local and regional service. An Island consolidation; however, will not occur in the short term, as the two other Vancouver Island service providers have not expressed an interest in collaborating this way.

There are other initiatives under way that could benefit from a consolidation of call taking within FireComm. Most importantly are the current Provincial discussions regarding the provision of Emergency Medical Services. If the City were to take a greater role in EMS Services, the integration could reduce overall dispatch times, providing a higher overall service level.

Labour relations implications for this option are that the call taking work currently performed by CUPE employees in the OCC will be integrated with the fire dispatch work performed by the IAFF employees in FireComm. Each will take on the other duties as part of the combined team. In this situation, the Labour Relations Board (LRB) would be asked to make a determination on the appropriate bargaining unit; and the respective collective agreement and wages of that bargaining unit would apply. The likely result is that the CUPE employees would become IAFF members with corresponding wage rates.

Advantages:

1. retains the 5.2 FTE jobs in Nanaimo;
2. opportunities to increase functional control and enhance level of service;
3. technology and facilities are already in place; and
4. allows for flexibility to handle current unknowns related to NexGen service requirements.

Disadvantages:

1. labour relations impact will require discussions with IAFF and CUPE and the LRB which may create productivity issues and stress relationships during those discussions;
2. will require additional training for existing fire dispatchers and 9-1-1 Operators;
3. costs are status quo with future increases undetermined;
4. increased volume of calls and function (abandoned 9-1-1 calls need to be followed up before forwarding to police);
5. additional CAD costs along with computers; and
6. additional Management staff required.

Option 3: Contract out the PSAP service

9-1-1 call taking is an independent function that could readily be relocated to a call centre separate from the RCMP OCC or FireComm. CI911 could contract the call taking to E-Comm 9-1-1 in Vancouver. Technically, it is easy to make this change. Financially, this option provides a significantly lower cost. Functionally; however, there is less opportunity to control or develop procedures specific to the needs of the central Island region and local jobs would be eliminated.

E-Comm 9-1-1 has provided a formal proposal to the CI911 Partnership to operate our PSAP within their call centre in Vancouver. E-Comm 9-1-1 will answer the calls within the accepted National Emergency Number Association (NENA) standards and forward to the appropriate Secondary PSAP (i.e. police, fire, ambulance). They will also provide initial follow up to abandoned calls before forwarding to police.

The proposed solution provides a cost saving in excess of 50% compared to the above two options. E-Comm 9-1-1's cost to provide this service is \$280,000 per year. There is an initial \$16,000 setup fee, plus an inflation allowance in future years. A five-year agreement is required. E-Comm 9-1-1 will meet the same call handling standards that are offered by the OCC.

The E-Comm 9-1-1 proposal also addresses future upgrades for NexGen 9-1-1. CI911 would not be required to provide a large capital investment to implement the new technologies. E-Comm 9-1-1 will incur a \$200,000 capital investment to handle CI911 calls and they are proposing to amortize this cost over the term of the agreement (\$40,000 which is included in the \$280,000 annual fee). By doing this, they will then use the \$40,000 per year (beyond 2018) to fund future upgrades for NexGen 9-1-1 and other technology upgrades. CI911 will be shielded from any new costs required for future technology upgrades. CI911 net Call Answer Levy (CAL) revenues are projected to be \$460,000 for 2014. Accepting this E-Comm 9-1-1 proposal will provide a surplus for this component of 9-1-1 operation, rather than planning for a deficit or rate increase if pursuing Options 1 or 2.

E-Comm 9-1-1 has demonstrated over the past 15 years that they are a reliable emergency call centre and can effectively provide the service that is required. They currently handle approximately 1 million calls per year, so the 56,000 calls from CI911 will have minimal impact on their operational volumes.

Backup and recovery concerns have been addressed in the E-Comm 9-1-1 proposal as well. A hot backup site, also in Vancouver, is available, plus second backup site on Vancouver Island will be available if CI 9-1-1 proceeds with the 5-year agreement.

CI911 will need to enter into a formal agreement with E-Comm that defines the service level, backup and expectations in the event of a major service disruption. CI911 needs to be confident that, in any major disaster or province-wide emergency event that service will continue at the same level as provided to other customers.

Besides contracting to E-Comm 9-1-1, it may also be possible to contract the call taking to North Island 911 Corporation. NI911 already provides backup services for the OCC. This option has not been evaluated, but discussion could be initiated, if so directed.

Labour Relations implications for this option centre on Article 32 of the CUPE Collective Agreement which restricts the City from contracting out if it will result in a staff layoff. Layoff could be avoided if alternate work is found for affected permanent employees at the same rate of pay/same number of hours. This alternative work could be through another organization (i.e. E-Comm); however, since the employees would not be required to accept employment with another employer, the City would need to have back-up position(s) for these employees to move into.

Advantages:

1. minor impact on current operations;
2. significantly lower operating costs (in the order of 50%);
3. provides high level of commitment to existing and NexGen services;
4. provides for initial handling of Abandoned Calls before forwarding to police; and
5. existing CAL rate of \$0.47 sufficient to pay for the service.

Disadvantages:

1. loss of jobs in Central Island area;
2. labour relations issues around contracting out;
3. loss of control over the provision of this service and service level;
4. loss of local geographic knowledge; and
5. does not align with strategic vision for a consolidated Island 9-1-1 Service.

POMAX Consulting Inc Report

POMAX Consulting Inc. was retained by six BC 9-1-1 service providers to review and develop a rationale for the 9-1-1 call taking function within the RCMP OCC of the participating jurisdictions. The objective of the study was to develop a formula to calculate 9-1-1 call taking staff resources for the jurisdictions at various service levels. The participants wanted to verify that the staffing levels provided to the RCMP OCC for the call taking function was at the correct level. Overall, the study shows that the CI PSAP is provided with the correct level of resources to this function.

Summary of Findings:


1. The study used an industry standards (NENA) requiring 90% of calls to be answered within 10 seconds, and 95% within 20 seconds. For staffing levels, the telecommunications industry "Erlang C" traffic formula was used.
2. Call data covering a complete year from each call centre was analyzed to provide an overall assessment, along with assessment for each jurisdiction.

3. The average time for a 9-1-1 call is 46 seconds for the call taker to handle. This includes 10 seconds for wrap-up time.
4. Central Island handles 56,000 calls per year; average answer time is 4.9 seconds. Central Island exceeds the NENA standards for call handling, with 95.5% answered within 10 seconds and 98.4% within 20 seconds. This compares favourably to the other jurisdictions.
5. Analysis for Central Island suggests that the minimum staffing level should be 5.0 FTE. Central Island currently provides 5.2 FTE to the RCMP for this function.
6. The analysis identifies that a total of 33.8 FTE are collectively currently allocated to the call taking function at the 5 participating RCMP OCCs that were studied. If these were combined into a single 9-1-1 call taking centre to service the participating jurisdictions, then the total staff requirements could be reduced almost 50% to 16.8 FTEs.

Conclusion:

This report and the above options are predicated on CI911 being proactive and making a decision before the imposed RCMP deadline of 2013-Dec-31. CI911 currently does not have a formal written agreement with the RCMP. The RCMP have advised that, if the CI911 Partnership does not respond by 2013-Dec-31, they will provide notice to CI911 to remove the call taking function from the Nanaimo OCC by 2014-Dec-31.

Respectfully submitted,


for C. Richardson
Deputy Chief - Operations

Concurrence by:


T. Seward
Acting General Manager,
Community Safety & Development

CITY MANAGER COMMENT:

I concur with the staff recommendation.

CITY OF NANAIMO

CI911 Service - cost summary of options

	2012 Actual	2013 Budget	2014 Budget Estimate	RCMP Option 1 2014	FireComm Option 2 2014	E-Comm (Vancouver) Option 3 2014
Call Answer Centre - Police (PSAP)						
Call Centre levy from Telus, Shaw, Rogers	573,326	545,670	550,000	550,000	550,000	550,000
Cell Phone call answer levy	0	0	0	0	0	0
Other Revenue	33,907	12,317	0	0	0	0
Total Revenue	607,233	557,987	550,000	550,000	550,000	550,000
All expenses	503,884	632,064	633,280	745,000	799,280	280,000
Net revenue (net funded from taxes)	103,349	(74,077)	(83,280)	(195,000)	(249,280)	270,000
Call Answer - Fire (NFR FireComm)						
Revenue from CVRD & RDN *	551,576	553,103	571,060	571,060	571,060	571,060
All expenses	1,056,736	1,006,640	1,038,290	1,038,290	1,038,290	1,038,290
Net revenue (net funded from taxes)	(505,160)	(453,537)	(467,230)	(467,230)	(467,230)	(467,230)
Net revenue (cost) of both functions	(401,811)	(527,614)	(550,510)	(662,230)	(716,510)	(197,230)
Cost of Next generation 911 (estimated around \$500,000)				Most Expensive	Fire only	No cost

* Revenue from RDN and CVRD is 55% of costs of net 911 costs. Since PSAP is assumed to be at least break-even, the recovery is calculated as 55% of the actual costs of NFR FireComm.

CITY OF NANAIMO

CI911 Service - cost summary of options

Option 1: effectively the status quo. Costs are higher in PSAP because the RCMP would hire one additional FTE and there is an estimated cost of \$25,000 for Green Timbers.

Option 2: Changes affecting costs are:

- 1) New Fire manager to manage call centre scheduling = \$120,000
- 2) No additional dispatch staff - may be able to reduce staff by \$88,000 in future
- 3) RCMP ME's would convert to IAFF at 10% higher cost = \$46,000

Option 3: All existing PSAP costs are replaced with a \$280,000 fee for Ecomm Vancouver (\$240,000 operating + \$40,000 capital).

OTHER FINANCIAL FACTORS:

Cell phone call answer levy is theoretically revenue neutral, although it would prevent a loss of revenue in future years due to reducing number of land lines.

There is room to increase the Call Answer Levy rate under Options 1 and 2 to reduce the deficit. The surplus created in Option 3 might trigger a discussion about decreasing the rate.

The City has a 911 Reserve with a balance of \$488,000. In Options 1 and 2, it may contribute to the one-time costs for next generation 911, although this may mean that there may not be enough funds to replace other equipment as needed.

911 SERVICE DELIVERY MODELS
911 Cost Allocations – Nanaimo 45%, CVRD 45%, RDN 10%

REMAIN AT RCMP	RELOCATE TO FIRE DEPT. (FIRECOMM)	RELOCATE TO VANCOUVER (E-COMM)
<ol style="list-style-type: none"> 1. RCMP operating the central Vancouver Island PSAP. 2. Only if the Partnership signs an MOU and begins paying an amount toward the RCMP's cost of managing the PSAP on our behalf. 3. Agreement would be a 5-year commitment and would be outside of the current Municipal Police Unit Agreement. 4. The 5.2 FTE municipal positions would continue to be City of Nanaimo employees within CUPE. 5. Under this option, control of the PSAP function will be transferred to the RCMP and away from the CI911 Partnership. 6. The MOU would extend for 5 years although can be terminated with one (1) year notice from either party. 7. The 2014 budget for the PSAP service is \$633,000 (Nanaimo \$285,000). 8. With the above-noted increases, this cost could rise to \$745,000, with no service improvements. 9. Next generation service enhancements, such as 'Text to 9-1-1' will result in additional cost increases that are outside the control of the CI911 Partnership. 	<ol style="list-style-type: none"> 1. The CI911 FireComm facility has been planned so that the PSAP function could be accommodated within the same space. 2. Under this scenario, 9-1-1 calls would be received by the Fire Dispatchers and then downstreamed to Police and Ambulance Secondary PSAPs. 3. The existing municipal staff from the Nanaimo OCC would be relocated to FireComm. 4. The labour relations issues around International Association of Firefighters (IAFF) and CUPE would have to be addressed (see below). 5. The technical cost of relocating the call taking service will be similar to retaining it at the RCMP OCC. 6. The cost of next generation (NexGen) 9-1-1 upgrades will be borne by CI911 and this is projected to be in the order of \$500,000 over the next several years. 7. Consolidating PSAP and fire dispatch into a single service for all of Vancouver Island could bring significant operational savings. 8. Island consolidation will not occur in the short term. 	<ol style="list-style-type: none"> 1. CI911 could contract the call taking to E-Comm 9-1-1 in Vancouver. 2. Financially, this option provides a significantly lower cost. 3. Functionally; there is less opportunity to control or develop procedures specific to the needs of the central Island region and local jobs would be eliminated. 4. E-Comm 9-1-1 has provided a formal proposal to the CI911 Partnership to operate our PSAP within their call centre in Vancouver. 5. The proposed solution provides a cost saving in excess of 50% compared to the above two options. E-Comm 9-1-1's cost to provide this service is \$280,000 per year. 6. A five-year agreement is required. E-Comm 9-1-1 will meet the same call handling standards that are offered by the OCC. 7. The E-Comm 9-1-1 proposal also addresses future upgrades for NexGen 9-1-1. CI911 would not be required to provide a large capital investment to implement the new technologies. 8. E-Comm 9-1-1 has demonstrated over the past 15 years that they are a reliable emergency call centre. 9. Besides contracting to E-Comm 9-1-1, it may also be possible to contract the call taking to North Island 911 Corporation. 10. Labour Relations implications for this option centre on Article 32 of the CUPE Collective Agreement which restricts

ATTACHMENT C

REMAIN AT RCMP	RELOCATE TO FIRE DEPT. (FIRECOMM)	RELOCATE TO VANCOUVER (E-COMM)
<p>Advantages:</p> <ol style="list-style-type: none"> 1. there is no impact on current operations; 2. the RCMP have been a reliable contractor for the 9-1-1 PSAP service since inception; 3. the PSAP function is fully integrated into the police complaint-taking and dispatch functions; and 4. RCMP provides supervision and training for employees in the OCC. <p>Disadvantages:</p> <ol style="list-style-type: none"> 1. the MOU commits CI911 to a 5-year agreement; 2. potentially increases costs over \$100,000 per year; 3. limited control over policies and service levels; 4. cost of next generation 9-1-1 implementation will be an extra; 5. OCC consolidations could result in jobs leaving Nanaimo; and 6. handling of abandoned calls issue still requires resolution. 	<p>Advantages:</p> <ol style="list-style-type: none"> 1. retains the 5.2 FTE jobs in Nanaimo; 2. opportunities to increase functional control and enhance level of service; 3. technology and facilities are already in place; and 4. allows for flexibility to handle current unknowns related to NexGen service requirements. <p>Disadvantages:</p> <ol style="list-style-type: none"> 1. labour relations impact will require discussions with IAFF and CUPE and the LRB which may create productivity issues and stress relationships during those discussions; 2. will require additional training for existing fire dispatchers and 9-1-1 Operators; 3. costs are status quo with future increases undetermined; 4. increased volume of calls and function (abandoned 9-1-1 calls need to be followed up before forwarding to police); 5. additional CAD costs along with computers; and 6. additional Management staff required. 	<p>Advantages:</p> <ol style="list-style-type: none"> 1. minor impact on current operations; 2. significantly lower operating costs (in the order of 50%); 3. provides high level of commitment to existing and NexGen services; 4. provides for initial handling of Abandoned Calls before forwarding to police; and 5. existing CAL rate of \$0.47 sufficient to pay for the service. <p>Disadvantages:</p> <ol style="list-style-type: none"> 1. loss of jobs in Central Island area; 2. labour relations issues around contracting out; 3. loss of control over the provision of this service and service level; 4. loss of local geographic knowledge; and 5. does not align with strategic vision for a consolidated Island 9-1-1 Service.

ATTACHMENT D

"IN CAMERA"

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-DEC-09

AUTHORED BY: TOBY SEWARD, DIRECTOR, SOCIAL & PROTECTIVE SERVICES

RE: POTENTIAL CHANGES TO 9-1-1 SERVICE DELIVERY

STAFF RECOMMENDATION:

That Council receive the report for information.

PURPOSE:

To provide Council with the previous information presented at Council's meeting of 2013-NOV-18 and provide additional information on the financial implications of each 9-1-1 option. Also to advise Council of the request to the RCMP for an extension to the 2013-DEC-31 deadline to make a decision on provision of 9-1-1 Services.

DISCUSSION:

Attached for Council's information are:

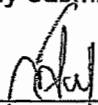
- A.) 2013 NOV-18 Council Report (Attachment A);
- B.) Financial analysis of 9-1-1 options (Attachment B); and
- C.) Summary of 9-1-1 options and Advantages & Disadvantages (Attachment C).

As noted in the 2013-NOV-18 report to Council, the RCMP has advised that if the City and its partners DO NOT sign a Memorandum of Understanding (MoU) by 2013-DEC-31, the RCMP will provide notice that they will terminate provision of 9-1-1 services as of 2014-DEC-31.

The RCMP has advised staff that they are currently addressing a number of other MoU agreements with partnerships throughout the province, many of which are weighing options similar to Nanaimo. Staff have discussed the issue with the RCMP program manager and have requested a six-month extension to the 2013-DEC-31 deadline. The RCMP has advised that they are meeting internally to discuss the status of MoUs they are pursuing throughout the province, including Nanaimo's request for an extension.

If the RCMP agrees to the extension Nanaimo has requested, the decision on which option to pursue can be delayed until the new year. If the RCMP does not agree to the extension, staff will bring a report forward to Council's meeting 2013-DEC-16, seeking direction on pursuing one of the three options available.

Respectfully submitted,



Toby Seward, Director
Social & Protective Services

Concurrence by:



Tom Hickey, General Manager
Community Services

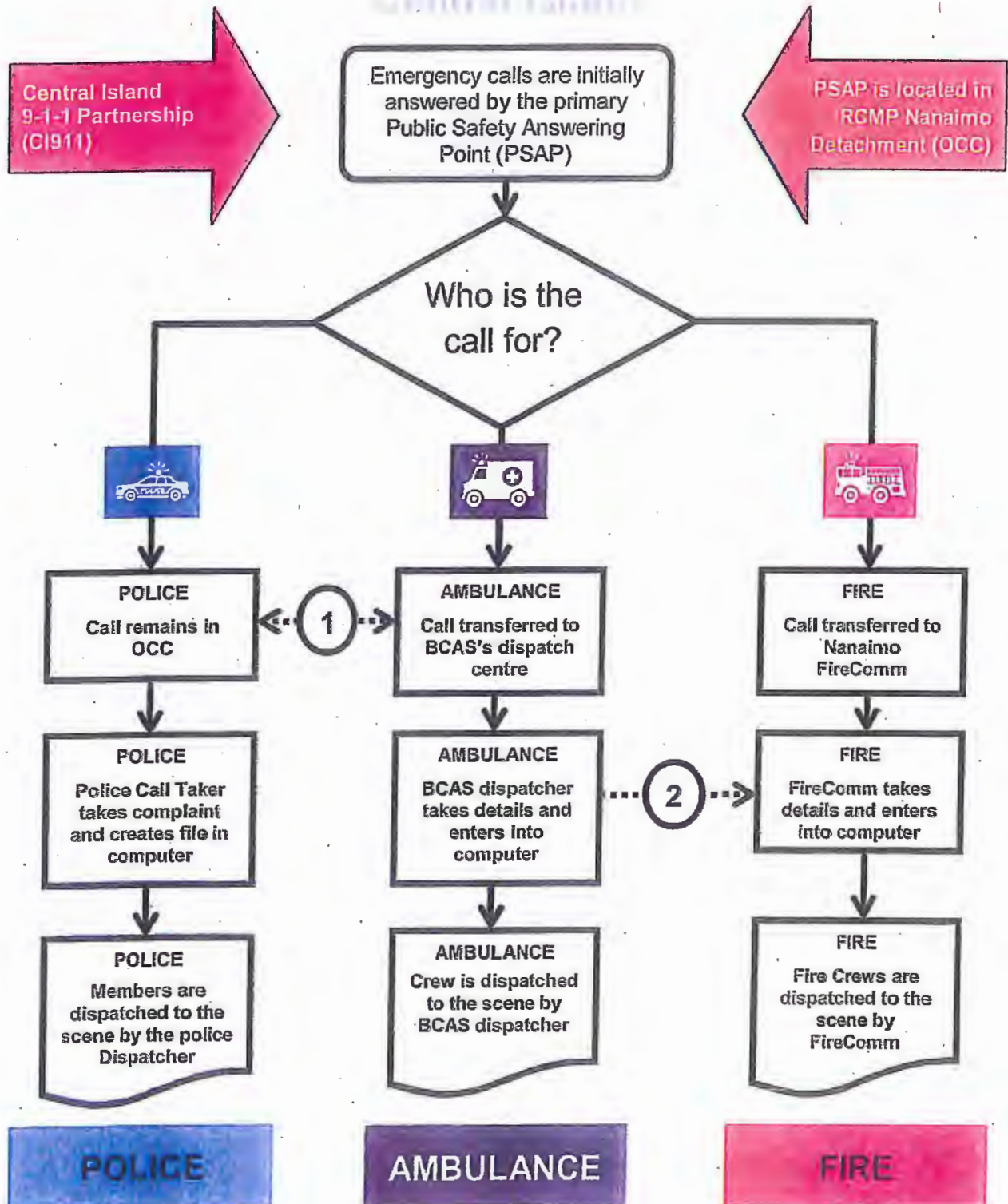
CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2013-DEC-03
TS/hp

ATTACHMENT E

911





NOTES:

1. Once the 9-1-1 operator downstreams a call to BC Ambulance Service (BCAS), they stay on the line to determine if a police response is also necessary. If it is, they initiate a police file and dispatch members as required. If the call does not require police, the 9-1-1 operator disconnects from the call.
2. BCAS also dispatches First Responder units in areas where that service is available.
3. Search and Rescue (SAR) calls on "salt water" are downstreamed to the Rescue Coordination Centre in Victoria.
4. Land based SAR calls are managed by the police with the aid of local volunteer search & rescue organizations.

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
BOARD ROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2014-JAN-20 AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
Councillor W. L. Bestwick
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. F. K. Pattje

Absent: Councillor M. D. Brennan
Councillor J. A. Kipp
Councillor W. B. McKay

Others: Mr. Chad Porter, on behalf of CUPE 401 and IAFF (Arrived at 5:05 p.m.,
departed at 5:17 p.m.)

Staff: E. C. Swabey, City Manager
I. Howat, General Manager of Corporate Services
T. P. Seward, Director of Social & Protective Services
T. L. Hartley, Director of Human Resources & Organizational Planning
B. E. Clemens, Director of Finance
P. Cooper, Communications Manager
M. Dietrich, Manager of Police Support Services
G. Ferrero, Director of Information Technology & Legislative Services
C. Jackson, Manager of Legislative Services
K. King, Recording Secretary

All Staff with the exception of Mr. E. C. Swabey, City Manager, vacated the Board Room.

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

The "In Camera" Meeting was called to order at 4:33 p.m.

2. PERSONNEL MATTER:

Discussion took place between Council and Mr. E. C. Swabey, City Manager, regarding a personnel matter.

Staff returned to the Board Room at 4:49 p.m.

3. INTRODUCTION OF LATE ITEMS:

- (a) Add Delegation from Mr. Chad Porter, on behalf of CUPE 401 and IAFF, to Agenda Item 7 (a) – Potential Changes to 9-1-1 Service Delivery.
- (b) Add Other Business Agenda Item 9 (a) - Councillor Bestwick clarification/discussion regarding the process for 2010 IC Release of Information posted on the website in December, 2013.

It was moved and seconded that Council defer consideration of item 3 (b) regarding clarification/discussion regarding the process for 2010 IC Release of Information until the next Regular In Camera Council Meeting. The motion carried unanimously.

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 "In Camera" Committee of the Whole Meeting held Monday, 2013-DEC-09 at 7:20 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

6. COMMUNITY SERVICES:

- (a) Potential Changes to 9-1-1 Service Delivery

Mr. Chad Porter, Vice President, IAFF Local 905, entered the Board Room at 5:05 p.m.

Delegation:

Mr. Chad Porter, on behalf of CUPE 401 and IAFF, provided information and outlined both CUPE and IAFF concerns related to the Staff recommendation on potential changes to 9-1-1 service delivery.

Mr. Porter vacated the Board Room at 5:17 p.m.

It was moved and seconded that consideration of the report regarding potential changes to 9-1-1 service delivery be deferred to the next Regular IC Council Meeting and that all relevant information with respect to this issue be included in the report. The motion carried unanimously.

7. OTHER BUSINESS:

- (a)

8. ADJOURNMENT:

It was moved and seconded at 5:43 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

AMENDED "IN CAMERA" AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-FEB-03, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **INTRODUCTION OF LATE ITEMS:**

- Add draft motion to Item 9 (a) Other Business - Councillor Bestwick – process for release of "In Camera" information.

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2013-DEC-09 at 7:20 p.m. *Pg. 3-5*
- (b) Minutes of the "In Camera" Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Monday, 2014-JAN-20 at 4:30 p.m. *Pg. 6-8*

4. **PRESENTATIONS:**

NONE

5. **ADMINISTRATION:**

- (a) Strategic Relations (for discussion purposes when applicable)

6. **CORPORATE SERVICES:**

- (a) **Fire Management Compensation**

Please note this report will be distributed separately to Council.

7. **COMMUNITY SERVICES:**

- (a) **Potential Changes to PSAP Service Delivery**

Purpose: To provide Council with an update regarding provision of Public Safety Answering Point (PSAP) service and provide recommended options to pursue for provision of this service.

Staff Recommendation: That Council direct Staff to:

Pg. 9-15

1. enter into a contract with *E-Comm Emergency Communications for Southwest British Columbia Incorporated* to provide Public Safety Answering Point (PSAP) service; and,
2. communicate with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Nanaimo Regional District) to confirm Nanaimo's intent to enter into a contract with *E-Comm Emergency Communications for Southwest British Columbia Incorporated*.

(b) **Parks, Recreation and Culture Commission "In Camera" Minutes**

Minutes of the Meeting held 2013-NOV-27

Pg. 16-17

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

NONE

9. **OTHER BUSINESS:**

- (a) Councillor Bestwick – Motion regarding the process for release of "In Camera" information.

"That Council direct Staff to provide Council with all "In Camera" agendas, reports, presentations, and minutes for 2010, 2011, 2012 and 2013 with recommendations on:

1. what will be released;
2. what will not be released; and,
3. what may be released upon review at a later date."

(b)

10. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR KIPP
2014-JAN-20 to 2014-MAR-09

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

DATE OF MEETING: 2014-February-3

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

RE: Fire Management Compensation

STAFF RECOMMENDATION:

That Council direct staff to replace the 1995 Fire Management Compensation policy, effective January 1, 2014, as follows:

- The Assistant Chief receive an annual salary of 110% of the Captain's basic annual rate;
- The Deputy Chief receive an annual salary of 115% of the Captain's basic annual rate; and
- The Fire Chief receive an annual salary of 122% of the Captain's basic annual rate.

PURPOSE:

To respond to Council's request for a report on Fire management compensation made at the November 20, 2013 Special In-Camera Committee of the Whole Meeting, and to seek approval of an amended Fire Management Compensation policy.

BACKGROUND:

Council approved the following compensation policy for Fire Management employees on January 23, 1995:

“The Assistant Chief receive 10% more than the Captain's basic rate;
The Deputy Chief receive 5% more than the Assistant Chief; and
The Chief receive 5% more than the Deputy Chief.”

Prior to this policy coming into effect, Fire management employee compensation was governed by the Hay system. According to the January 1995 Report to Council, the rationale for the change was because the Hay formula calculated salaries that were too low when compared to the senior unionized employees in the Fire Service. For example, the wage rate for Captain was higher than the Hay reference point for the Assistant Chief. It was suggested in the report that staying with the Hay system would create morale problems and would offer little incentive for employees to advance to the management level.

At the In-Camera Committee of the Whole meeting on October 19, 2009, Council changed its policy on the method of compensating the Fire Chief, reverting back to the Hay system. It was noted that there was not a compression issue relative to the Fire Chief salary, and that since this position was a Department Head, it ought to be paid equitably in relation to other Department Heads. The Fire Chief position is currently paid within the Director pay band in the exempt compensation system. In accordance with Council's policy on exempt compensation, the position receives annual salary adjustments in accordance with the across-the-board increases approved for CUPE.

☐ Council
☒ Committee *LOW*
☐ Open Meeting
☒ In-Camera Meeting
Meeting Date: 2014-FEB-03

At the November 20, 2013 Special In-Camera Committee of the Whole Meeting, Council directed staff to provide a report on Fire management compensation.

DISCUSSION:

As Council is aware, the recently negotiated agreement with IAFF provides for increases of 3.0% in 2010 and 2.5% in 2011. When the Council policy on Fire Management compensation is applied to Assistant Chiefs and Deputy Chiefs for that period, the result, with internal comparisons, is as follows:

Table 1: 2011 Fire Management Salaries and Internal Comparisons		
Position	2011 Rates	Policy
Captain	\$104,832	Negotiated (10% above Lieutenant)
Assistant Chief	\$115,315	Fire Management policy (10% above Captain)
Deputy Chief	\$121,081	Fire Management policy (5% above Asst Chief)
Senior Manager	\$104,597-\$118,860	Exempt Compensation policy
Fire Chief	\$118,360-\$134,500	Exempt Compensation policy
Director	\$118,360-\$134,500	Exempt Compensation policy

As can be seen in Table 1 above, applying the Fire Management Compensation policy in conjunction with the IAFF wage increases for 2010 and 2011 resolves any compression issues between bargaining unit members and their supervisors as was intended by adopting the 1995 policy. On the other hand, this table illustrates that the application of the policy also results in annual salaries for Deputy Chiefs that are over the maximum established for other City Senior Managers. An additional issue relating to the recent reorganization is that the Fire Chief position, which is governed by the Exempt Compensation policy, is in the same salary band as the position to which it reports (Social and Protective Services Director).

The internal equity issue between Fire management employees and other City exempt employees is of concern. Assuming that IAFF continues to receive increases that meet or exceed those of exempt employees, there will continue to be an inequity between Fire management salaries and those of other management employees within the City.

Table 2 provides information about Fire management salary policies in other comparable municipalities. The table was compiled based on a survey conducted by staff in 2009. The information has recently been updated.

Table 2: Municipal Comparisons			
Municipality	Asst Chief/Ops Chief	Deputy Chief	Fire Chief
	Exempt policy	Exempt policy	Exempt policy
	Exempt policy	Exempt policy	Exempt policy
	5% above Battalion Ch.	10% above Asst Chief	Exempt policy
	Exempt policy	Exempt policy	Exempt policy
	10% above Captain	5% above Asst Chief	Exempt policy
	Exempt policy	Exempt policy	Exempt policy
	Exempt policy	Exempt policy	Exempt policy
	Exempt policy	Exempt policy	Exempt policy
	7% above Battalion Ch.	10% above Asst Chief	Exempt policy
	Exempt policy	Exempt policy	Exempt policy

It should be noted that there were 16 municipalities in the 2009 survey however the list of municipalities in the table consists of only those that have three levels of Management positions within the Fire Service. The non-listed comparator municipalities have a Fire Chief and just one other level of Fire management (Deputy Chief or Assistant Chief). While Council made a

deliberate decision in 2005 to hire excluded Assistant Chiefs to provide overall coordination and control of resources, having three levels of Fire management compounds the corporate internal equity issue (the difference between a Captain and a Deputy Chief is 15% rather than only 10% which would be the norm if there was not another level of management in-between).

As is apparent from Table 2, comparator municipalities with three levels of Fire management typically apply the same policy to this employee group as is used for other exempt employees. In some cases, this change of Fire management from a compression-type compensation policy to an exempt compensation policy has been made only recently. The problem in applying such a policy locally is that as Council already knows (as a result of receiving the Sainas report), Nanaimo exempt salaries are lower than the median of exempt salaries in other comparator municipalities. IAFF compensation, on the other hand, is relatively equal between organizations. Therefore, while moving all of Fire management to the City's Exempt Compensation policy would deal with one problem (equity with other management employees within the City), it would create another (inequity between the Fire Service employee groups).

Another option to improve the equity between Fire management and other exempt employees is to reduce the compression differential between the Captain and Assistant Chief. Table 2 shows that other municipalities provide for differentials of 5% or 7% between their highest level IAFF position and the supervising level excluded position. However, the highest level IAFF position in those municipalities is the Battalion Chief position, and it is paid 18% higher than that of a Captain. This means that the gap between Captain and Assistant Chief is 23% and 25%. It can therefore be presumed that the differential between the Nanaimo IAFF Captain and the Assistant Chief is already the lowest amongst the comparison group. Reducing it further would be expected to create significant issues with recruitment.

It may be suggested, on the other hand, that the City should increase the salary differential between the positions of Captain and Assistant Chief to improve external fairness. However, such a move would result in increased pay inequity between Fire management and other City managers.

It appears that the Fire Management Compensation policy, as it relates to the Assistant Chief and the Deputy Chief positions, provides a generally balanced approach to dealing with salary equity between Fire Service managers and the IAFF members they supervise and between Fire Service managers and their peers within City management. Staff therefore suggests that the compression formula involving these positions undergo only minor changes (see option #3 below). On the other hand, staff recommends that the compression between the Fire Chief position and that of the Social and Protective Services Director be rectified.

Options for a Fire Management Compensation policy include:

1) Status Quo

Retaining the current compression formula places value on the additional responsibilities associated with the Fire management role and provides a financial incentive to encourage bargaining unit employees to apply for Fire management positions. On the other hand, continued use of this policy without change will exacerbate the salary inequity between this group and other members of City management. It also results in compression between the position of Fire Chief and the supervising position of Social and Protective Services Director.

2) Apply Exempt Staff Compensation Rules

This approach would mean that the Assistant Chief and Deputy Chief positions would be evaluated under the Hay system and annual salary adjustments would be applied under the

Exempt Compensation policy. While adoption of this policy would mean that Fire management and other members of management are treated equitably in relation to one another, it would no doubt cause internal equity problems within the Fire Service. Salary compression and/or salary inversion between bargaining unit employees and their supervisors could be expected to cause morale issues and hinder management recruitment.

3) Amend Compression Formula and include the Fire Chief

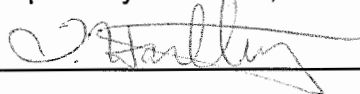
With this option, the compression formula would be amended and the revised policy would be applied to the Fire Chief. The proposal would be for the Assistant Chief to receive 110% of the basic annual rate for Captain, the Deputy Chief to receive 115% of the basic annual rate for Captain and the Fire Chief to receive 122% of the basic annual rate for Captain. The impacts of this approach are:

- Assistant Chief – the application of the amended formula would have no impact on pay.
- Deputy Chief – using the Captain rate of pay as the fixed comparison avoids the compounding effect of the current salary calculation. This will result in a very small reduction in the pay increase to be applied to this position after bargaining has been concluded with IAFF for 2014.
- Fire Chief – applying a compression formula to this position ensures that there continues to be an appropriate gap between the salary of the Fire Chief and the positions below it within the Fire Service. However, more importantly, this policy fits better with the recent corporate restructure. The calculation results in a salary that acknowledges that the Fire Chief position does not have the same responsibility as that of the Director to which it reports. In 2014, the application of the proposed policy would result in a salary differential between the Fire Chief and Director positions of approximately 5%.

Staff recommends that Council adopt option #3 above, effective January 1, 2014. Once the compression rates have been established, the effect of this recommendation is that all of Fire management salaries will be adjusted in accordance with IAFF general wage increases, much like exempt salaries will be adjusted in step with CUPE across-the-board wage increases. This policy change will have no impact on the Assistant Chief salary, and only a very minor impact on the amount of the increase for the Deputy Chief salary commencing in 2014 (once wages have been negotiated with IAFF for that year). With respect to the Fire Chief position, the salary negotiated for the new incumbent is in accordance with the policy that is being recommended in this report.


Finally, it is recommended that a Council policy be created to document the Fire Management Compression policy and the recently amended Exempt Compensation policy. This will make this information public and more easily accessible.

Respectfully submitted,



Terry Hartley
Director, HR & Organizational Planning

Concurrence by:



Ian Howat
General Manager, Corporate Services

Report to City Council – 2014-February 3
RE: Exempt Compensation Adjustment

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: Jan. 28, 2014
TH

"IN CAMERA"

City of Nanaimo REPORT TO COUNCIL

DATE OF MEETING: 2014-FEB-03

AUTHORED BY: MIKE DIETRICH, (ACTING) DIRECTOR,
SOCIAL & PROTECTIVE SERVICES

RE: POTENTIAL CHANGES TO PSAP SERVICE DELIVERY

STAFF RECOMMENDATION:

That Council direct staff to

1. enter into a contract with *E-Comm Emergency Communications for Southwest British Columbia Incorporated* to provide Public Safety Answering Point (PSAP) service; and
2. communicate with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Nanaimo Regional District) to confirm Nanaimo's intent to enter into a contract with *E-Comm Emergency Communications for Southwest British Columbia Incorporated*.

PURPOSE:

To provide Council with an update regarding provision of Public Safety Answering Point (PSAP) service and provide recommended options to pursue for provision of this service.

BACKGROUND:

At its' In-Camera Meetings of 2013-NOV-18, 2013-DEC-09, 2014-JAN-20 and 2014-JAN-27, Council received staff Information Reports regarding options available for providing Public Safety Answering Point (PSAP) service (informally known as "9-1-1" service). The following reports have been distributed previously:

- A. 2013-NOV-18 Council Report (Potential Changes to 9-1-1 Service Delivery);
- B. Financial analysis of 9-1-1 options;
- C. Summary of 9-1-1 options and Advantages & Disadvantages;
- D. 2013-DEC-09 Council Report;
- E. 9-1-1 Central Island flow-chart of 9-1-1 call answer process; and
- F. 2014-Jan-20 Council Report (Potential Changes to 9-1-1 Service Delivery).

The 2014-JAN-20 Council Report is attached (Appendix A).

The City of Nanaimo employs six staff (5.2 FTE) on behalf of the Central Island 911 Partnership (CI911). The PSAP function is funded by each member of the partnership through the collection of a Call Answer Levy (CAL) from users of wired telephones within their respective jurisdictions.

☒ Council
☐ Committee.....
☐ Open Meeting
☒ In-Camera Meeting 2014-FEB-03
Meeting Date:

DISCUSSION:

Following the 2014-JAN-20 report, staff developed an adjustment plan related to the employment of *911 Emergency Services Communications Operators* in the event that Council selects to move the PSAP to E-Comm911 in Vancouver. The adjustment plan includes the following components:

E-Comm911 advises that the earliest they would be able to take over service is October 2014. At the point that this occurs, the City would continue to employ incumbent *911 Emergency Services Communications Operators* within the RCMP Nanaimo OCC in their present roles and CUPE job descriptions (minus the task of answering incoming 9-1-1 calls). Incumbent *911 Emergency Services Communications Operators* would continue to function as City employees within the integrated OCC team, accepting police related calls which are down streamed from E-Comm911 to the Nanaimo OCC. They would receive complaints, take details of the complaints and/ dispatch police response. They would also continue to contribute to the public safety of the entire CI911 Partnership area in this capacity.

The RCMP would receive these employees "surplus to establishment" (STE) which implies that the RCMP will not be charged for the employees, they will not receive backfilling for the employees for illness and vacation and the employees will not be replaced should they leave this classification. Over time, through attrition, these positions will become vacant and be declared redundant.

CI911 Partnership Involvement in the Adjustment Plan

911 Emergency Services Communications Operators are employed by the City of Nanaimo on behalf of the CI911 Partnership and all costs associated with that employment are cost shared amongst the partners. If Council decides to move to E-Comm911, the staff position is that the cost of changing the service delivery model is also the responsibility of the Partnership therefore the CI911 partners will be expected to share proportionately in the adjustment plan. The Nanaimo OCC provides dispatch and complaint service to the CVRD which further supports the CVRD contribution. Even by sharing staff costs in the adjustment plan the CVRD is expected to have a cost saving of \$85,501 in 2015.

Staff have had preliminary discussions with staff of the CVRD on this matter and they will discuss our expectation for cost sharing with the CVRD Board.

The effect of this is reflected in the following updated chart:

Expected adjustment costs (with 33% turnover rate)

		2015	2016	2017	2018	2019
EComm911 contract (City portion)	126,000	126,000	126,000	126,000	126,000	126,000
Staff adjustment costs (City portion)	187,498	123,749	81,674	53,905	35,577	23,481
		249,749	207,674	179,905	161,577	149,481
RCMP MOU (City portion)	335,250	335,250	335,250	335,250	335,250	335,250
Projected Savings:		85,501	127,576	155,345	173,673	185,769

CONCLUSION:

Staff believe that contracting with *E-Comm Emergency Communications for Southwest British Columbia Incorporated* for the provision of Public Safety Answering Point (PSAP) service is a cost effective way to deliver this service while providing savings to the taxpayer and allows the City and its Central Island 911 Partners to avoid future capital costs related to the next generation of 9-1-1 communications. In addition, the adjustment plan as proposed guarantees the protection of the current CUPE 911 *Emergency Services Communications Operator* positions in a manner that the affected staff will continue to perform a necessary and valuable function until such time as they individually take other opportunities.

Respectfully submitted,



MIKE DIETRICH
(ACTING) DIRECTOR
SOCIAL & PROTECTIVE SERVICES

Concurrence by:



TOM HICKEY
GENERAL MANAGER
COMMUNITY SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2014-JAN-29
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APPENDIX A

FILE COPY

"IN CAMERA"

City of Nanaimo REPORT TO COUNCIL

DATE OF MEETING: 2014-JAN-20

AUTHORED BY: TOBY SEWARD, DIRECTOR, SOCIAL & PROTECTIVE SERVICES

RE: POTENTIAL CHANGES TO 9-1-1 SERVICE DELIVERY

STAFF RECOMMENDATION:

That Council direct staff to

1. enter into a contract with EComm 9-1-1 in Vancouver to provide Public Safety Answering Point (PSAP) service; and
2. communicate with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Nanaimo Regional District) to confirm Nanaimo's intent to enter into a contract with EComm 9-1-1 in Vancouver.

PURPOSE:

To provide Council with additional information regarding provision of 9-1-1 service and provide recommended options to pursue for provision of this service.

BACKGROUND:

At its' In-Camera Meetings of 2013-NOV-18 and 2013-DEC-09, Council received staff Information Reports regarding options available for providing 9-1-1 service, also called Public Safety Answering Point (PSAP). Copies of previous reports attached to this report are as follows:

- A. 2013-NOV-18 Council Report (Attachment A);
- B. Financial analysis of 9-1-1 options (Attachment B);
- C. Summary of 9-1-1 options and Advantages & Disadvantages (Attachment C);
- D. 2013-DEC-09 Council Report (Attachment D); and
- E. 9-1-1 Central Island flow-chart of 9-1-1 call answer process (Attachment E).

CUPE has been provided this report as per Article 11 of the Collective Agreement. If Council proceeds with the recommendation, staff are committed to work with CUPE to successfully move to the new delivery model. However, CUPE clearly does not support using EComm to provide 9-1-1 service. It is expected that there will be transitional costs associated with the change to accommodate affected staff by relocating them within the City.

DISCUSSION:

Options available for provision of this service are as follows:

1. Maintain the current arrangement by signing the proposed RCMP MOU:
 - a. Sign a Memorandum of Understanding (MOU) with the RCMP to provide 9-1-1 service (PSAP) for a five-year period with a one-year cancellation clause option until further evaluation of 9-1-1 service is completed;
 - b. Communicate with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Nanaimo Regional District) to confirm Nanaimo's intent to sign an MOU with the RCMP and request confirmation that both partners also support continuation of 9-1-1 service through the RCMP at this time; and
 - c. In conjunction with Central Island 9-1-1 service partners, undertake a review to determine the best long-term options for provision of 9-1-1 services and provide a follow-up report to Council in early 2015.
2. Contract out the PSAP function to EComm 9-11 in Vancouver:
 - a. Enter into a contract with EComm 9-1-1 in Vancouver to provide Public Safety Answering Point (PSAP) service; and
 - b. Communicate with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Nanaimo Regional District) to confirm Nanaimo's intent to enter into a contract with EComm 9-1-1- in Vancouver.

The option to provide the 9-1-1 service through Fire Comm can be considered in the long term if Council decides to maintain the RCMP 9-1-1 service.

New information that is provided in this report is as follows:

A. Revised Summary of Financial Impacts of Options for Central Island 9-1-1

	2013 Budget	Option 1	Option 2
Description	NA	Status Quo (RCMP)	Contract to Vancouver EComm
PSAP expenses (City)	\$632,064 (\$284,429)	\$745,000 (\$335,250)	\$280,000 (\$126,000)
Reason for change in costs	NA	1 new PSAP FTE plus \$25,000 Div Admin costs	Contract to EComm is considerably less expensive
Estimated Next gen E911 cost	NA	Up to \$500,000	No cost

B. Revised timeline from the RCMP to confirm which option the City wishes to pursue

As outlined in previous reports to Council, the RCMP have advised the Central Island 9-1-1 (City of Nanaimo, RDN, and CVRD) that we must sign an MOU with the RCMP by 2013-DEC-31, or the RCMP will serve notice that they will be terminating the service after one year's notice (by 2014-DEC-31).

City staff have had ongoing discussions with the RCMP over the past four months regarding this service. The RCMP have agreed to extend the deadline for response to 2014-JAN-31 to allow time for Council to review this issue and receive feedback from the CVRD and RDN.

If the RCMP were to move their Operational Communications Centre (OCC) to Victoria or Courtenay we anticipate a year's notice although there is no contractual obligation.

C. Regional District of Nanaimo (RDN) position on 9-1-1

The RDN staff have advised that they are preparing a report on 9-1-1 service for consideration at their Board Meeting 2014-JAN-28.

D. Cowichan Valley Regional District (CVRD) position on 9-1-1 service

The CVRD staff have advised that they are preparing a report on 9-1-1 service and they have tentatively scheduled the report to be considered by their Regional Services Committee in late January and their Board in mid-February.

E. Service Impact of Changing to EComm

Currently 9-1-1 calls for the central Vancouver Island area are answered in the Nanaimo RCMP OCC. Callers requiring a fire response are transferred to the Secondary PSAP located within the NFR FireComm and the respective fire department is dispatched from there. Callers requiring ambulance attendance are downstreamed to the BC Ambulance Service dispatch centre who then dispatch an ambulance and notify FireComm if a First Responder is required (in areas where First Responder service exists).

If the 9-1-1 service is contracted to EComm, the call routing from 9-1-1 to either NFR Fire Comm or BC Ambulance Service dispatch will not change. Fire dispatch for the partnership was added in 2003 when the partners consolidated their independent fire dispatching services into an upgraded Nanaimo Fire Rescue (NFR) FireComm.

Police calls are currently handled by the Nanaimo RCMP OCC. Due to the complete integration of the PSAP into the OCC, the same person that answers the 9-1-1 call may also take the complaint and dispatch police members, or if the situation warrants, the call can be downstreamed to other OCC staff who take the complaint and dispatch the police. The Nanaimo OCC is backed up by the Courtenay OCC and vice versa.

If the 9-1-1 service is contracted to EComm, police related calls are downstreamed to the Nanaimo OCC and the dispatch is made locally.

CONCLUSION:

Provision of 9-1-1 service is a complex issue that will likely see a number of revisions in the next few years. These revisions include changes to CAL, new methods to contact 9-1-1, new technological upgrades, possible consolidation of services, pursuit of revenue-neutral services, etc.

Given that the Central island 9-1-1 partnership (City 45%, CVRD 45%, RDN 10%) does not currently have an MOU with the RCMP, the RCMP has requested that by 2014-JAN-31, the partnership either signs the MOU or the RCMP will provide one year notice of termination of their 9-1-1 services.

The City and its partners have two options to pursue:

1. Maintain current service with the RCMP; or
2. Contract service to EComm (Vancouver).

Both options require staff to prepare a follow-up report regarding an adjustment to the call answer levy.

Staff recommend that Council enter into a contract with EComm 9-1-1 in Vancouver to provide PSAP service. This option allows the most cost-effective service, with an established service provider and is recommended because:

1. The cost for delivering this service results in a cost saving of \$209,000 per year;
2. All 9-1-1 calls requiring a Fire response continues to be referred to the Nanaimo Rescue FireComm;
3. All 9-1-1 calls for requiring an ambulance response continues to be routed to the BC Ambulance Service Dispatch; and
4. All 9-1-1 calls for police are routed to the Nanaimo RCMP OCC and dispatched locally.

Respectfully submitted,



TOBY SEWARD
DIRECTOR
SOCIAL & PROTECTIVE SERVICES

Concurrence by:



TOM HICKEY
GENERAL MANAGER
COMMUNITY SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

ATTACHMENT A

"IN CAMERA"

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-NOV-18

AUTHORED BY: CRAIG RICHARDSON, DEPUTY CHIEF - OPERATIONS,
NANAIMO FIRE RESCUE

RE: POTENTIAL CHANGES TO 9-1-1 SERVICE DELIVERY

STAFF RECOMMENDATION:

That Council receive the report,

PURPOSE:

To advise Council of potential changes to the Public Safety Answering Point (PSAP) system affecting Nanaimo and central Vancouver Island.

SUMMARY:

The Public Safety Answering Point (PSAP) for central Vancouver Island is operated by the Central Island 9-1-1 Service (CI911), a partnership of the Cowichan Valley Regional District, City of Nanaimo and the Regional District of Nanaimo. The partnership was established in 1994 to provide 9-1-1 services within these jurisdictions and is managed for the partners by the City of Nanaimo. Operationally, the PSAP is integrated into the provincially operated Nanaimo RCMP's Operational Communications Centre (OCC).

The Partnership has been advised by the RCMP that the PSAP function is no longer considered part of their core business, but they are willing to continue operating the PSAP for the partnership if the partners are willing to sign a Memorandum of Understanding (MOU) and pay for the service outside of the standard Municipal Police Unit Agreement (MPUA). If the partners do not accept the proposal by 2013-Dec-31, the RCMP has stated they will give notice to cease operating the PSAP effective 2014-Dec-31.

This report explores alternatives available to the partnership, including:

1. maintaining the current arrangement by signing the proposed RCMP MOU;
2. amalgamating the PSAP function into the fire dispatch service in the Nanaimo FireComm centre; or
3. contracting out the PSAP function to E-Comm 9-1-1 in Vancouver.

This report is being presented to Council for information only at this time. Additional research and analysis is being conducted by staff to further evaluate the options in this report and to determine if other short- or long-term options are available. This will be presented in another report in December. The Boards of the other two partners will also be receiving information reports from their staff.

BACKGROUND:

The primary Public Safety Answering Point (PSAP) for central Vancouver Island is operated by the Central Island 9-1-1 Service (CI911), a partnership of the Cowichan Valley Regional District (CVRD), City of Nanaimo and the Regional District of Nanaimo (RDN) (for electoral areas A, B & C and the District of Lantzville). The partnership was established on June 12, 1994 to provide PSAP services (9-1-1) within these jurisdictions and is managed for the partners by the City of Nanaimo. Operationally, the PSAP is integrated into the provincially operated Nanaimo RCMP Operational Communications Centre (OCC). Fire dispatch for the partnership was added in 2003 when the partners consolidated their independent fire dispatching services into an upgraded Nanaimo Fire Rescue (NFR) FireComm.

Current funding for the CI911 partnership is split three ways:

City of Nanaimo	45%
Cowichan Valley Regional District	45%
Regional District of Nanaimo	10%

CI911 is one of six 9-1-1 service providers in BC that have arranged for their local RCMP OCC to take the initial 9-1-1 calls. The RCMP have advised all PSAP service providers that the PSAP function is no longer considered part of the RCMP core business but they are willing to continue operating the respective PSAPs if the service providers are willing to sign a Memorandum of Understanding (MOU) and pay for the service outside of the standard Municipal Police Unit Agreement (MPUA). They have requested that each organization sign the MOU by 2013-Dec-31. CI911 is the only service provider that has not signed an MOU with the RCMP.

DISCUSSION:

The CI911 PSAP has been operated by the RCMP Nanaimo OCC since the service inception in 1994. CI911 has committed one (1) FTE 9-1-1 Operator per 12 hour shift within the Nanaimo OCC to accommodate 9-1-1 call answering. Thus, four (4) positions rotate around the clock and are augmented by an additional two (2) permanent part-time 9-1-1 Operators who backfill for illness and vacations (for a total of 5.2 FTE municipal positions in the OCC). No formal agreement has ever been signed with the RCMP regarding this service.

CI911 recently participated in a study of 9-1-1 call taking services in conjunction with the other municipal jurisdictions in BC that use an RCMP OCC for their PSAP function. POMAX Consulting Inc. conducted the study (attached as Appendix 'A') for the purpose of reviewing and rationalising the call taking resources required by jurisdictions utilising an RCMP OCC. For central Vancouver Island, the study found that 5.2 FTEs is the correct staffing level for our PSAP.

The catalyst for this discussion is the RCMP's requirement that the CI911 Partnership enter into a MOU in order to maintain the current operation. The following options are presented for Council's consideration:

Option 1: RCMP OCC continues to operate the central Vancouver Island PSAP

Currently, 9-1-1 calls for the central Vancouver Island area are answered in the Nanaimo RCMP OCC. Callers requiring a fire response are transferred to the Secondary PSAP located

within the NFR FireComm and the respective fire department is dispatched from there. Callers requiring ambulance attendance are downstreamed to the BC Ambulance Service dispatch centre who then dispatch an ambulance and notify FireComm if a First Responder is required (in areas where First Responder service exists). Police calls are handled by the Nanaimo OCC. Due to the complete integration of the PSAP into the OCC, the same person that answers the 9-1-1 call may also take the complaint and dispatch police members, or if the situation warrants, the call can be downstreamed within the OCC to other OCC staff who take the complaint and dispatch the police. The Nanaimo OCC is backed up by the Courtenay OCC and vice versa.

The RCMP have stated that they are willing to continue operating the central Vancouver Island PSAP; however, they will only do so if the Partnership signs an MOU and begins paying an amount toward the RCMP's cost of managing the PSAP on our behalf (currently estimated to be approximately \$25,000 annually). This agreement would be a 5-year commitment and would be outside of the current Municipal Police Unit Agreement (a.k.a. the police "contract"). The 5.2 FTE municipal positions would continue to be City of Nanaimo employees within the Canadian Union of Public Employees (CUPE) Local 401 bargaining unit. Under this option control of the PSAP function will be transferred to the RCMP and away from the CI911 Partnership. The MOU would extend for 5 years (although can be terminated with one (1) years notice from either party).

The RCMP are also independently reviewing their resourcing needs in the OCC and it is anticipated that they will request an additional FTE primarily to deal with the increasing volume of abandoned 9-1-1 calls.

There are no immediate labour relations implications with this option, as long as the status quo is maintained. Should the RCMP decide to consolidate their Vancouver Island OCCs and move out of Nanaimo, then depending upon the circumstances, this may be characterized as a successorship or contracting out situation in which article 32 of the CUPE Collective Agreement may be triggered.

The 2014 budget for the PSAP service is \$633,000. With the above-noted increases, this cost could rise to \$745,000, with no service improvements. Further, next generation service enhancements, such as 'Text to 9-1-1' will result in additional cost increases that are outside the control of the CI911 Partnership.

Advantages:

1. there is no impact on current operations;
2. the RCMP have been a reliable contractor for the 9-1-1 PSAP service since inception;
3. the PSAP function is fully integrated into the police complaint-taking and dispatch functions; and
4. RCMP provides supervision and training for employees in the OCC.

Disadvantages:

1. the MOU commits CI911 to a 5-year agreement;
2. potentially increases costs over \$100,000 per year;
3. limited control over policies and service levels;
4. cost of next generation 9-1-1 implementation will be an extra;
5. OCC consolidations could result in jobs leaving Nanaimo; and
6. handling of abandoned calls issue still requires resolution.

Option 2: Relocate the PSAP function to NFR FireComm

The C1911 FireComm facility has been planned so that the PSAP function could be accommodated within the same space. There are no technical issues preventing the PSAP from being moved to the FireComm centre. Under this scenario, 9-1-1 calls would be received by the Fire Dispatchers and then downstreamed to Police and Ambulance Secondary PSAPs or dispatched directly to one of the 27 Fire Departments already served by the Partnership.

The FireComm centre has sufficient work space to accommodate the additional positions for 9-1-1 call taking. The existing municipal staff from the Nanaimo OCC would be relocated to FireComm. The labour relations issues around International Association of Firefighters (IAFF) and CUPE would have to be addressed (see below).

Moving the 5.2 FTE municipal employees to FireComm would create a need for additional FireComm oversight and supervision. It is possible that a new management position would have to be created to oversee this service; however, with 3 staff on shift, it is anticipated that up to 0.5 FTE could be saved through improved shift scheduling, thereby offsetting some of the cost of a new management position.

The technical cost of relocating the call taking service will be similar to retaining it at the RCMP OCC. The cost of next generation (NexGen) 9-1-1 upgrades will be borne by C1911 and this is projected to be in the order of \$500,000 over the next several years (although these cannot be substantiated as the technology needs are still unknown).

The vision of consolidating PSAP and fire dispatch into a single service for all of Vancouver Island has guided our upgrades over the past 15 years. Consolidation with North Island 9-1-1 could also bring significant operational savings. Moving call taking into FireComm would be a step along this road and would enhance local and regional service. An Island consolidation; however, will not occur in the short term, as the two other Vancouver Island service providers have not expressed an interest in collaborating this way.

There are other initiatives under way that could benefit from a consolidation of call taking within FireComm. Most importantly are the current Provincial discussions regarding the provision of Emergency Medical Services. If the City were to take a greater role in EMS Services, the integration could reduce overall dispatch times, providing a higher overall service level.

Labour relations implications for this option are that the call taking work currently performed by CUPE employees in the OCC will be integrated with the fire dispatch work performed by the IAFF employees in FireComm. Each will take on the other duties as part of the combined team. In this situation, the Labour Relations Board (LRB) would be asked to make a determination on the appropriate bargaining unit; and the respective collective agreement and wages of that bargaining unit would apply. The likely result is that the CUPE employees would become IAFF members with corresponding wage rates.

Advantages:

1. retains the 5.2 FTE jobs in Nanaimo;
2. opportunities to increase functional control and enhance level of service;
3. technology and facilities are already in place; and
4. allows for flexibility to handle current unknowns related to NexGen service requirements.

Disadvantages:

1. labour relations impact will require discussions with IAFF and CUPE and the LRB which may create productivity issues and stress relationships during those discussions;
2. will require additional training for existing fire dispatchers and 9-1-1 Operators;
3. costs are status quo with future increases undetermined;
4. increased volume of calls and function (abandoned 9-1-1 calls need to be followed up before forwarding to police);
5. additional CAD costs along with computers; and
6. additional Management staff required.

Option 3: Contract out the PSAP service

9-1-1 call taking is an independent function that could readily be relocated to a call centre separate from the RCMP OCC or FireComm. CI911 could contract the call taking to E-Comm 9-1-1 in Vancouver. Technically, it is easy to make this change. Financially, this option provides a significantly lower cost. Functionally, however, there is less opportunity to control or develop procedures specific to the needs of the central Island region and local jobs would be eliminated.

E-Comm 9-1-1 has provided a formal proposal to the CI911 Partnership to operate our PSAP within their call centre in Vancouver. E-Comm 9-1-1 will answer the calls within the accepted National Emergency Number Association (NENA) standards and forward to the appropriate Secondary PSAP (i.e. police, fire, ambulance). They will also provide initial follow up to abandoned calls before forwarding to police.

The proposed solution provides a cost saving in excess of 50% compared to the above two options. E-Comm 9-1-1's cost to provide this service is \$280,000 per year. There is an initial \$16,000 setup fee, plus an inflation allowance in future years. A five-year agreement is required. E-Comm 9-1-1 will meet the same call handling standards that are offered by the OCC.

The E-Comm 9-1-1 proposal also addresses future upgrades for NexGen 9-1-1. CI911 would not be required to provide a large capital investment to implement the new technologies. E-Comm 9-1-1 will incur a \$200,000 capital investment to handle CI911 calls and they are proposing to amortize this cost over the term of the agreement (\$40,000 which is included in the \$280,000 annual fee). By doing this, they will then use the \$40,000 per year (beyond 2018) to fund future upgrades for NexGen 9-1-1 and other technology upgrades. CI911 will be shielded from any new costs required for future technology upgrades. CI911 net Call Answer Levy (CAL) revenues are projected to be \$460,000 for 2014. Accepting this E-Comm 9-1-1 proposal will provide a surplus for this component of 9-1-1 operation, rather than planning for a deficit or rate increase if pursuing Options 1 or 2.

E-Comm 9-1-1 has demonstrated over the past 15 years that they are a reliable emergency call centre and can effectively provide the service that is required. They currently handle approximately 1 million calls per year, so the 56,000 calls from CI911 will have minimal impact on their operational volumes.

Backup and recovery concerns have been addressed in the E-Comm 9-1-1 proposal as well. A hot backup site, also in Vancouver, is available, plus second backup site on Vancouver Island will be available if CI 9-1-1 proceeds with the 5-year agreement.

CI911 will need to enter into a formal agreement with E-Comm that defines the service level, backup and expectations in the event of a major service disruption. CI911 needs to be confident that, in any major disaster or province-wide emergency event that service will continue at the same level as provided to other customers.

Besides contracting to E-Comm 9-1-1, it may also be possible to contract the call taking to North Island 911 Corporation. NI911 already provides backup services for the OCC. This option has not been evaluated, but discussion could be initiated, if so directed.

Labour Relations implications for this option centre on Article 32 of the CUPE Collective Agreement which restricts the City from contracting out if it will result in a staff layoff. Layoff could be avoided if alternate work is found for affected permanent employees at the same rate of pay/same number of hours. This alternative work could be through another organization (i.e. E-Comm); however, since the employees would not be required to accept employment with another employer, the City would need to have back-up position(s) for these employees to move into.

Advantages:

1. minor impact on current operations;
2. significantly lower operating costs (in the order of 50%);
3. provides high level of commitment to existing and NexGen services;
4. provides for initial handling of Abandoned Calls before forwarding to police; and
5. existing CAL rate of \$0.47 sufficient to pay for the service.

Disadvantages:

1. loss of jobs in Central Island area;
2. labour relations issues around contracting out;
3. loss of control over the provision of this service and service level;
4. loss of local geographic knowledge; and
5. does not align with strategic vision for a consolidated Island 9-1-1 Service.

POMAX Consulting Inc Report

POMAX Consulting Inc. was retained by six BC 9-1-1 service providers to review and develop a rationale for the 9-1-1 call taking function within the RCMP OCC of the participating jurisdictions. The objective of the study was to develop a formula to calculate 9-1-1 call taking staff resources for the jurisdictions at various service levels. The participants wanted to verify that the staffing levels provided to the RCMP OCC for the call taking function was at the correct level. Overall, the study shows that the CI PSAP is provided with the correct level of resources to this function.

Summary of Findings:


1. The study used an industry standards (NENA) requiring 90% of calls to be answered within 10 seconds, and 95% within 20 seconds. For staffing levels, the telecommunications industry "Erlang C" traffic formula was used.
2. Call data covering a complete year from each call centre was analyzed to provide an overall assessment; along with assessment for each jurisdiction.

3. The average time for a 9-1-1 call is 46 seconds for the call taker to handle. This includes 10 seconds for wrap-up time.
4. Central Island handles 56,000 calls per year; average answer time is 4.9 seconds. Central Island exceeds the NENA standards for call handling, with 95.5% answered within 10 seconds and 98.4% within 20 seconds. This compares favourably to the other jurisdictions.
5. Analysis for Central Island suggests that the minimum staffing level should be 5.0 FTE. Central Island currently provides 5.2 FTE to the RCMP for this function.
6. The analysis identifies that a total of 33.8 FTE are collectively currently allocated to the call taking function at the 5 participating RCMP OCCs that were studied. If these were combined into a single 9-1-1 call taking centre to service the participating jurisdictions, then the total staff requirements could be reduced almost 50% to 16.8 FTEs.


Conclusion:

This report and the above options are predicated on CI911 being proactive and making a decision before the imposed RCMP deadline of 2013-Dec-31. CI911 currently does not have a formal written agreement with the RCMP. The RCMP have advised that, if the CI911 Partnership does not respond by 2013-Dec-31, they will provide notice to CI911 to remove the call taking function from the Nanaimo OCC by 2014-Dec-31.

Respectfully submitted,


For C. Richardson
Deputy Chief - Operations

Concurrence by:


T. Seward
Acting General Manager,
Community Safety & Development

CITY MANAGER COMMENT:

I concur with the staff recommendation.

CITY OF NANAIMO

CI911 Service - cost summary of options

	2012 Actual	2013 Budget	2014 Budget Estimate	RCMP Option 1 2014	FireComm Option 2 2014	E-Comm (Vancouver) Option 3 2014
Call Answer Centre - Police (PSAP)						
Call Centre levy from Telus, Shaw, Rogers	573,326	545,670	550,000	550,000	550,000	550,000
Cell Phone call answer levy	0	0	0	0	0	0
Other Revenue	33,907	12,317	0	0	0	0
Total Revenue	607,233	557,987	550,000	550,000	550,000	550,000
All expenses	503,884	632,064	633,280	745,000	799,280	280,000
Net revenue (net funded from taxes)	103,349	(74,077)	(83,280)	(195,000)	(249,280)	270,000
Call Answer - Fire (NFR FireComm)						
Revenue from CVRD & RDN *	551,576	553,103	571,060	571,060	571,060	571,060
All expenses	1,056,736	1,006,640	1,038,290	1,038,290	1,038,290	1,038,290
Net revenue (net funded from taxes)	(505,160)	(453,537)	(467,230)	(467,230)	(467,230)	(467,230)
Net revenue (cost) of both functions	(401,811)	(527,614)	(550,510)	(662,230)	(716,510)	(197,230)

Cost of Next generation 911 (estimated around \$500,000)

Most Expensive	Fire only	No cost
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* Revenue from RDN and CVRD is 55% of costs of net 911 costs. Since PSAP is assumed to be at least break-even, the recovery is calculated as 55% of the actual costs of NFR FireComm.

CITY OF NANAIMO

CI911 Service - cost summary of options

Option 1: effectively the status quo. Costs are higher in PSAP because the RCMP would hire one additional FTE and there is an estimated cost of \$25,000 for Green Timbers.

Option 2: Changes affecting costs are:

- 1) New Fire manager to manage call centre scheduling = \$120,000
- 2) No additional dispatch staff - may be able to reduce staff by \$88,000 in future
- 3) RCMP ME's would convert to IAFF at 10% higher cost = \$46,000

Option 3: All existing PSAP costs are replaced with a \$280,000 fee for Ecomm Vancouver (\$240,000 operating + \$40,000 capital).

OTHER FINANCIAL FACTORS:

Cell phone call answer levy is theoretically revenue neutral, although it would prevent a loss of revenue in future years due to reducing number of land lines.

There is room to increase the Call Answer Levy rate under Options 1 and 2 to reduce the deficit. The surplus created in Option 3 might trigger a discussion about decreasing the rate.

The City has a 911 Reserve with a balance of \$488,000. In Options 1 and 2, it may contribute to the one-time costs for next generation 911, although this may mean that there may not be enough funds to replace other equipment as needed.

911 SERVICE DELIVERY MODELS
911 Cost Allocations – Nanaimo 45%, CVRD 45%, RDN 10%

REMAIN AT RCMP	RELOCATE TO FIRE DEPT. (FIRECOMM)	RELOCATE TO VANCOUVER (E-COMM)
<ol style="list-style-type: none"> 1. RCMP operating the central Vancouver Island PSAP. 2. Only if the Partnership signs an MOU and begins paying an amount toward the RCMP's cost of managing the PSAP on our behalf. 3. Agreement would be a 5-year commitment and would be outside of the current Municipal Police Unit Agreement. 4. The 5.2 FTE municipal positions would continue to be City of Nanaimo employees within CUPE. 5. Under this option, control of the PSAP function will be transferred to the RCMP and away from the CI911 Partnership. 6. The MOU would extend for 5 years although can be terminated with one (1) year notice from either party. 7. The 2014 budget for the PSAP service is \$633,000 (Nanaimo \$285,000). 8. With the above-noted increases, this cost could rise to \$745,000, with no service improvements. 9. Next generation service enhancements, such as 'Text to 9-1-1' will result in additional cost increases that are outside the control of the CI911 Partnership. 	<ol style="list-style-type: none"> 1. The CI911 FireComm facility has been planned so that the PSAP function could be accommodated within the same space. 2. Under this scenario, 9-1-1 calls would be received by the Fire Dispatchers and then downstreamed to Police and Ambulance Secondary PSAPs. 3. The existing municipal staff from the Nanaimo OCC would be relocated to FireComm. 4. The labour relations issues around International Association of Firefighters (IAFF) and CUPE would have to be addressed (see below). 5. The technical cost of relocating the call taking service will be similar to retaining it at the RCMP OCC. 6. The cost of next generation (NexGen) 9-1-1 upgrades will be borne by CI911 and this is projected to be in the order of \$500,000 over the next several years. 7. Consolidating PSAP and fire dispatch into a single service for all of Vancouver Island could bring significant operational savings. 8. Island consolidation will not occur in the short term. 	<ol style="list-style-type: none"> 1. CI911 could contract the call taking to E-Comm 9-1-1 in Vancouver. 2. Financially, this option provides a significantly lower cost. 3. Functionally; there is less opportunity to control or develop procedures specific to the needs of the central Island region and local jobs would be eliminated. 4. E-Comm 9-1-1 has provided a formal proposal to the CI911 Partnership to operate our PSAP within their call centre in Vancouver. 5. The proposed solution provides a cost saving in excess of 50% compared to the above two options. E-Comm 9-1-1's cost to provide this service is \$280,000 per year. 6. A five-year agreement is required. E-Comm 9-1-1 will meet the same call handling standards that are offered by the OCC. 7. The E-Comm 9-1-1 proposal also addresses future upgrades for NexGen 9-1-1. CI911 would not be required to provide a large capital investment to implement the new technologies. 8. E-Comm 9-1-1 has demonstrated over the past 15 years that they are a reliable emergency call centre. 9. Besides contracting to E-Comm 9-1-1, it may also be possible to contract the call taking to North Island 911 Corporation. 10. Labour Relations implications for this option centre on Article 32 of the CUPE Collective Agreement which restricts

REMAIN AT RCMP	RELOCATE TO FIRE DEPT. (FIRECOMM)	RELOCATE TO VANCOUVER (E-COMM)
<p>Advantages:</p> <ol style="list-style-type: none"> 1. there is no impact on current operations; 2. the RCMP have been a reliable contractor for the 9-1-1 PSAP service since inception; 3. the PSAP function is fully integrated into the police complaint-taking and dispatch functions; and 4. RCMP provides supervision and training for employees in the OCC. <p>Disadvantages:</p> <ol style="list-style-type: none"> 1. the MOU commits C1911 to a 5-year agreement; 2. potentially increases costs over \$100,000 per year; 3. limited control over policies and service levels; 4. cost of next generation 9-1-1 implementation will be an extra; 5. OCC consolidations could result in jobs leaving Nanaimo; and 6. handling of abandoned calls issue still requires resolution. 	<p>Advantages:</p> <ol style="list-style-type: none"> 1. retains the 5.2 FTE jobs in Nanaimo; 2. opportunities to increase functional control and enhance level of service; 3. technology and facilities are already in place; and 4. allows for flexibility to handle current unknowns related to NexGen service requirements. <p>Disadvantages:</p> <ol style="list-style-type: none"> 1. labour relations impact will require discussions with IAFF and CUPE and the LRB which may create productivity issues and stress relationships during those discussions; 2. will require additional training for existing fire dispatchers and 9-1-1 Operators; 3. costs are status quo with future increases undetermined; 4. increased volume of calls and function (abandoned 9-1-1 calls need to be followed up before forwarding to police); 5. additional CAD costs along with computers; and 6. additional Management staff required. 	<p>Advantages:</p> <ol style="list-style-type: none"> 1. minor impact on current operations; 2. significantly lower operating costs (in the order of 50%); 3. provides high level of commitment to existing and NexGen services; 4. provides for initial handling of Abandoned Calls before forwarding to police; and 5. existing CAL rate of \$0.47 sufficient to pay for the service. <p>Disadvantages:</p> <ol style="list-style-type: none"> 1. loss of jobs in Central Island area; 2. labour relations issues around contracting out; 3. loss of control over the provision of this service and service level; 4. loss of local geographic knowledge; and 5. does not align with strategic vision for a consolidated Island 9-1-1 Service.

ATTACHMENT D

"IN CAMERA"

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-DEC-09

AUTHORED BY: TOBY SEWARD, DIRECTOR, SOCIAL & PROTECTIVE SERVICES

RE: POTENTIAL CHANGES TO 9-1-1 SERVICE DELIVERY

STAFF RECOMMENDATION:

That Council receive the report for information.

PURPOSE:

To provide Council with the previous information presented at Council's meeting of 2013-NOV-18 and provide additional information on the financial implications of each 9-1-1 option. Also to advise Council of the request to the RCMP for an extension to the 2013-DEC-31 deadline to make a decision on provision of 9-1-1 Services.

DISCUSSION:

Attached for Council's information are:

- A.) 2013 NOV-18 Council Report (Attachment A);
- B.) Financial analysis of 9-1-1 options (Attachment B); and
- C.) Summary of 9-1-1 options and Advantages & Disadvantages (Attachment C).

As noted in the 2013-NOV-18 report to Council, the RCMP has advised that if the City and its partners DO NOT sign a Memorandum of Understanding (MoU) by 2013-DEC-31, the RCMP will provide notice that they will terminate provision of 9-1-1 services as of 2014-DEC-31.

The RCMP has advised staff that they are currently addressing a number of other MoU agreements with partnerships throughout the province, many of which are weighing options similar to Nanaimo. Staff have discussed the issue with the RCMP program manager and have requested a six-month extension to the 2013-DEC-31 deadline. The RCMP has advised that they are meeting internally to discuss the status of MoUs they are pursuing throughout the province, including Nanaimo's request for an extension.

If the RCMP agrees to the extension Nanaimo has requested, the decision on which option to pursue can be delayed until the new year. If the RCMP does not agree to the extension, staff will bring a report forward to Council's meeting 2013-DEC-16, seeking direction on pursuing one of the three options available.

Respectfully submitted,



Toby Seward, Director
Social & Protective Services

Concurrence by:



Tom Hickey, General Manager
Community Services

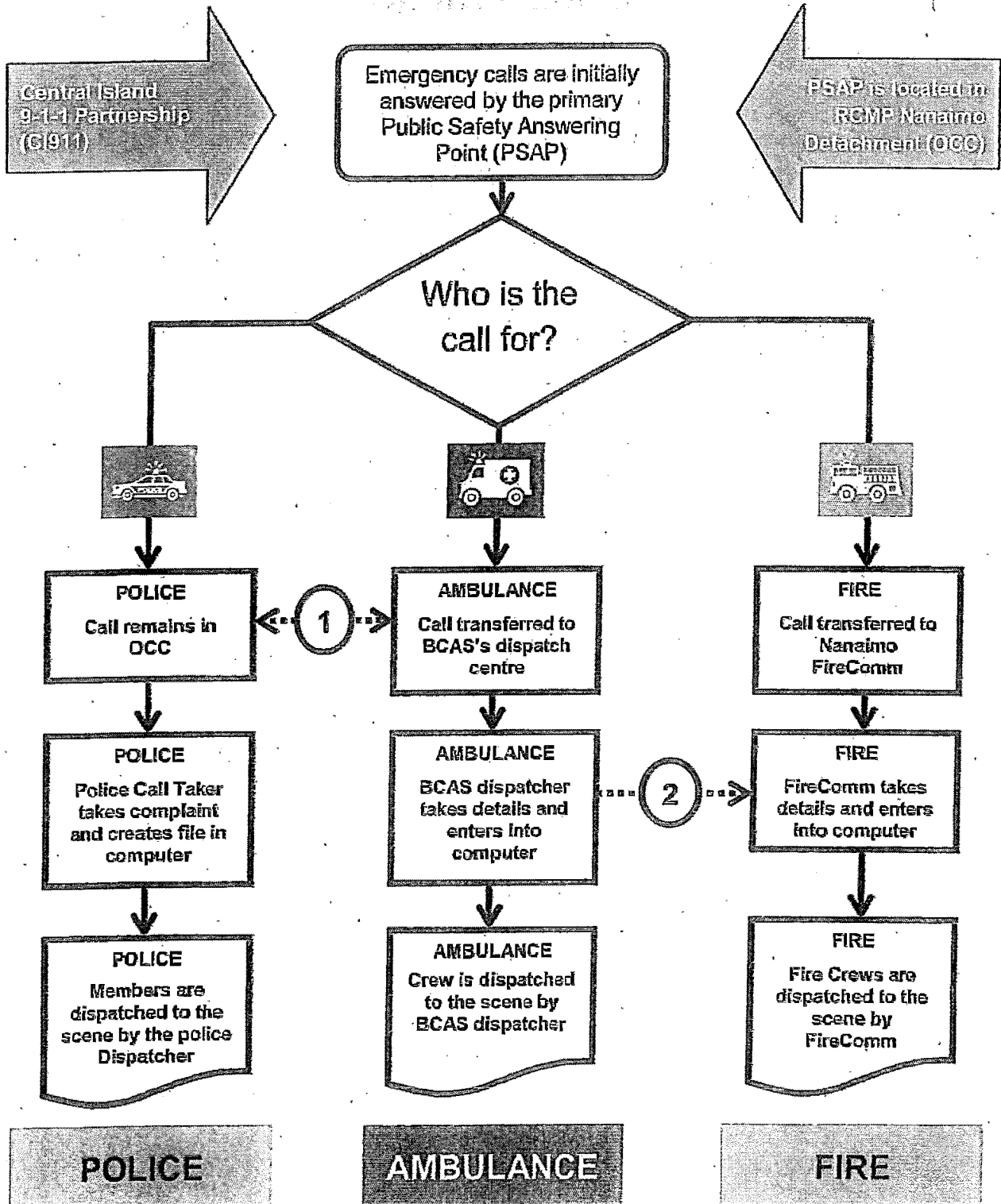
CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2013-DEC-03
TS/hp

ATTACHMENT E

911





Central Island

NOTES:

1. Once the 9-1-1 operator downstreams a call to BC Ambulance Service (BCAS), they stay on the line to determine if a police response is also necessary. If it is, they initiate a police file and dispatch members as required. If the call does not require police, the 9-1-1 operator disconnects from the call.
2. BCAS also dispatches First Responder units in areas where that service is available.
3. Search and Rescue (SAR) calls on "salt water" are downstreamed to the Rescue Coordination Centre in Victoria.
4. Land based SAR calls are managed by the police with the aid of local volunteer search & rescue organizations.

SPECIAL "IN CAMERA" MINUTES
PARKS, RECREATION AND CULTURE COMMISSION MEETING
SERVICE AND RESOURCE CENTRE BOARD ROOM
WEDNESDAY, 2013-NOV-27, AT 8:27 P.M.

PRESENT: Commissioner D. Johnstone, Chair

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

Regrets: Commissioner D. Rinald

Staff: R. Harding, Director, Parks, Recreation and Culture
S. Samborski, Senior Manager, Recreation and Culture Services
J. Farrell, Recording Secretary

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

The Special "In Camera" Meeting was called to order at 8:27 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 Special "In Camera" Meeting of the Parks, Recreation and Culture Commission held Wednesday, 2013-JUN-26, at 9:33 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

4. REPORTS OF ADVISORY BODIES:

- (a) Cultural Committee: Commissioner Pattje reported on the Special "In Camera" Cultural Committee meeting held 2013-NOV-06.

Cultural Award Recommendations for 2013

- i. Lifetime Achievement Award

Cultural Committee Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve a Lifetime Achievement Award for posthumous recipients.

ii. Inaugural Lifetime Achievement Award

Cultural Committee Recommendation: That the Parks, Recreation and Culture Commission recommend that Council award the Inaugural Lifetime Achievement Award to Kenneth Gogo.

iii. Emerging Cultural Leader Award

Cultural Committee Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve an Emerging Cultural Leader Award.

iv. Excellence in Culture Award

Cultural Committee Recommendation: That the Parks, Recreation and Culture Commission recommend that Council award the Excellence in Culture Award to Pat Coleman.

v. Honour in Culture Award

Cultural Committee Recommendation: That the Parks, Recreation and Culture Commission recommend that Council award the Honour in Culture Award to Ian Niamath.

vi. Emerging Cultural Leader Award

Cultural Committee Recommendation: That the Parks, Recreation and Culture Commission recommend that Council award the Emerging Cultural Leader Award to Shayd Johnson.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve all recommendations as outlined for the 2013 Cultural Awards. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 8:42 p.m. that the Special “In Camera” meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:



D. Johnstone, Chair
Parks, Recreation and Culture Commission
2013-DEC-10

R. Harding, Director
Parks, Recreation and Environment

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"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-FEB-03 AT 6:14 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
Councillor W. L. Bestwick (vacated at 8:21 p.m.)
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

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
I. Howat, General Manager of Corporate Services
G. Ferrero, Director of Information Technology and Legislative Services
T. L. Hartley, Director of Human Resources and Organizational Planning
M. Dietrich, Manager, Police Support Services, RCMP

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

The "In Camera" Meeting was called to order at 6:14 p.m.

2. INTRODUCTION OF LATE ITEMS:

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" Committee of the Whole Meeting held Monday, 2013-DEC-09 at 7:20 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2014-JAN-20 at 4:30p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

5. ADMINISTRATION:

6. CORPORATE SERVICES:

(a) Fire Management Compensation

It was moved and seconded that Council defer consideration of the report regarding Fire Management Compensation until the next "In Camera" Meeting. The motion carried unanimously.

7. COMMUNITY SERVICES:

(a) Potential Changes to PSAP Service Delivery

Councillor Greves vacated the Douglas Rispin Room at 7:20 p.m.
Councillor Greves returned to the Douglas Rispin Room at 7:22 p.m.

Councillor Bestwick vacated the Douglas Rispin Room at 7:45 p.m.
Councillor Bestwick returned to the Douglas Rispin Room at 7:46 p.m.

It was moved and seconded that Council direct Staff to maintain the current arrangement for Public Safety Answering Point (PSAP, 9-1-1) delivery as follows:

1. by communicating with Central Island 9-1-1 service partners (Cowichan Valley Regional District and Regional District of Nanaimo) to confirm Nanaimo's intent to sign a Memorandum of Understanding with the RCMP and request confirmation that both partners also support continuation of 9-1-1 service through the RCMP at this time;
2. by signing a Memorandum of Understanding with the RCMP to provide 9-1-1 service for a five-year period with a one-year cancellation clause option until further evaluation of 9-1-1 service is completed subject to approval by Central Island 9-1-1 service partners; and,
3. in conjunction with Central Island 9-1-1 service partners, undertake a review to determine the best long-term options for provision of 9-1-1 services and provide a follow-up report to Council in early 2015.

The motion carried.

Opposed: Councillors Anderson, McKay

- (b) Minutes of the "In Camera" Meeting of the Parks, Recreation and Culture Commission held 2013-NOV-27.

8. OTHER BUSINESS:

9. ADJOURNMENT:

It was moved and seconded at 8:24 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-MAR-03, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **INTRODUCTION OF LATE ITEMS:**

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the Special "In Camera" Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Thursday, 2014-JAN-30 at 11:17 a.m. Pg. 3-4
- (b) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-FEB-03 at 6:14 p.m. Pg. 5-8

4. **PRESENTATIONS:**

NONE

5. **ADMINISTRATION:**

- (a) Strategic Relations (for discussion purposes when applicable)

6. **CORPORATE SERVICES:**

(a) **Release of 2012 "In Camera" Meeting Information**

Purpose: To obtain Council direction for the release of information considered at 2012 "In Camera" Council or Committee of the Whole meetings, where it is determined that there is no longer a requirement to keep the information confidential.

Staff Recommendation: That Council:

Pg. 9-19

- 1. direct Staff to release, in whole or in part, 2012 Council and Committee of the Whole "In Camera" agendas, reports and minutes, by publishing on the City's website the items identified in Attachment A of the report where the requirement for confidentiality has passed, in accordance with Council Policy "Routine Release of "In Camera" Resolutions and Related Reports and Information"; and,

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

7. **COMMUNITY SERVICES:**

NONE

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

NONE

Pg.

9. **OTHER BUSINESS:**

Pg.

10. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR KIPP
2014-JAN-20 to 2014-MAR-09

IN CAMERA

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2014-MAR-03

AUTHORED BY: CHRIS JACKSON, MANAGER OF LEGISLATIVE SERVICES

RE: RELEASE OF 2012 IN CAMERA MEETING INFORMATION

STAFF RECOMMENDATION: That Council:

1. direct Staff to release, in whole or in part, 2012 Council and Committee of the Whole "In Camera" agendas, reports and minutes, by publishing on the City's website the items identified in Attachment A of the report where the requirement for confidentiality has passed, in accordance with Council Policy *"Routine Release of 'In Camera' Resolutions and Related Reports and Information"*; and,
2. authorize the immediate release of this report following severing of Attachment A and that Attachment A be kept permanently confidential.

PURPOSE:

To obtain Council direction for the release of information considered at 2012 In Camera Council or Committee of the Whole meetings, where it is determined that there is no longer a requirement to keep the information confidential.

BACKGROUND:

At the Committee of the Whole Meeting held 2013-FEB-04, Council passed the following resolutions:

It was moved and seconded that Council direct Staff to prepare a report with options that enables Council to release "In Camera" Minutes that are no longer sensitive or confidential. The motion carried unanimously.

It was moved and seconded that Council direct Staff to prepare a report on the release of "In Camera" Minutes that are no longer sensitive or confidential for 2010, 2011 and 2012 for consideration by Council. The motion carried unanimously.

Attached is a summary of all In Camera meeting information for 2012 (Attachment A). Staff have completed a review of the material to determine what information is still required to be kept confidential and what documents may be released or released with some severing of detail required in accordance with Council Policy and the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. The items have been colour coded as follows:

☒ Council
☒ Committee of the Whole
☐ Open Meeting
☒ In-Camera Meeting
Meeting Date: 2014-MAR-03

- green – can be released in it's entirety;
- yellow – some severing required;
- red – should not be released.

For the review of 2010 IC information for release to the public, Staff first created the summary that was attached to the report, then proceeded with the severing of the actual documents. For the 2012 IC information, Staff have done the severing/review of all the documents first to provide a more accurate accounting of the recommended severing in the summary attached to this report.

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


STRATEGIC PLAN IMPLICATIONS:

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


RECOMMENDATION FOR RELEASE OF INFORMATION TO THE PUBLIC:

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

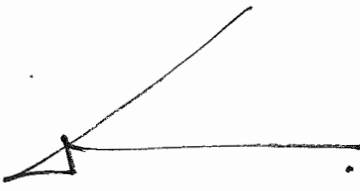
Respectfully submitted,



C. Jackson, Manager,
Legislative Services



I. Howat, General Manager,
Corporate Services



G. Ferrero, Director
Information Technology & Legislative
Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-MAR-03 AT 5:49 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
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

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
I. Howat, General Manager of Corporate Services
T. L. Hartley, Director of Human Resources & Organizational Planning
D. Lindsay, Director of Community Development
C. Jackson, Manager, Legislative Services
K. King, Steno/Coordinator

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

The "In Camera" Meeting was called to order at 5:49 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Mr. E. C. Swabey, City Manager, advised that he would be providing Council with an update regarding a personnel issue.

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 Special "In Camera" Committee of the Whole Meetings held Thursday, 2014-JAN-30 at 11:17 a.m. and Monday, 2014-FEB-03 at 6:14 p.m. be adopted as circulated. The motion carried unanimously.

5. CORPORATE SERVICES:

(a) Release of 2012 "In Camera" Meeting Information

It was moved and seconded that Council:

1. direct Staff to release, in whole or in part, 2012 Council and Committee of the Whole "In Camera" agendas, reports and minutes, by publishing on the City's website the items identified in Attachment A of the report where the requirement for confidentiality has passed, in accordance with Council Policy "*Routine Release of "In Camera" Resolutions and Related Reports and Information*", and,
2. authorize the immediate release of this report following severing of Attachment A and that Attachment A be kept permanently confidential.

The motion carried unanimously.

6. OTHER BUSINESS:

- (a) Mr. E. C. Swabey, City Manager, provided Council with an update regarding a personnel issue.

7. ADJOURNMENT:

It was moved and seconded at 6:15 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-MAR-17, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **INTRODUCTION OF LATE ITEMS:**

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-MAR-03 at 5:49 p.m. *Pg. 1-2*
- (b) Minutes of the Special "In Camera" Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Wednesday, 2014-MAR-12 at 9:23 a.m. *Pg. 3*

4. **PRESENTATIONS:**

NONE

5. **ADMINISTRATION:**

- (a) Strategic Relations (for discussion purposes when applicable)

6. **CORPORATE SERVICES:**

- (a) **Lease Discussions with Island Ferry Services Ltd. to Establish Foot Passenger Ferry Service**

Purpose: To obtain Council direction to proceed with lease negotiations between Island Ferry Services Ltd. and the City of Nanaimo.

Delegation:

- 1. Mr. Dave Marshall and Mr. C. Stewart Vinnels, Island Ferry Services Ltd.

Request for Direction:

Pg. 4-8

That Council direct Staff to:

1. continue lease discussions with Island Ferry Services Ltd. based on the recommendations presented in the Staff report and report back to Council when a draft lease has been negotiated; and,
2. release the Staff report upon conclusion of negotiations.

(b) **Nanaimo Economic Development Corporation Nominating Committee - Board Nominations**

Purpose: To obtain Council approval to appoint new members and renew appointments of existing members of the Nanaimo Economic Development Corporation (NEDC) Board, as per the NEDC's Articles of Incorporation.

Committee Recommendation:

Pg. 9-10

That Council:

1. appoint Mr. William Anderson, Ms. Kelly Bissell, Ms. Gloria Hatfield, Ms. Signy Madden and Ms. Carla Smith as new members of the Nanaimo Economic Development Corporation (NEDC);
2. renew the appointments of the following members to the NEDC Board:
 - Mr. A.J. Hustins
 - Mr. Andre Sullivan
 - Mr. Dan Kucherka
 - Mr. Greg Baynton
 - Mr. Dan Brady
 - Mr. Ron Hartmann
 - Mr. Ian Howat
 - Mr. Doug Kalcsics
 - Mr. Adrian Legin
 - Dr. Ralph Nilson
 - Mr. Charlie Parker
 - Mr. William Yoachimand,
3. direct Staff to notify the NEDC Board, the new Board members, the unsuccessful applicants and prepare a media release advising of Council's appointments to the NEDC Board.

(c)

Council Discussion

To be introduced by Ms. Terry Hartley, Director of Human Resources & Organizational Planning and Ms. Paddy Bradley, Labour Relations Manager.

7. **COMMUNITY SERVICES:**

NONE

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

NONE

9. **OTHER BUSINESS:**

NONE

10. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR JOHNSTONE
2014-MAR-10 to 2014-APR-27

"In Camera"
City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2014-MAR-10

AUTHORED BY: BILL CORSAN, MANAGER OF REAL ESTATE

RE: LEASE DISCUSSIONS WITH ISLAND FERRY SERVICES LTD. TO ESTABLISH FOOT
PASSENGER FERRY SERVICE

REQUEST FOR DIRECTION:

That Council direct Staff to:

1. continue lease discussions with Island Ferry Services Ltd. based on the recommendations presented in this report and report back when a draft lease have been negotiated; and
2. release this report upon conclusion of negotiations.

PURPOSE:

To obtain Council direction to proceed with lease negotiations between Island Ferry Services Ltd. (IFSL) and the City of Nanaimo.

BACKGROUND

For the past four years, IFSL has been developing a business plan for a foot passenger ferry service between downtown Nanaimo and downtown Vancouver.

At the 2013-OCT-21 Committee of the Whole Meeting, Council received a Staff report that provided an update on IFSL's efforts to establish a foot passenger ferry service. The report outlined IFSL's proposal and the challenges that must be resolved prior to a lease being granted (Attachment A).

At the 2013-DEC-02 Council meeting, an E-Town Hall Meeting was held to solicit feedback from the community on the IFSL proposal.

Updated Lease Proposal

The current lease proposal includes the following key terms:

Lease Area: The lease area will include the former Gadd Marine site as well as a strip of Front Street adjacent to the lands secured from CP Rail for parking. Attachment A shows the proposed lease area.

Relocation: IFSL has indicated that it will relocate to the Seaspan property when construction of the transportation hub is complete.

Term: 20-year term with 2 renewal options (60 years)

Parking: IFSL has secured a lease with CP Rail for a surface parking lot immediately south of the wooden trestle. IFSL has requested that the City provide land for parking adjacent to the

CP lease area. Previous requests for parking on the Seaspans Right of Way have been withdrawn.

Road Reserve: IFSL will not place buildings or structures on the future alignment of Front Street and ensure that a 12.5 metre right of way is reserved should the City require it.

Rent: Rent for the former Gadd lease area will be based on appraised lease value of \$58,800 per annum. Rent reviews will be conducted every five years. Rent for the lease area adjacent to CP Rail property will be 50% of parking revenue to the City.

Net Lease: IFSL is responsible for property taxes, utilities or other fees associated with the property.

Temporary Fuel Storage: At a previous meeting, Council agreed to permit a temporary fueling facility within the lease area.

City Commitments

- City to provide water and sanitary sewer services to the terminal building
- City to amend W2 zone to permit a ferry terminal
- City to undertake traffic study to mitigate traffic impacts

IFSL Commitments

IFSL will be responsible for all:

- development approvals from the City, Provincial and Federal Government;
- costs associated with site preparation; and
- costs associated with relocation to the Seaspans property when the transportation hub is complete.

City's Conditions Precedent: upon endorsement of the draft lease, IFSL will have six months to commence operations.

Next Steps

Following direction from Council, Staff will finalize lease discussions with IFSL and report back with a draft lease for Council review.

Strategic Plan Considerations

The IFSL proposal meets three of the key priorities identified in the 2012-2015 Strategic Plan:

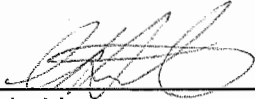
Strategy	Potential Strategies and/or Initiatives
Waterfront Enhancement	<ul style="list-style-type: none"> • A working waterfront that supports business, marine industries, transportation connectivity, entertainment and tourism. • Enhanced public access and use.
Transportation and Mobility	<ul style="list-style-type: none"> • Economic growth in part due to enhanced transportation connections to Victoria, Vancouver and the world. • Work with RDN, NEDC, Chamber of Commerce, Nanaimo Port Authority, BC Ferries, BC Transit, Airport Authority, Island Corridor Foundation, advocates for and support improvement of external connections: inter-city bus, ferries, fast foot ferry to downtown Vancouver, float planes, enhanced air connections.
Taking Responsibility	<ul style="list-style-type: none"> • Continuing to facilitate change and overall development consistent with vision and plans; taking action steps to be a catalyst or investment in the City's future.

Respectfully submitted,



Bill Corsan
MANAGER
REAL ESTATE

Concurrence by:



Dale Lindsay
DIRECTOR
COMMUNITY DEVELOPMENT



Ian Howat
GENERAL MANAGER
CORPORATE SERVICES

CITY MANAGER COMMENT:

I concur with the Staff recommendation.

Drafted: 2014-MAR-03
LD002678
BC/tl



LOCATION PLAN



Lease



12.5 m Road Right of Way Reserve
(No Buildings or Structures)

City of Nanaimo

"IN-CAMERA" REPORT TO COUNCIL

DATE OF MEETING: 2014-MAR-17

AUTHORED BY: Mr. Wally Wells, Chair, Nominating Committee

RE: Nanaimo Economic Development Corporation Nominating Committee -
Board Nominations

COMMITTEE RECOMMENDATION:

That Council:

1. appoint Mr. William Anderson, Ms. Kelly Bissell, Ms. Gloria Hatfield, Ms. Signy Madden and Ms. Carla Smith as new members of the Nanaimo Economic Development Corporation (NEDC);
2. renew the appointments of the following members to the NEDC Board:
 - Mr. A.J. Hustins
 - Mr. Andre Sullivan
 - Mr. Dan Kucherka
 - Mr. Greg Baynton
 - Mr. Dan Brady
 - Mr. Ron Hartmann
 - Mr. Ian Howat
 - Mr. Doug Kalcsics
 - Mr. Adrian Legin
 - Dr. Ralph Nilson
 - Mr. Charlie Parker
 - Mr. William Yoachim

and,

3. direct Staff to notify the NEDC Board, the new Board members, the unsuccessful applicants and prepare a media release advising of Council's appointments to the NEDC Board.

PURPOSE:

To obtain Council approval to appoint new members and renew appointments of existing members of the NEDC Board, as per the NEDC's Articles of Incorporation.

☐ Council
☒ Committee of the Whole
☐ Open Meeting
☒ In-Camera Meeting
Meeting Date: 2014-MAR-17

BACKGROUND:

During the Regular Council Meeting held 2013-NOV-25, Council appointed the NEDC Nominating Committee pursuant to the "NEDC Appointments" Policy, which specifies that Council is to select members of a nominating committee on or before January 15 each year.

The nominating committee is recommending six new members to replace 1/3 of the NEDC Board per policy mentioned. The following members are recommended:

- Mr. A.J. Hustins (re-apply)
- Mr. William Anderson
- Ms. Kelly Bissell
- Ms. Gloria Hatfield
- Ms. Signy Madden
- Ms. Carla Smith

Council is requested to renew the appointments of the balance of the existing Board members, which is consistent with Council's Policy and the NEDC's Articles of Incorporation.

DISCUSSION:

The NEDC Nominating Committee received 12 applications after advertising. The candidates were evaluated by members of the committee with the following preferred core competencies:

- Leadership
- Finance
- Marketing
- Community Relations
- Business Community Connections
- Previous Board and Governance Experience
- Strategic Planning

Applicants were scored from zero to five points in each category which helped the committee to arrive at the recommended candidates.

Respectfully submitted,



Wally Wells,
Chair NEDC Nominating Committee

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-MAR-17 AT 5:59 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
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

Others: Mr. Dave Marshall (arrived at 6:34 p.m., vacated at 6:45 p.m.)
Mr. C. Stewart Vinnels (arrived at 6:34 p.m., vacated at 6:45 p.m.)
Dr. Peter McLennan (arrived at 6:34 p.m., vacated at 6:45 p.m.)
Mr. Bob Lingwood (arrived at 6:34 p.m., vacated at 6:45 p.m.)

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
I. Howat, General Manager of Corporate Services
T. P. Seward, Director of Social & Protective Services
T. L. Hartley, Director of Human Resources & Organizational Planning
D. Lindsay, Director of Community Development
P. Bradley, Labour Relations Manager
G. Ferrero, Director of Information Technology & Legislative Services

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

The "In Camera" Meeting was called to order at 5:59 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" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-MAR-03 at 5:49 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Special "In Camera" Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Wednesday, 2014-MAR-12 at 9:23 a.m. be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a) Lease Discussions with Island Ferry Services Ltd. to Establish Foot Passenger Ferry Service

Delegation:

Mr. Marshall, Mr. Vinnels, Mr. Lingwood and Dr. McLennan entered the Douglas Rispin Room at 6:34 p.m.

1. Mr. Dave Marshall, Mr. C. Stewart Vinnels, Mr. Bob Lingwood and Dr. Peter McLennan, Island Ferry Services Ltd.

Mr. Marshall, Mr. Vinnels, Mr. Lingwood and Dr. McLennan vacated the Douglas Rispin Room at 6:45 p.m.

It was moved and seconded that Council direct Staff to:

1. continue lease discussions with Island Ferry Services Ltd. based on the recommendations presented in the Staff report and report back to Council when a draft lease has been negotiated; and,
2. release the Staff report upon conclusion of negotiations.

The motion carried unanimously.

(b) Nanaimo Economic Development Corporation Nominating Committee - Board Nominations

It was moved and seconded that Council:

1. appoint Mr. William Anderson, Ms. Kelly Bissell, Ms. Gloria Hatfield, Ms. Signy Madden and Ms. Carla Smith as new members of the Nanaimo Economic Development Corporation (NEDC);
2. renew the appointments of the following members to the NEDC Board:
 - Mr. A.J. Hustins
 - Mr. Andre Sullivan
 - Mr. Dan Kucherka
 - Mr. Greg Baynton
 - Mr. Dan Brady
 - Mr. Ron Hartmann
 - Mr. Ian Howat

- Mr. Doug Kalcsics
 - Mr. Adrian Legin
 - Dr. Ralph Nilson
 - Mr. Charlie Parker
 - Mr. William Yoachim, and,
3. direct Staff to notify the NEDC Board, the new Board members, the unsuccessful applicants and prepare a media release advising of Council's appointments to the NEDC Board.

The motion carried unanimously.

(c) Council Discussion

Ms. Terry Hartley, Director of Human Resources & Organizational Planning and Ms. Paddy Bradley, Labour Relations Manager provided a presentation regarding

5. ADJOURNMENT:

It was moved and seconded at 7:25 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-MAY-05, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

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

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-APR-07 at 8:47 p.m.

3. **PRESENTATIONS:**

NONE

4. **ADMINISTRATION:**

- (a) Strategic Relations (for discussion purposes when applicable)

5. **CORPORATE SERVICES:**

- (a)

Pg. 3-36

- (b) **Proposed Acquisition of Linley Valley Properties**

Note: The report will be distributed separately once complete.

6. **COMMUNITY SERVICES:**

(a) **Appointments to the Mayor's Youth Advisory Council**

Purpose: For Council to appoint 12 Members to the Mayor's Youth Advisory Council from the applicants listed in the report.

Staff Recommendation: That Council appoint 12 Members to the Mayor's Youth Advisory Council from the list of applicants provided in the report.

Pg. 37-115

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

NONE

8. **OTHER BUSINESS:**

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR PATTJE
2014-APR-28 to 2014-JUN-08

"In Camera"
City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2014-MAY-05

AUTHORED BY: BILL CORSAN, MANAGER OF REAL ESTATE

RE: OPTION AGREEMENTS FOR ACQUISITION OF PARKLAND IN LINLEY VALLEY

STAFF RECOMMENDATION:

That Council:

1. 3518 Hillside Avenue
 - authorize the Mayor and Corporate Officer to execute the necessary documents to effect the Option to Purchase Agreement and proceed to purchase the property for a price of \$3,500,000;
2. 5600 Vanderneuk Road & 3842 Stronach Drive
 - authorize the Mayor and Corporate Officer to execute the necessary documents to effect the Option to Purchase Agreement and proceed to purchase part of the property for a price of \$850,000 plus subdivision cost, and direct Staff to proceed with preparing the necessary OCP and zoning bylaw amendments;
3. 5260 Tanya Drive
 - authorize the Mayor and Corporate Officer to execute the necessary documents to effect the Option to Purchase Agreement for a purchase price of \$2,000,000;
4. Part of 3650 Cottleview Drive
 - direct Staff proceed with an Offer to Purchase Agreement for \$1 plus subdivision cost, and if accepted proceed with purchase;
5. Part of 3651 Rock City Road
 - direct Staff to proceed with an Offer to Purchase Agreement for \$130,000 plus subdivision cost, and if accepted proceed with purchase;

☐ Council
☒ Committee *of the Whole*
☐ Open Meeting
☒ In-Camera Meeting
Meeting Date: 2014-MAY-05

9. Press Release

- direct Staff to issue a press release immediately following the Council meeting announcing the Linley Valley Acquisition Program;
10. direct Staff to return to an open Council meeting with a summary of the acquisition program and if required, the associated referendum question asking the electors to approve long term borrowing to fund the acquisition as part of the 2014-NOV-15 municipal election;
11. direct Staff to release this report upon conclusion of negotiations following severing of the text underlined in the report; and
12. direct Staff to amend the 2014-2018 Financial Plan, after adoption, to reflect the purchases directed by Council.

PURPOSE:

To request Council direction to proceed with various land acquisitions in the Linley Valley for parks purposes.

SUMMARY:

At the 2014-MAR-24 Special "In Camera" Council meeting, it was moved and seconded that Council:

1. direct Staff to secure an option agreement to purchase properties (specific properties to be identified at a future date) in the Linley Valley;
2. report back in an open meeting to confirm the acceptance of the land purchase options; and
3. provide direction respecting financing the purchase, including the option of using a referendum to confirm electoral assent of the purchase, and to facilitate long term borrowing.

Staff is returning to an "In Camera" meeting to receive direction from Council prior to presenting the information at an open meeting as directed in the resolution from 2014-MAR-24.

Staff have met with the majority of the land owners whose properties fall within the Linley Valley area and have been successful at securing option agreements with several of the key property owners.

At this point in time, Staff is seeking Council endorsement of the agreements that have been reached. Staff is also seeking direction on Council's interest in continuing discussions with the remaining property owners. An update to the acquisition program is illustrated in Attachment A. More detailed information on each property is presented in Attachment B.

BACKGROUND:

Acquisition Opportunities

The following table summarizes the agreements that have been reached, and the status of ongoing negotiations with other property owners.

Civic Address	Parcel Size (acres)	Option Price	Price Per Acre	Deposit	Other Conditions
Under Offer					
3518 Hillside Avenue	117	\$3,700,000 or \$3,500,000	\$30,000	\$5,000	Lower price for property if acquired by 2014-JUL-31
5600 Vanderneuk Road	41.6 or 36.8	\$2,000,000 or \$850,000	\$40,000 or \$18,681	\$1	
3842 Stronach Drive	8.7	\$0	-	\$1	Provided as a package with 5600 Vanderneuk
Back Up Offer					
5260 Tanya Drive	50	\$2,000,000	\$40,000	\$5,000	Requires existing option agreement to expire on 2014-JUL-31
Approval in Principle					
3651 Rock City	4.3	\$130,000 cash	\$30,232	\$1	City to undertake subdivision work. City to construct fence along northern property line and replace broken fence where required.
3650 Cottleview Drive	6	\$1	\$0	\$1	City to pay for subdivision costs for 2 residential lots. City to receive remainder. Estimated cost of \$20,000.

Asset Management

Park Improvements

PRE Staff estimate that the cost to complete a public park planning process, improve the park and trail systems, and restore the ecological areas within the properties will cost approximately \$720,000.

Annual Operating Costs

PRE Staff estimate that the annual operating costs of maintaining the parks, trails and ecological areas will be approximately \$40,000 per annum. However, the park could be held in a natural state with planning and trail development carried out over multiple years.

Strategic Guidelines

The City of Nanaimo Property Management Strategy does not specifically identify these properties for acquisition. The Parks Recreation and Culture Master Plan does not recognize these properties as acquisition targets.

The Official Community Plan designates these properties within the Urban Reserve. The Urban Reserve designation identifies areas for future urban development. These lands are intended as future neighbourhood areas, however due to the steep slopes and environmental features, a concept plan is needed to prove development is viable. A significant portion of these lands would be dedicated as park to the City through the subdivision process.

Project Funding

The total cost of the acquisition program is estimated to be . There is currently \$5,247,000 of funding available to secure the Linley Valley lands. The funding sources include:

- 0017 Property Acquisition – General Reserve - \$422,000
- 0067 Parkland Acquisition Reserve - \$0
- Parkland Dedication Stat Fund - \$225,000
- Property Sales Fund - \$3M
- DCC City Wide Parks Fund - \$1M
- P-3104 – Annual Property Acquisitions - \$600,000

Total \$5,247,000

Should Council wish to proceed with acquisition of some of the properties at this point in time, Staff recommend acquiring the following properties:

Long Term Borrowing

As an alternative to purchase using existing funds, Council could consider long term borrowing in order to fund all or a portion of the land acquisition cost. As Council is aware, long term borrowing would require assent of the electorate, which could be sought through a referendum at time of the upcoming municipal election (2014-NOV-15). Long term borrowing is an effective tool to match the costs of an acquisition to the taxpayers who would benefit most from the acquisition. In this case, the acquisition of Linley Valley is for the benefit of some today but the largest benefactors are in the future. All of the property options will include closing dates after the potential referendum date.

Next Steps

If required, Staff will issue a press release immediately following the meeting, announcing the Linley Valley Acquisition Program.

Staff will continue discussions with the remaining property owners to secure agreements and will return to Council for approval.

Following the final approval, the matters will be brought forward to an open Council meeting and presented as a package.

Strategic Plan Considerations


This acquisition program has no direct link to the 2012-2015 Strategic Plan.

Respectfully submitted,


for Bill Corsan
MANAGER
REAL ESTATE

Concurrence by:


Dale Lindsay
DIRECTOR
COMMUNITY DEVELOPMENT


Ian Howat
GENERAL MANAGER
CORPORATE SERVICES

CITY MANAGER COMMENT:

I concur with the Staff recommendation.

Drafted: 2013-APR-29
LD002711
BC/tl

3518 Hillside Avenue



Civic: 3518 Hillside Ave
Proposed Acquisition

Owner:

PID: 000-095-711

Parcel Size: 47.3 ha (117 acres)

Option Agreement Price: \$3,700,000 if City exercises option by 2014-NOV-30.
\$3,500,000 if City exercises option by 2014-JUL-31

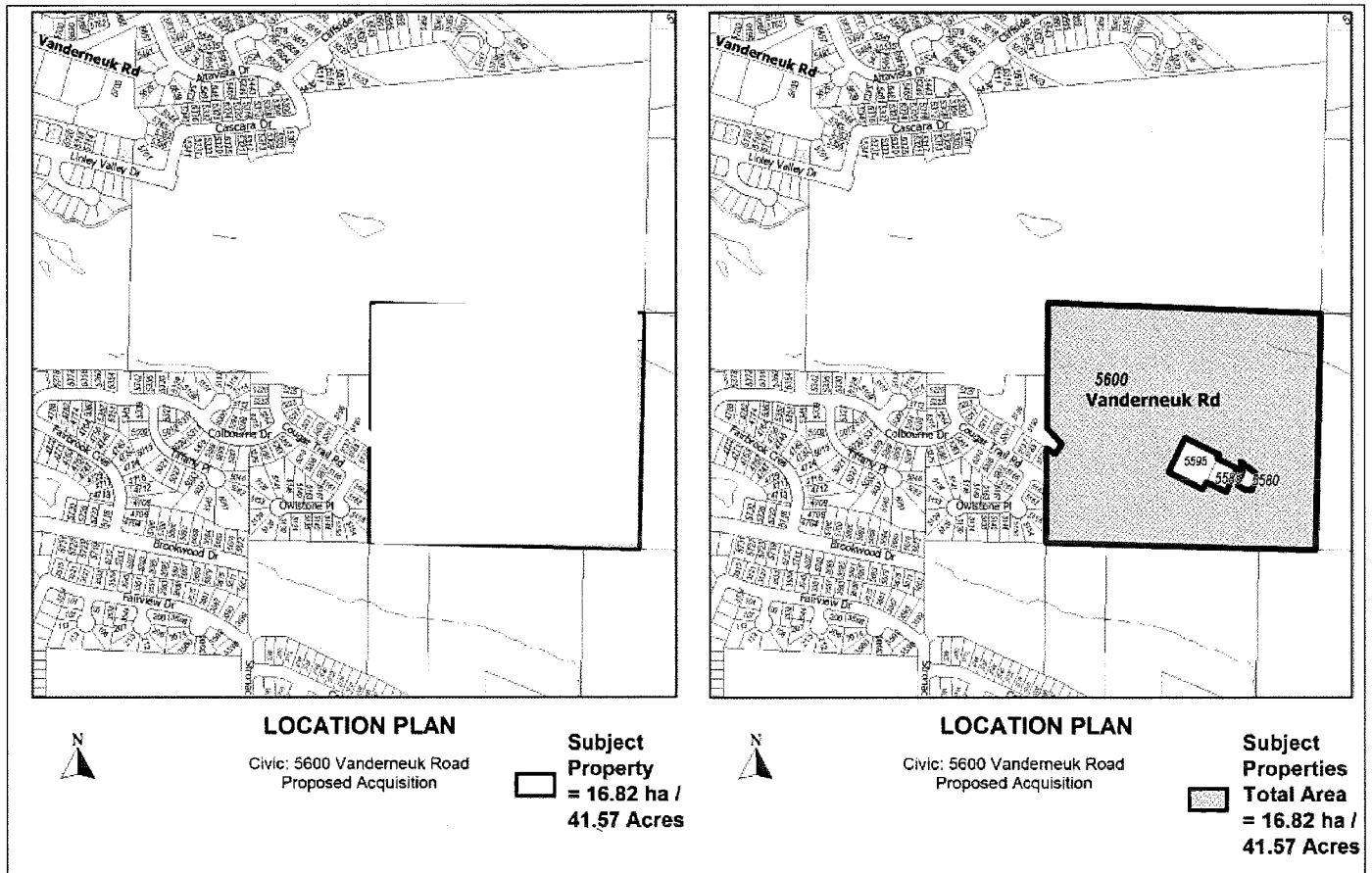
2014 BC Assessment Value: \$792,000

Appraised Value: \$1,150,000

Price Per Acre: \$31,623/\$29,914

Other Considerations for Council: None

5600 Vanderneuk Road



Owner:

PID: 001-071-645

Parcel Size: 16.8 ha (41.6 acres) or 14.9 ha (36.8 acres)

Option Agreement Price: \$2,000,000 'as is' **OR**

2014 BC Assessment Value: \$466,000 (Land) and \$26,100 (Improvements) = \$492,100

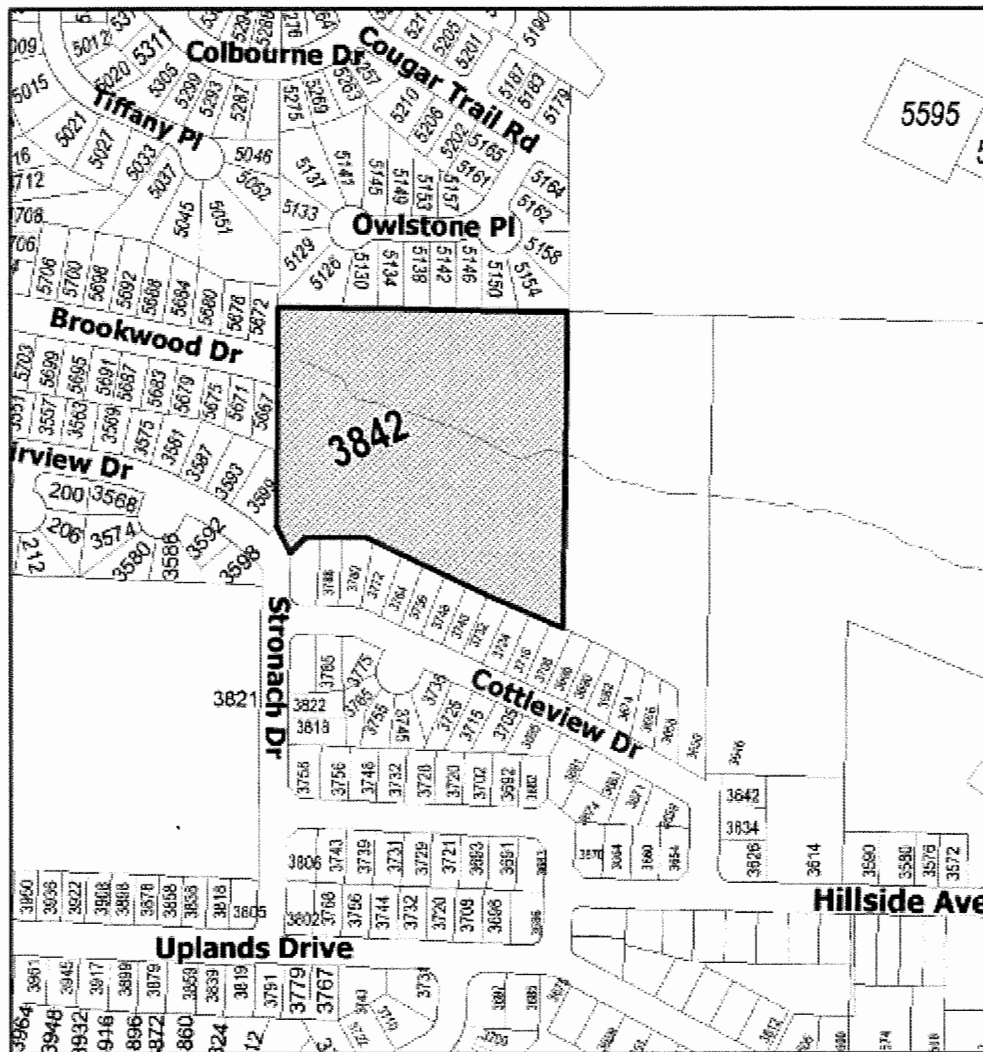
Appraised Value: \$730,000

Price Per Acre (including 3842 Stronach): \$40,000

Other Considerations for Council:

- Purchase price includes 3842 Stronach Drive


3842 Stronach Drive



LOCATION PLAN

Civic: 3842 Stronach Drive
Proposed Acquisition

**Subject
Property**

 = 3.516 ha /
8.688 Acre

Owner:

PID: 009-432-698

Parcel Size: 3.5 ha (8.7 acres)

Option Agreement Price: \$0 – provided as a package with 5600 Vanderneuk Road

2014 BC Assessment Value: \$384,000

Appraised Value: \$0

Price Per Acre: \$0

Other Considerations for Council:

- Acquisition of property is tied to acquisition of 5600 Vanderneuk.

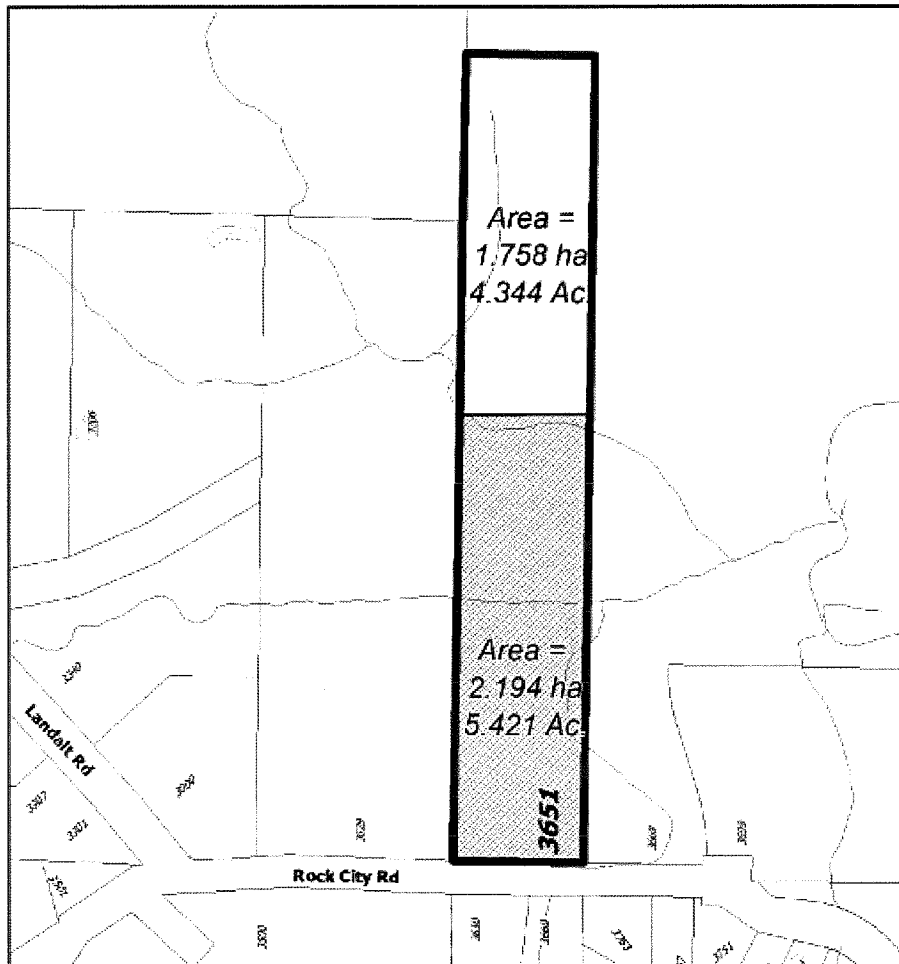


Civic: 5260 Tanya Drive
Proposed Acquisition

Subject
Property
= 20.2 ha /
49.9 Acres

- There is an existing offer on the property which expires 2014-July-31.
- Staff are requesting Council enter into an Option Agreement to secure the property should the existing deal terminate.

3651 Rock City Road



LOCATION PLAN

Civic: 3651 Rock City Road
Proposed Acquisition



**Subject
Property**
= 3.949 ha /
9.758 Acres



**Portion
Retained
by Owner**

Owner:

PID: 000-958-476

Total Parcel Size: 3.9 ha (9.8 acres)

Parcel Size to be Acquired: 1.6 ha (4.0 acres)

Offer to Purchase Price: \$130,000 cash

2014 BC Assessment Value: \$605,000 (land value) = \$62,000 per acre

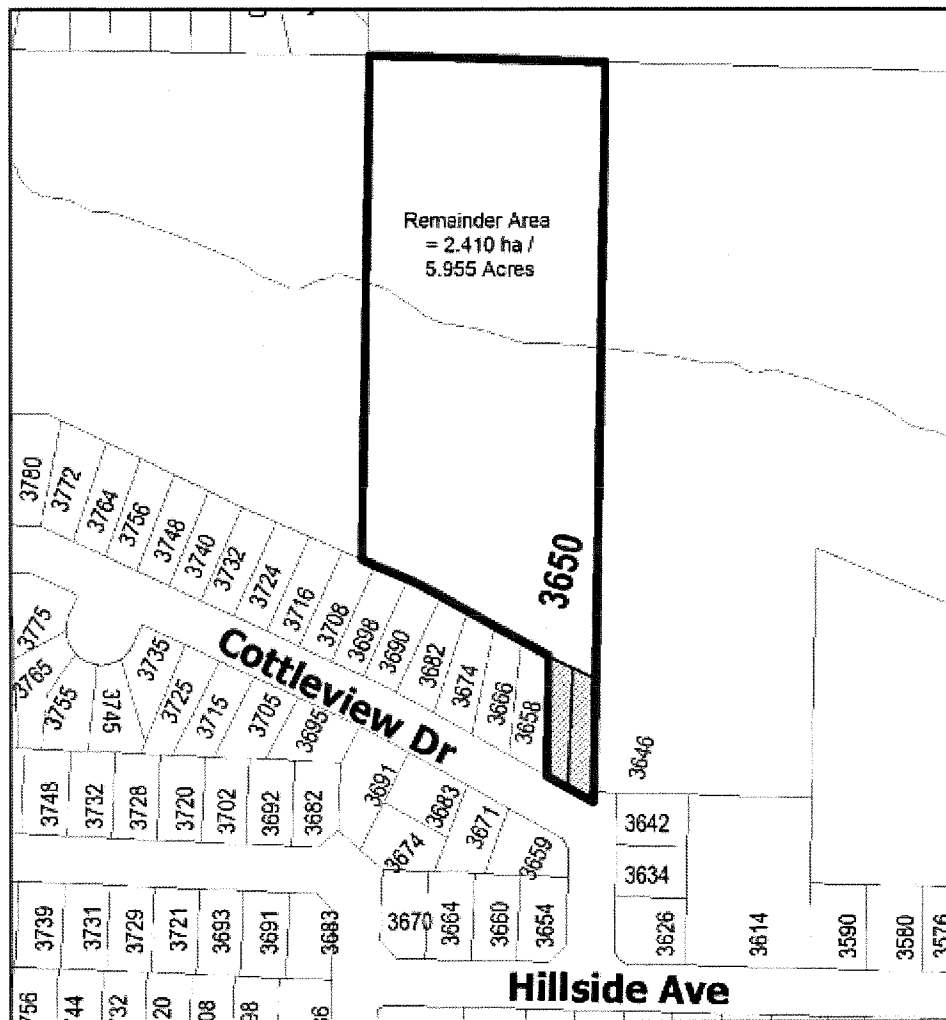
Appraised Value: Unknown

Price Per Acre: 30,232

Other Considerations for Council:

- The property will be subdivided, with the current owners retaining roughly 5.5 acres of land fronting Rock City Road
- The City will pay for the survey and subdivision costs
- The City will provide a fence across the new northern property line, and repair/replace the existing fence on the eastern boundary with Linley Valley Park.

3650 Cottleview Drive



LOCATION PLAN

Civic: 3650 Cottleview Dr
Proposed Acquisition



**Subject
Property**
= 2.515 ha /
6.214 Acres



**Residential
Lots**

Owner:

PID: 009-432-728

Total Parcel Size: 2.5 ha (6.2 acres)

Parcel Size to be Acquired: 2.4 ha (5.9 acres)

Offer to Purchase Price: \$1

2014 BC Assessment Value: \$223,000

Appraised Value: Unknown

Price Per Acre: \$0

Other Considerations for Council:

- The City will act as agents for the owners and create two lots fronting Cottleview Drive.
- City responsible for survey, legal and DCC costs
- City to receive remainder of parcel at no cost.

IN CAMERA
City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2014-MAY-05

AUTHORED BY: JOHN HORN, SOCIAL PLANNER

RE: APPOINTMENTS TO THE MAYOR'S YOUTH ADVISORY COUNCIL

STAFF RECOMMENDATION:

That Council appoint 12 Members to the Mayor's Youth Advisory Council from the list of applicants provided in the report.

PURPOSE:

For Council to appoint 12 Members to the Mayor's Youth Advisory Council from the applicants listed in the report.

BACKGROUND:

At the 2013-OCT-07 Regular Meeting, Council adopted the following resolution:

52813 It was moved and seconded that Council direct Staff to prepare a report for Council consideration on the potential of establishing an Advisory Youth Council as a committee to advise Nanaimo Council and the community on matters of importance to youth in the City of Nanaimo and to make recommendations on ways to enhance the community both for youth and for all citizens. The Staff report will review the success of Youth Councils established in other communities and will consider the possible make up of such a committee and consider terms of reference for a Youth Council. Budget implications will also be considered. The motion carried unanimously.

At the 2014-JAN-13 Regular Meeting, Council adopted a resolution as follows:

02114 It was moved and seconded that Council establish a Nanaimo Mayor's Youth Advisory Council with an annual budget of \$3,000 and direct Staff to prepare a Mandate and Objectives for the Youth Advisory Council. The motion carried unanimously.

DISCUSSION:

Attached to the report is the Draft Mandate and Objectives for the Mayors' Youth Advisory Committee (MYAC). This will be brought forward to Council for adoption after the MYAC gets a chance to meet and provide input into the document.

As a result of the 2014-JAN-13 direction from Council, Staff advertised for individuals between the ages of 15 to 24 to apply to become one of the 12 members of the new MYAC. The deadline for applications has now closed (applications attached) and accordingly, Staff are recommending that Council appoint 12 members to the MYAC from the list of applicants below:

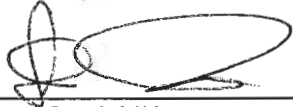
STRATEGIC PLAN IMPLICATIONS:

Social Development Strategy Vision – Nanaimo will be known as a community which nurtures a caring, healthy, inclusive and safe environment and which empowers and enables its citizens to realize their aspirations and hopes.

RECOMMENDATION FOR RELEASE OF INFORMATION TO THE PUBLIC:

For release following announcement of appointments at an Open Council Meeting and severing of all applications.

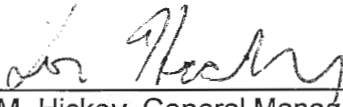
Respectfully submitted,



J. Horn, Social Planner



T. P. Seward, Director
Social and Protective Services



T. M. Hickey, General Manager,
Community Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2014-APR-25

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-MAY-05 AT 5:29 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
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

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
I. Howat, General Manager of Corporate Services
B. E. Clemens, Director of Finance
R. J. Harding, Director of Parks, Environment & Recreation
D. Lindsay, Director of Community Development
B. Prokopenko, A/Director of Engineering & Public Works
T. P. Seward, Director of Social & Protective Services
B. Corsan, Manager of Real Estate
J. Horn, Social Planner
G. Ferrero, Director of Information Technology & Legislative Services
C. Jackson, Manager of Legislative Services
K. King, Recording Secretary

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

The "In Camera" Meeting was called to order at 5:37 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-APR-07 at 8:47 p.m. be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a)

(b) Proposed Acquisition of Linley Valley Properties

It was moved and seconded that Council direct Staff to proceed with property acquisition of 5600 Vanderneuk Road and 3842 Stronach Drive, without accepting an Official Community Plan or zoning amendment application as part of the acquisition, for up to \$2 Million for an outright cash purchase but with flexibility to explore other acquisition options.

It was moved and seconded that Council table the motion regarding acquisition of 5600 Vanderneuk Road and 3842 Stronach Drive. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council authorize the Mayor and Corporate Officer to execute the necessary documents to effect the Option to Purchase Agreement and proceed to purchase the property at 3518 Hillside Avenue for a price of \$3,500,000. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council lift from the table the motion regarding acquisition of 5600 Vanderneuk Road and 3842 Stronach Drive. The motion carried.

Opposed: Councillor McKay

The vote was taken on the motion regarding the acquisition of 5600 Vanderneuk Road and 3842 Stronach Drive.

The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council authorize the Mayor and Corporate Officer to execute the necessary documents to effect the Option to Purchase Agreement at 5260 Tanya Drive for a purchase price of \$2,000,000. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council direct Staff to proceed with an Offer to Purchase Agreement for \$1 plus subdivision cost and if accepted, proceed with the purchase of part of the property at 3650 Cottlevue Drive. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council direct Staff to proceed with an Offer to Purchase Agreement for \$130,000 plus subdivision cost and if accepted, proceed with purchase of part of the property at 3651 Rock City Road. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council direct Staff to proceed with an Offer to Purchase Agreement for \$184,000 plus subdivision cost and if accepted, proceed with purchase of part of the property at 3629 Rock City Road. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council direct Staff to remove the properties at 4471/4451 and part of 4470 Burma Road from the acquisition program. The motion carried unanimously.

5. COMMUNITY SERVICES:

(a) Appointments to the Mayor's Youth Advisory Council

It was moved and seconded that the following 12 applicants be appointed to the Mayor's Youth Advisory Council:

1. Aakash Pawar
2. Alexander Cheung
3. Bri Odgers
4. Cassidy Sanford
5. Claudia Thompson
6. Coleman Kaps
7. Kent MacDonald
8. Mackenzie Cumberland
9. Madeline Shred
10. Malcom Beaton
11. Samantha Bishop
12. Sarah Lumley

The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 8:27 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-JUN-16, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

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

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-MAY-05 at 5:29 p.m.

3. **PRESENTATION:**

- (a)

4. **ADMINISTRATION:**

- (a) Strategic Relations (for discussion purposes when applicable)

5. **CORPORATE SERVICES:**

- (a)

6. **COMMUNITY SERVICES:**

NONE

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

NONE

8. **OTHER BUSINESS:**

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR GREVES
2014-JUN-09 to 2014-JUL-27

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-MAY-05 AT 5:29 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
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

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
I. Howat, General Manager of Corporate Services
B. E. Clemens, Director of Finance
R. J. Harding, Director of Parks, Environment & Recreation
D. Lindsay, Director of Community Development
B. Prokopenko, A/Director of Engineering & Public Works
T. P. Seward, Director of Social & Protective Services
B. Corsan, Manager of Real Estate
J. Horn, Social Planner
G. Ferrero, Director of Information Technology & Legislative Services
C. Jackson, Manager of Legislative Services
K. King, Recording Secretary

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

The "In Camera" Meeting was called to order at 5:37 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-APR-07 at 8:47 p.m. be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a)

(b) Proposed Acquisition of Linley Valley Properties

It was moved and seconded that Council direct Staff to proceed with property acquisition of 5600 Vanderneuk Road and 3842 Stronach Drive, without accepting an Official Community Plan or zoning amendment application as part of the acquisition, for up to \$2 Million for an outright cash purchase but with flexibility to explore other acquisition options.

It was moved and seconded that Council table the motion regarding acquisition of 5600 Vanderneuk Road and 3842 Stronach Drive. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council authorize the Mayor and Corporate Officer to execute the necessary documents to effect the Option to Purchase Agreement and proceed to purchase the property at 3518 Hillside Avenue for a price of \$3,500,000. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council lift from the table the motion regarding acquisition of 5600 Vanderneuk Road and 3842 Stronach Drive. The motion carried.

Opposed: Councillor McKay

The vote was taken on the motion regarding the acquisition of 5600 Vanderneuk Road and 3842 Stronach Drive.

The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council authorize the Mayor and Corporate Officer to execute the necessary documents to effect the Option to Purchase Agreement at 5260 Tanya Drive for a purchase price of \$2,000,000. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council direct Staff to proceed with an Offer to Purchase Agreement for \$1 plus subdivision cost and if accepted, proceed with the purchase of part of the property at 3650 Cottlevue Drive. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council direct Staff to proceed with an Offer to Purchase Agreement for \$130,000 plus subdivision cost and if accepted, proceed with purchase of part of the property at 3651 Rock City Road. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council direct Staff to proceed with an Offer to Purchase Agreement for \$184,000 plus subdivision cost and if accepted, proceed with purchase of part of the property at 3629 Rock City Road. The motion carried.

Opposed: Councillor McKay

It was moved and seconded that Council direct Staff to remove the properties at 4471/4451 and part of 4470 Burma Road from the acquisition program. The motion carried unanimously.

5. COMMUNITY SERVICES:

(a) Appointments to the Mayor's Youth Advisory Council

It was moved and seconded that the following 12 applicants be appointed to the Mayor's Youth Advisory Council:

1. Aakash Pawar
2. Alexander Cheung
3. Bri Odgers
4. Cassidy Sanford
5. Claudia Thompson
6. Coleman Kaps
7. Kent MacDonald
8. Mackenzie Cumberland
9. Madeline Shred
10. Malcom Beaton
11. Samantha Bishop
12. Sarah Lumley

The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 8:27 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-JUN-16 AT 6:20 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
Councillor W. L. Bestwick (departed at 7:50 p.m.)
Councillor M. D. Brennan
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor W. B. McKay (departed at 7:13 p.m.)
Councillor J. F. K. Pattje

Others: Ms. C. MacEachern, Partner, Young Anderson, Barristers

Staff: E. C. Swabey, City Manager
I. Howat, General Manager of Corporate Services
G. Ferrero, Director of Information Technology & Legislative Services
T. L. Hartley, Director of Human Resources & Organizational Planning
C. Jackson, Manager of Legislative Services and Recorder

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

The "In Camera" Meeting was called to order at 6:20 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-MAY-05 at 5:29 p.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

(a)

Councillor McKay vacated the Douglas Rispin Room at 7:13 p.m.

5. CORPORATE SERVICES:

(a)

Councillor Bestwick vacated the Douglas Rispin Room at 7:52 p.m.

6. ADJOURNMENT:

It was moved and seconded at 7:56 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

“IN CAMERA” AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-SEP-15, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

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

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-JUN-16.

3. **PRESENTATIONS:**

4. **ADMINISTRATION:**

- (a) Strategic Relations (for discussion purposes when applicable)

5. **CORPORATE SERVICES:**

- (a) **Release of 2014 “In Camera” Meeting Information – Second Quarter Report**

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

Staff Recommendation: That Council:

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

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

6. **COMMUNITY SERVICES:**

NONE

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

NONE

8. **OTHER BUSINESS:**

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR BRENNAN
2014-SEP-08 to 2014-OCT-19

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-JUN-16 AT 6:20 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
Councillor W. L. Bestwick (departed at 7:50 p.m.)
Councillor M. D. Brennan
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor W. B. McKay (departed at 7:13 p.m.)
Councillor J. F. K. Pattje

Others:

Staff: E. C. Swabey, City Manager
I. Howat, General Manager of Corporate Services
G. Ferrero, Director of Information Technology & Legislative Services
T. L. Hartley, Director of Human Resources & Organizational Planning
C. Jackson, Manager of Legislative Services and Recorder

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

The "In Camera" Meeting was called to order at 6:20 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-MAY-05 at 5:29 p.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

(a)

Councillor McKay vacated the Douglas Rispin Room at 7:13 p.m.

5. CORPORATE SERVICES:

(a)

Councillor Bestwick vacated the Douglas Rispin Room at 7:52 p.m.

6. ADJOURNMENT:

It was moved and seconded at 7:56 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

IN CAMERA

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2014-SEP-15

AUTHORED BY: CHRIS JACKSON, MANAGER OF LEGISLATIVE SERVICES

RE: RELEASE OF 2014 "IN CAMERA" MEETING INFORMATION –
SECOND QUARTER REPORT

STAFF RECOMMENDATION: That Council:

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

PURPOSE:

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

DISCUSSION:

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

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

☐ Council
☒ Committee of the Whole
☐ Open Meeting
☒ In-Camera Meeting
Meeting Date: 2014-SEP-15

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

STRATEGIC PLAN IMPLICATIONS:

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

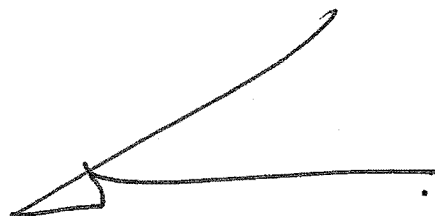
RECOMMENDATION FOR RELEASE OF INFORMATION TO THE PUBLIC:

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

Respectfully submitted,



C. Jackson, Manager,
Legislative Services



G. Ferrero, Director
Information Technology & Legislative
Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2014-SEP-02

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-SEP-15 AT 7:40 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Absent: Councillor W. B. McKay

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
C. Jackson, Manager of Legislative Services
K. King, Recording Secretary

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

The "In Camera" Meeting was called to order at 7:40 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2014-JUN-16 in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a) Release of 2014 "In Camera" Meeting Information – Second Quarter Report

It was moved and seconded that Council direct Staff to release in whole or in part, the 2014 second quarter Council and Committee of the Whole "In Camera" agendas, reports and minutes, by publishing on the City's website the items identified in Attachment A of the report where the requirement for confidentiality has passed and Council authorization has not yet been obtained in accordance with Council Policy "*Routine Release of "In Camera" Resolutions and Related Reports and Information*". The motion carried unanimously.

It was moved and seconded that Council authorize release of this report following severing of Attachment A and that Attachment A be kept permanently confidential. The motion carried.

Opposed: *Councillors Bestwick and Kipp*

5. ADJOURNMENT:

It was moved and seconded at 7:47 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

AMENDED "IN CAMERA" AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-NOV-03, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

-

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

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-SEP-15 at 7:40 p.m. Pg. 3-4

3. **PRESENTATIONS:**

(a)

(b)

4. **ADMINISTRATION:**

- (a) Strategic Relations (for discussion purposes when applicable)

5. **CORPORATE SERVICES:**

NONE

6. **COMMUNITY SERVICES:**

(a)

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

NONE

8. **OTHER BUSINESS:**

(a)

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR MCKAY
2014-OCT-20 to 2014-NOV-30

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-SEP-15 AT 7:40 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Absent: Councillor W. B. McKay

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
C. Jackson, Manager of Legislative Services
K. King, Recording Secretary

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

The "In Camera" Meeting was called to order at 7:40 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2014-JUN-16 in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a) Release of 2014 "In Camera" Meeting Information – Second Quarter Report

It was moved and seconded that Council direct Staff to release in whole or in part, the 2014 second quarter Council and Committee of the Whole "In Camera" agendas, reports and minutes, by publishing on the City's website the items identified in Attachment A of the report where the requirement for confidentiality has passed and Council authorization has not yet been obtained in accordance with Council Policy "*Routine Release of "In Camera" Resolutions and Related Reports and Information*". The motion carried unanimously.

It was moved and seconded that Council authorize release of this report following severing of Attachment A and that Attachment A be kept permanently confidential. The motion carried.

Opposed: *Councillors Bestwick and Kipp*

5. ADJOURNMENT:

It was moved and seconded at 7:47 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-NOV-03 AT 6:52 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
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

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
B. E. Clemens, Director of Finance
D. Lindsay, Director of Community Development
G. Goodall, Director of Engineering & Public Works
T. P. Seward, Director of Social & Protective Services
C. Davis, Manager of Sanitation, Recycling & Public Works
Administration
B. Sims, Manager of Water Resources
G. Ferrero, Director of Information Technology & Legislative
Services
K. King, Recording Secretary

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

The "In Camera" Meeting was called to order at 6:52 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 8 (a) – Other Business -

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-SEP-15 at 7:40 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

(a)

(b)

6. COMMUNITY SERVICES:

(a)

7. OTHER BUSINESS:

(a)

8. ADJOURNMENT:

It was moved and seconded at 8:36 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-NOV-17, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. ADOPTION OF AGENDA:

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

2. ADOPTION OF MINUTES:

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-NOV-03 at 6:52 p.m. Pg. 3-5

3. PRESENTATIONS:

NONE

4. ADMINISTRATION:

- (a) Strategic Relations (for discussion purposes when applicable)

5. CORPORATE SERVICES:

- (a)

6. **COMMUNITY SERVICES:**

NONE

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

NONE

8. **OTHER BUSINESS:**

NONE

9. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR MCKAY
2014-OCT-20 to 2014-NOV-30

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-NOV-03 AT 6:52 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
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

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
B. E. Clemens, Director of Finance
D. Lindsay, Director of Community Development
G. Goodall, Director of Engineering & Public Works
T. P. Seward, Director of Social & Protective Services
C. Davis, Manager of Sanitation, Recycling & Public Works Administration
B. Sims, Manager of Water Resources
G. Ferrero, Director of Information Technology & Legislative Services
K. King, Recording Secretary

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

The "In Camera" Meeting was called to order at 6:52 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 8 (a) – Other Business -

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-SEP-15 at 7:40 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

(a)

(b)

6. COMMUNITY SERVICES:

(a)

7. OTHER BUSINESS:

(a)

8. ADJOURNMENT:

It was moved and seconded at 8:36 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-NOV-17 AT 4:55 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
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

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
B. E. Clemens, Director of Finance
G. Ferrero, Director of Information Technology & Legislative Services
D. Lindsay, Director of Community Development
G. Goodall, Director of Engineering & Public Works
S. Snelgrove, Recording Secretary

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

The "In Camera" Meeting was called to order at 5:00 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2014-NOV-03 at 6:52 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a)

5. ADJOURNMENT:

It was moved and seconded at 5:04 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" AGENDA
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-DEC-08, IMMEDIATELY FOLLOWING
THE REGULAR COMMITTEE OF THE WHOLE MEETING

1. **ADOPTION OF AGENDA:**

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

2. **ADOPTION OF MINUTES:**

- (a) Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2014-NOV-17 at 5:00 p.m. Pg. 3-4

3. **PRESENTATIONS:**

NONE

4. **ADMINISTRATION:**

NONE

5. **CORPORATE SERVICES:**

- (a)

6. **COMMUNITY SERVICES:**

NONE

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

NONE

8. **OTHER BUSINESS:**

9. **ADJOURNMENT:**

"IN CAMERA" MINUTES
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-NOV-17 AT 4:55 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
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

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
B. E. Clemens, Director of Finance
G. Ferrero, Director of Information Technology & Legislative Services
D. Lindsay, Director of Community Development
G. Goodall, Director of Engineering & Public Works
S. Snelgrove, Recording Secretary

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

The "In Camera" Meeting was called to order at 5:00 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting held Monday, 2014-NOV-03 at 6:52 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

4. CORPORATE SERVICES:

(a)

5. ADJOURNMENT:

It was moved and seconded at 5:04 p.m. that the "In Camera" Meeting terminate.
The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

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

PRESENT: Mayor W. B. McKay, Chair

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

Absent: Councillor W. L. Pratt

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

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

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

2. INTRODUCTION OF LATE ITEMS:

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

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

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

5. CORPORATE SERVICES:

(a)

6. OTHER BUSINESS:

(a) Discussion – Regional District of Nanaimo Board Chair

7. ADJOURNMENT:

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

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER