MERGED AGENDA
GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, October 7, 2019, 1:00 P.M. - 4:00 P.M.
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. CALL TO ORDER:

2. INTRODUCTION OF LATE ITEMS:

3. APPROVAL OF THE AGENDA:

4. ADOPTION OF THE MINUTES:

5. REPORTS:

a. GOVERNANCE AND MANAGEMENT EXCELLENCE:

1. Governance Review - Continued from 2019-SEP-30

To be introduced by Sheila Gurrie, Director, Legislative Services.

1. Council Policy - Notice of Motion 3 - 7

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide the Governance and Priorities Committee with a Notice of Motion policy for approval.

Recommendation: That the Governance and Priorities Committee recommend that Council approve the Notice of Motion Policy.

2. Presentation - Additional Committees 8 - 13

1. Nanaimo Youth Advisory Council 14 - 19

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To present for the Governance and Priorities Committee's consideration options and a

recommendation regarding the Nanaimo Youth Advisory Council.

Recommendation: That the Governance and Priorities Committee recommend that Council dissolve the Nanaimo Youth Advisory Council.

2. Advisory Committee on Accessibility and Inclusiveness 20 - 24

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide the Governance and Priorities Committee with a draft Terms of Reference for the establishment of an Advisory Committee on Accessibility and Inclusiveness.

Recommendation: That the Governance and Priorities Committee recommend that Council establish an Advisory Committee on Accessibility and Inclusiveness and adopt the associated Terms of Reference as presented in the report titled "Advisory Committee on Accessibility and Inclusiveness" dated 2019-SEP-30.

b. ENVIRONMENTAL RESPONSIBILITY:

c. ECONOMIC HEALTH:

d. COMMUNITY WELLNESS/LIVABILITY:

1. Presentation re: Fire Department Update and Services Delivery Plan 25 - 38

To be introduced by Karen Fry, Fire Chief.

e. AGENDA PLANNING:

1. Governance and Priorities Committee Agenda Planning 39 - 40

2. Add - Discussion re: Boathouse and Paddling Centre

To be introduced by Mayor Krog.

6. QUESTION PERIOD:

7. PROCEDURAL MOTION:

8. ADJOURNMENT:

CITY OF NANAIMO
THE HARBOUR CITY

Staff Report for Decision

File Number: 0530-01

DATE OF MEETING SEPTEMBER 30, 2019

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR AND DEPUTY CORPORATE OFFICER

SUBJECT COUNCIL POLICY – NOTICE OF MOTION

OVERVIEW

Purpose of Report

To provide the Governance and Priorities Committee with a Notice of Motion policy for approval.

Recommendation

That the Governance and Priorities Committee recommend that Council approve the Notice of Motion Policy.

BACKGROUND

A Notice of Motion is a parliamentary tool used by governing bodies to provide introduction for a motion regarding new business of a complex nature, prior to a vote taking place at a subsequent meeting. Section 11.1 of "Council Procedure Bylaw 2018 No. 7272" specifies the procedures that must be followed to introduce a Notice of Motion:

Notice of Motion

11.1 A Council Member may give a notice of motion respecting an item which he or she intends to present at a future meeting by reading it aloud and providing a copy of the notice of motion to the Chair and the Corporate Officer either before or during the meeting.

11.2 The Corporate Officer will include the notice of motion under the notice of motion section in the minutes and will place the notice of motion with any relevant background information under other business on the agenda for the next meeting or another future meeting as requested by the Council Member who presented the notice of motion.

11.3 If the Council Member who presented the notice of motion is not in attendance at the meeting when the subject of that notice of motion is brought forward, the notice of motion will be postponed to the next meeting at which the Council Member who submitted the notice of motion is in attendance.

Council has identified Governance Excellence as a strategic theme in the 2019-2022 Strategic Plan. Approval of this policy supports Council's identified goal of ensuring the City is "structured and resourced for expeditious, high quality decision making and action...". Staff recommend a notice of motion policy to provide a guideline to identify and assess intended and unintended implications of a motion. Implications may be financial, administrative, policy, legal or otherwise in nature. The policy provides clarity to members of Council regarding the notice of motion process.

DISCUSSION

The Notice of Motion policy (Attachment A) addresses the steps for members of Council to take prior to introduction of a notice of motion at a meeting.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council approve the Notice of Motion Policy.

    - The advantages of this option: Council and staff will have a clearly identified process to follow regarding Notice of Motions.
    - The disadvantages of this option: Notice of Motions may be delayed when coming forward to Council due to the background work required by the policy.
    - Financial Implications: None identified at this time.

2. That the Governance and Priorities Committee recommend amendments to the Notice of Motion Policy.

    - The advantages of this option: The Governance and Priorities Committee would provide direct input into the policy.
    - The disadvantages of this option: Depending on the amendments the effectiveness of the policy may be reduced.
    - Financial Implications: None identified at this time.

SUMMARY POINTS

- Staff have identified a need for a Notice of Motion Policy.
- The intent of the Policy is to provide for a method to identify and assess intended and unintended implications of a motion.
- The Governance and Priorities Committee is requested to recommend that Council approve the Policy.

ATTACHMENTS:

Attachment A: Notice of Motion Policy

Submitted by:

Sheila Gurrie
Director, Legislative Services

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COUNCIL POLICY MANUAL

Section:	**ADMINISTRATION**	**01**
Subsection:	**COUNCIL**	**0550**
Title:	**NOTICE OF MOTION POLICY**	**01**

POLICY

A Notice of Motion is the tool that Council members use to bring topics forward for consideration at a Council meeting. Prior to a member of Council bringing forward a notice of motion, it is recommended these steps, included in the process, be followed:

1. Member of Council identifies:
    - Topic
    - Desired outcome
    - How the resolution adheres to guiding principles in the 2019-2022 Strategic Plan
    - Drafts resolution and forwards to the City Clerk, copying Mayor and the CAO

2. The City Clerk:
    - Adjusts wording if required and discusses changes with member of Council
    - Determines appropriate meeting date to bring notice of motion forward and places on the agenda

3. The Member of Council bringing forward the resolution that is now on the agenda under "Notice of Motion":
    - Reads out the Notice of Motion on the Agenda
      NOTE: [No discussion or vote takes place at this time]

4. At the following Council Meeting that the Notice of Motion is considered, now under the "Other Business" heading of the agenda, the following options can occur:
    - Motion may be moved by Council member that brought forward the resolution
        i. The motion requires a seconder
        ii. Vote can occur
        iii. Motion may be passed
        iv. Motion may be defeated
    - Any member of Council may refer topic of resolution back to Staff for a report to determine implications, including financial, policy, administrative, legal etc.
        i. Motion is in order at <u>any</u> time
        ii. Motion requires a seconder
        iii. Motion may be passed and item referred back to Staff
        iv. Motion may be defeated and the original motion would require a vote

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5. If the Resolution is referred back to Staff:
    - Staff reports back to Council with a Staff Report, as soon as possible, outlining any potential implications that may apply to proceeding with the resolution
    - City Council votes on proposed resolution after receiving Staff Report on subject matter if Staff Report was required

REASON FOR POLICY

This policy provides a process for members of Council to follow prior to drafting a notice of motion for presentation to Council. The notice of motion process during a meeting is outlined in Section 11 of "Council Procedure Bylaw 2018 No. 7272" as amended from time to time.

AUTHORITY TO ACT

Retained by Council.

PROCEDURE

Date:	201X-XXX-XX	Approved by:	Council / In Camera Council

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Additional Committees

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Committees to Come…

1. Economic Development Steering Committee
2. Official Community Plan Steering Committee

Terms of References for both Committees will be brought forward at a future meeting

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Nanaimo Youth Advisory Council

- History of the Council:
  - Formed in 2014
  - Youth perspective on municipal issues
  - Currently not meeting
- Current engagement opportunities:
  - Direct community programming
  - Leadership development opportunities
  - Advocacy
  - Events

CITY OF NANAIMO

Nanaimo Youth Advisory Council

- Challenges:
  - Consistent meeting date
  - Current members appear to be drawn from youth with higher access to resources and support
  - Youth may not be fully representative of diversity of youth in our community
- Recommendation:
  - Dissolve Nanaimo Youth Advisory Council
  - Continue to engage youth in the methods noted

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Advisory Committee on Accessibility & Inclusiveness

Mandate

To identify potential barriers within existing and proposed City plans, policies, bylaws and infrastructure and make recommendations to ensure that they are inclusive and accommodating to citizens of all ages, abilities and walks of life.

- ✓ Identify barriers and best practices
- ✓ Make recommendations for improvements
- ✓ Review City plans, policies and procedures
- ✓ Assist in developing a strategy for increased engagement & public awareness

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Advisory Committee on Accessibility & Inclusiveness

- New Committee proposed with a Terms of Reference provided for Council's consideration
- Membership consisting of two Council members plus two citizens-at-large and key representatives from various agencies/groups including:

✓ Child Development Centre	✓ Nanaimo Association for Community Living	✓ Nanaimo Youth Services Association
✓ Island Health	✓ Nanaimo Pride Society	✓ School District 68
✓ Multicultural Society	✓ Nanaimo Seniors Task Force	✓ United Way of Central Vancouver Island

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Meeting Resources

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Committee Meeting Resources

Administrative Support:

- Every 1 hour that a committee meets equals approximately 2-3 hours of pre-meeting prep and 2-3 hours of follow up work for administrative support staff.
- Typically committee/task force meetings are scheduled outside of regular work hours.
  - Accommodates committee members schedules
  - Additional costs as Staff are paid overtime rates to attend
  - Daytime meetings take Staff away from other workload

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Committee Meeting Resources

Locations and Catering:

- 2 Boardrooms available – Services and Resource Centre and Human Resources (HR) Training Room.
  - These rooms are frequently used and availability is limited
  - HR Training Room is not wheelchair accessible
- Coffee and snacks provided for most meetings at additional costs.

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Committee Meeting Resources

- Committees require at least one member of Council in their membership.
- Due to scheduling conflicts between the following:
  - *Council*
  - *Committee*
  - *Regional District of Nanaimo (RDN) Board meetings*
  - *RDN Committee meetings; and,*
  - *Chamber of Commerce luncheons*

  only 5 meeting times are available each month for additional committees to meet.

- Meeting dates and times for the new Environment Committee and the following proposed committees will be based on the availability within those 5 times:
  - Economic Development Steering Committee
  - Official Community Plan Steering Committee
  - Advisory Committee on Accessibility and Inclusiveness

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Questions?

Staff Report for Decision

File Number: 0540-01

DATE OF MEETING	September 30, 2019
AUTHORED BY	SKY SNELGROVE, STENO COORDINATOR/DEPUTY CORPORATE OFFICER
SUBJECT	**NANAIMO YOUTH ADVISORY COUNCIL**

OVERVIEW

Purpose of Report
To present for the Governance and Priorities Committee's consideration options and a recommendation regarding the Nanaimo Youth Advisory Council.

Recommendation
That the Governance and Priorities Committee recommend that Council dissolve the Nanaimo Youth Advisory Council.

BACKGROUND

The Nanaimo Youth Advisory Council (NYAC) was formed in 2014. The mandate of the NYAC is to provide Mayor and Council with a youth perspective on municipal issues. The NYAC was struck to provide input and advice to City staff as requested, and seek to involve and inform the young people of Nanaimo on issues that affect them and the community as a whole.

The City is of the opinion that youth should be encouraged and given the opportunity to make positive contributions to their communities, to take a leading roles in issues which affect their lives and that an investment in young people is an investment in the future.

Currently NYAC is not meeting, pending direction from Council. When the committee was meeting Staff found it challenging to find a consistent meeting date and time that suited all NYAC members due to commitments related to extra curricular activities and schedules.

Furthermore, there is the challenge that the Youth who applied for and who were selected to be on the NYAC appear to be drawn from youth with higher access to resources and support that enable them to both apply for and to participate in such a committee. As such, due to the selection process these youth may not be fully representative of the diversity of youth in our community, particularly youth who face higher levels of vulnerability.

Youth in Nanaimo are currently engaged in a variety of ways, such as:

Direct Programming

- Community Based (babysitter training, badminton, cooking, makeup, rowing, paddle boarding, fencing, science and technology camps, guitar)
- Drop in programs (Spare Blox/Youth Lounge)
- Arena based (RecSkate, RecFigure, hockey fundamentals, adaptive hockey, power skating)

- Aquatic based (Red Cross lessons, Junior Lifeguard Club, bronze cross/medallion, National Lifeguard Service [NLS], Water Safety Instructors [WSI])

Leadership Development Opportunities

- Leaders in Training and Quest programs (about 150 participants per year) with numerous community partners (37 unique agencies in 2015 including Loaves and Fishes, School District 68 [SD 68], Boys and Girls Clubs of Central Vancouver Island, Vancouver Island University [VIU], Child Development Centre)
- Jr. Leaders in Training summer camp
- Babysitter Training

Advocacy

- Youth Advocates committee - called "…the most functional cross-sectoral table in Nanaimo" (monthly, Sept-May). Members from Ministry of Child and Family Development (MCFD), Nanaimo Aboriginal Centre, Boys and Girls Club, Big Brothers Big Sisters, Tillicum Lelum, Rainbows, Haven, Hospice, Discovery, Edgewood, SD 68, Foodshare, Immigrant Welcome Centre,

Community Development/Outreach

- Upcoming partnerships with SD 68 (diversity dance, learning alternatives)
- "Stop Worrying about Stress and Anxiety" – Cognitive Behavioral Therapy (CBT) group led by Dr. Poteryko
- Youth Lounge at Nanaimo Aquatic Centre – in partnership with Boys and Girls Club
- Spare Blox – hosted in 2 community schools and Oliver Woods Community Centre
- Social media including Youth Nanaimo Facebook, Twitter and Instagram
- Youth Resource Guide

Events

- Youth Week (May 1-7)
- Planning to participate in "Youthapalooza" this fall – youth event focusing on mental health

Culture Initiatives

- Youth Poet Laureate
    - High school poetry contest

Engagement Strategy

The 2020 Strategic Plan review will include youth engagement and staff have initiated projects with both VIU Masters in Planning Classes and an individual student to get feedback on how to best to engage youth on major projects. The individual student will review best practices for youth engagement in other municipalities and provide recommendations to support improved youth engagement for future City of Nanaimo projects and events.

Advisory Committee on Accessibility and Inclusiveness

The new Committee on Accessibility and Inclusiveness allows for youth membership and seeks input from youth on a variety of topics with respect to policies, bylaws, and other initiatives and projects the City of Nanaimo undertakes.

Other Engagement Opportunities

Staff will continue to seek youth engagement opportunities in a way that youth prefer to engage, outside of a committee format, in all of our program and activities. Staff will bring recommendations forward to Council as these opportunities arise.

DISCUSSION

Staff recommend that all committees struck relate to the 2019-2022 Strategic Plan. Council has not identified youth issues as a theme in the Strategic Plan, however, Staff encourage the continuation of input from youth in the broader community. Encouraging youth to participate in their community in the avenues noted above fosters a sense of belonging. Staff have drafted terms of reference for Council approval for an accessibility and inclusiveness committee which includes a position for a youth representative.

OPTIONS

- Option 1 – That the Governance and Priorities Committee recommend that Council direct Staff to dissolve the Nanaimo Youth Advisory Council.

    - The advantages are: Staff resources will be reallocated to support existing and future committees. Youth will be engaged using other methods.
    - The disadvantages are: Dissolving the NYAC extinguishes the direct link between youth and Council.
    - Financial Implications: Funds set aside for NYAC would be redistributed to other projects.

- Option 2 – That the Governance and Priorities Committee recommend that Council direct Staff to resume meetings of the Nanaimo Youth Advisory Council.

    - The advantages are: Council will have a direct link to youth through the youth council.
    - The disadvantages are: Depending on members' availability, a call for new members may be required. Staff resources which could be allocated to future committees will be unavailable.
    - Financial Implications: Funding for the youth council is currently in the budget. No further financial implications are expected.

- Option 3 – That Council provide alternate direction regarding the Nanaimo Youth Advisory Council.

SUMMARY POINTS

- The NYAC is not currently meeting, pending Council's decision regarding the future of the committee.
- Staff recommend that NYAC be dissolved.
- The City engages youth in variety of ways related to direct programming, leadership development opportunities, advocacy, events and community outreach.
- A youth representative position will be included in the terms of reference for the accessibility and inclusiveness committee.

ATTACHMENTS

Attachment A – Nanaimo Youth Advisory Council Terms of Reference

Submitted by:

Sheila Gurrie
Director of Legislative Services

Concurrence by:

Richard Harding
Director of Parks, Recreation and Culture

NANAIMO YOUTH ADISORY COUNCIL
TERMS OF REFERENCE
(adopted 2014-MAY-05)
(amended 2015-AUG-17)

Purpose

The mandate of the Nanaimo Youth Advisory Committee (NYAC) is to provide Mayor and Council with a youth perspective on municipal issues. The NYAC will also provide input and advice to City staff as requested and will seek to involve and inform the young people of Nanaimo on issues that affect them and the community as a whole.

Values

The City of Nanaimo believes that:

- Youth are integral parts of the community and, like all residents, have inherent rights and responsibilities;
- Youth should be encouraged and given the opportunity to take a leading role in issues which affect their lives;
- Youth are able to make positive contributions to their communities; and,
- That an investment in young people is an investment in the future.

Composition of Youth Advisory Council

The NYAC will be comprised of:

- 12 youth between 15 and 24 years of age;
- 2 youth between 15 and 24 years of age from Snuneymuxw First Nation; and,
- 1 member of Nanaimo City Council.

Prospective members will be identified by soliciting applications through advertising in local newspapers and with additional efforts made to create awareness by connecting directly with youth based school groups at the secondary school and University level.

Membership in the NYAC should, where possible, represent the range of diverse individuals that live in and make up the community of Nanaimo. Members must be residents of Nanaimo. All members shall serve without remuneration. The City Council may appoint new voting members at any time to fill vacancies.

Meeting agendas, minutes and reports will be prepared and distributed with the assistance of City staff.

Appointment and Term

The NYAC members will be appointed by Council and will serve a two year term.

Structure

A Chair and Vice Chair are to be selected by the voting members each term.

Meetings

The NYAC will meet monthly, and a minimum of two times each year with Mayor and Council. Additional meetings will be scheduled so as to accommodate the academic calendar and the meeting schedule will be determined in advance for each calendar year in consultation with members and elected officials.

Meetings will be held at City Hall, 411 Dunsmuir at a time appropriate to the scheduling needs of youth members.

A quorum is 7 or more members, excluding staff and elected officials.

In order to be relevant and topical to youth and City Council, members of the NYAC will develop an agenda for their meetings based on items drawn from past or upcoming Nanaimo City Council meetings. In addition, other topics not covered by City Council can be added to the NYAC agenda by youth, elected officials or City staff.

Authority

The NYAC may make recommendations to Council which are non-binding, and may include requests for financial support for specific actions.

See also:

- Terms of Reference for Advisory Committees
- Council Procedure Bylaw

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Staff Report for Decision

File Number: 0540-01

DATE OF MEETING	September 30, 2019
AUTHORED BY	NATALIE SPONAUGLE, LEGISLATIVE SERVICES CLERK
SUBJECT	**ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS**

OVERVIEW

Purpose of Report

To provide the Governance and Priorities Committee with a draft Terms of Reference for the establishment of an Advisory Committee on Accessibility and Inclusiveness.

Recommendation

That the Governance and Priorities Committee recommend that Council establish an Advisory Committee on Accessibility and Inclusiveness and adopt the associated Terms of Reference as presented in the report titled “Advisory Committee on Accessibility and Inclusiveness” dated 2019-SEP-30.

BACKGROUND

On 2019-JUN-17, Council adopted their 2019-2022 Strategic Plan, which includes a vision for a community that is “livable, environmentally sustainable and full of opportunity for all generations and walks of life.”

This desire to build a community that is accessible and inclusive to all has been echoed in many of the discussions that have taken place around the Council table over the past number of months. With this in mind, Staff have prepared a draft Terms of Reference for an Advisory Committee on Accessibility and Inclusiveness (ACAI) for Council’s consideration.

With Council’s endorsement of the draft work plan and guiding principles for the 2020 strategic policy development process at their meeting held on 2019-SEP-09, Staff recognize an opportunity to have the ACAI be engaged in this process as part of their mandate. Having this committee in place can help ensure that potential barriers to accessibility and inclusion are identified and recommendations for improvements can be made.

DISCUSSION

The membership outlined in the draft Terms of Reference for the Advisory Committee on Accessibility and Inclusiveness is structured to include two members of Council as well as key representatives from various agencies, groups and public bodies who have a vested interest in building a community that is both accessible and inclusive. It also includes two citizens-at-large who would be chosen based on their experience and involvement related to these matters.

While 13 members is a greater number than Staff would typically recommend to have sit on a committee, the intention with the ACAI is to engage with a cross-section of those representing individuals most affected by matters of accessibility and inclusion. The challenge here was including key stakeholders for this cause while ensuring that meetings will be both effective and productive.

The purpose of this committee is to promote social and political equity. The committee's mandate includes identifying barriers to accessibility and inclusion; making recommendations for improvements; participating in reviewing draft plans, policies and procedures; and assisting in developing a strategy for increased engagement and public awareness. The ACAI is structured to provide opportunities to assist Council in ensuring that our City is, in fact, a livable community for all.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council establish an Advisory Committee on Accessibility and Inclusiveness and adopt the associated Terms of Reference as presented in the report titled "Advisory Committee on Accessibility and Inclusiveness" dated 2019-SEP-30.

    - The advantages of this option: Establishing the ACAI reaffirms Council's commitment to their vision of ensuring that Nanaimo is a livable community for residents of all generations and walks of life. It also reinforces their key strategic themes of Livability and Governance Excellence.
    - The disadvantages of this option: Resources (such as staffing) may not be available for other potential committees.

2. That the Governance and Priorities Committee recommend that Council establish an Advisory Committee on Accessibility and Inclusiveness and direct staff to amend the draft Terms of Reference based on Council's vision for the Committee.

    - The advantages of this option: If the draft Terms of Reference does not capture Council's vision for the ACAI, this provides Council the opportunity to have the Terms of Reference amended to reflect Council's will.
    - The disadvantages of this option: Resources (such as staffing) may not be available for other potential committees.

3. That the Governance and Priorities Committee provide Staff with alternate direction.

    - The advantages of this option: The GPC could recommend an alternate direction be taken to address issues related to accessibility and inclusion in our community.
    - The disadvantages of this option: Not establishing a formal Committee dedicated to accessibility and inclusion could hinder opportunities for increased awareness and action on matters related to this.

SUMMARY POINTS

- Council's Strategic Plan includes a vision for a community that is "livable, environmentally sustainable and full of opportunities for all generations and walks of life".
- Staff are proposing that an Advisory Committee on Accessibility and Inclusiveness (ACAI) be struck and a terms of reference outlining their mandate be adopted.
- The ACAI would undertake a number of initiatives such as identifying barriers to inclusion and accessibility and making recommendations for improvements.
- As part of their mandate, the ACAI could play an important role in providing oversight through the strategic policy development process to shed light on areas needing improvement.

ATTACHMENTS:

ATTACHMENT A: Terms of Reference for an Advisory Committee on Accessibility and Inclusiveness

Submitted by:	**Concurrence by:**
Sheila Gurrie Director, Legislative Services	Jake Rudolph Chief Administrative Officer

TERMS OF REFERENCE

ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS

PURPOSE:

The purpose of the Advisory Committee on Accessibility and Inclusiveness is to promote social and political equity within existing and proposed City plans, policies, bylaws and infrastructure and make recommendations to ensure that they are inclusive and accommodating to citizens of all ages, abilities and walks of life.

The Advisory Committee on Accessibility and Inclusiveness will:

- Identify barriers to inclusion and accessibility and make recommendations as to how to remove these barriers;
- Identify best practices in other communities and make recommendations based on the findings to promote social and political equity;
- Participate in reviewing City of Nanaimo draft plans, policies and procedures to prevent the creation of barriers in the future;
- Assist in developing a strategy for engaging with the community on issues relating to accessibility and inclusiveness;
- Discuss other issues referred to the Committee by Council, the CAO, GM's or Directors; and,
- Work with Council to increase public awareness on issues related to accessibility and inclusion for all citizens.

MEMBERSHIP:

The Committee shall be comprised of thirteen (13) voting members:

a) Two members of Council

b) Nine members who are appointed from various agencies

The members must include:

i) one member nominated by the Child Development Centre

ii) one member nominated by Island Health, representing those working with persons with disabilities in the City of Nanaimo

iii) one member nominated by the Multicultural Society

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iv) one member nominated by the Nanaimo Association for Community Living

v) one member nominated by the Nanaimo Pride Society, representing the LGBTQ2S+ community

vi) one member nominated by the Nanaimo Seniors Task Force

vii) one member nominated by the Nanaimo Youth Services Association

viii) one member nominated by the School District 68 School Board

ix) one member nominated by the United Way of Central Vancouver Island, representing service provision in the area of poverty reduction

c) Two members at large from the community, who will be chosen based on their experience and involvement related to issues of accessibility and/or inclusiveness

ELIGIBILITY:

The members at large shall be appointed by resolution of Council and all residents are eligible to apply. Members of the Committee shall:

- Reflect a broad cross-section of City of Nanaimo residents
- Be appointed on the basis of their availability and commitment to increasing accessibility and inclusiveness within the City of Nanaimo
- Have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves

MEETING FREQUENCY:

Meetings will be held once a month. In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

STAFF SUPPORT:

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Office of the Chief Administrative Officer
- Legislative Services and Communications
- Development Services
- Engineering and Public Works
- Parks, Recreation & Culture
- Other Staff as required

OBSERVERS & COMMUNITY SUPPORTS:

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.

DRAFT

Fire Department Update and Service Delivery Plan

Karen Fry, Fire Chief
Nanaimo Fire Rescue
October 7, 2019

Presentation Outline

- Fire Station #1 Update
- Current Health & Wellness Initiatives
- Update and Status of Workload
- Update on Initiatives, Public Education & Outreach
- Training Initiatives
- Planning for Growth, Responses & Service Delivery
- Recommendations

Fire Station 1 Upgrade

- Jun 2019 — Public Open House
- Jun 2019 — Value Engineering Workshop
- Jul 2019 — Independent Commissioning Agent Appointed
- Aug 2019 — Development Permit Application Submitted
- Aug 2019 — Class B Cost Estimate Delivered
- Sep 2019 — 50% Design Documents Delivered

NEXT STEPS

Project Status Updates will be provided to Council periodically

- Oct 2019 — Design Advisory Panel
- Oct 2019 — Development Permit Variance
- Oct 2019 — 75% Design Documents
- Nov 2019 — Cost Check #3 (Pre-tender / Class A)
- Nov 2019 — Advance Procurement Notice & Presentation
- Dec 2019 — Publish Tender Documents
- May 2020 — Award Construction Contract
- Completion September 2022

Health Initiatives

- First Responders Cardiology Research, Education and Early Detection Program
- Headspace
- Resilient Minds training

Council Policies

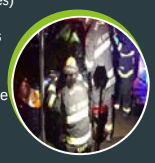
- 4-member engines
- Response times

Fire Department Responses

Structure Fires

Wildland Interface (Brush Fires)

Water Rescues



Motor Vehicle Incidents

Medical Aid

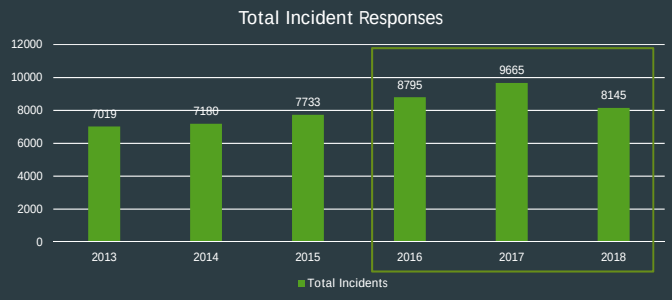
Technical/Confined Space Rescues

Hazmat Spills

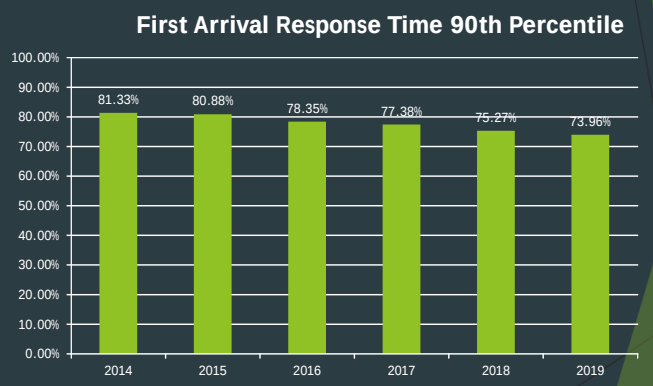
Extrication Incidents

- Downed Power Lines
- Ice Rescues
- Steep Slope Rescues
- Carbon Monoxide Alarms
- Public Assistance
- Trapped in Elevators

Calls for Service

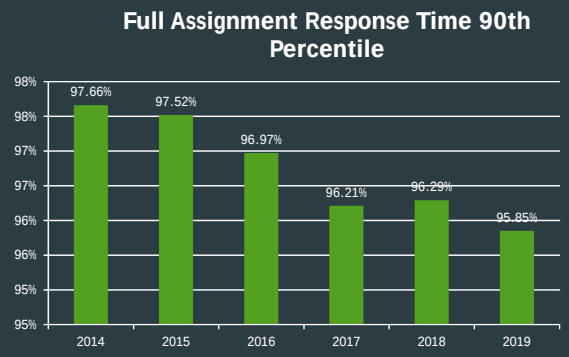


Arrival of Apparatus within 6 min in 90% of incidents

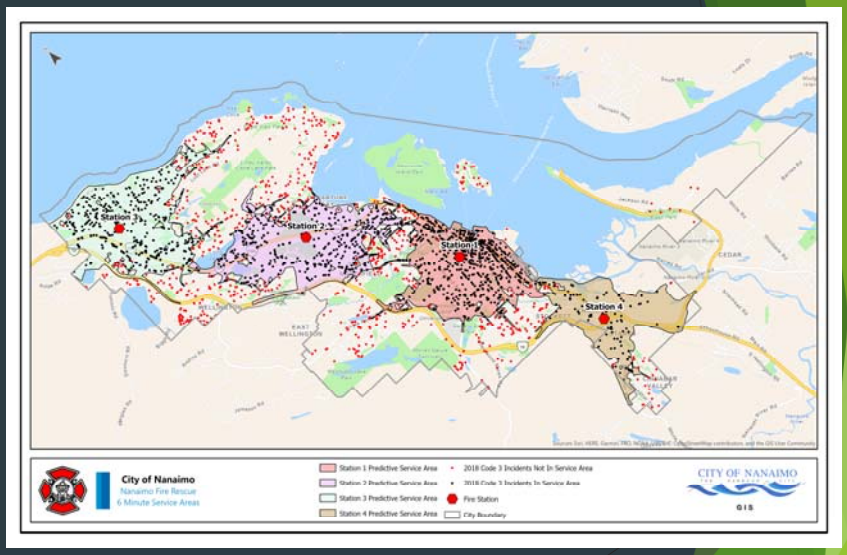


*to July 31, 2019

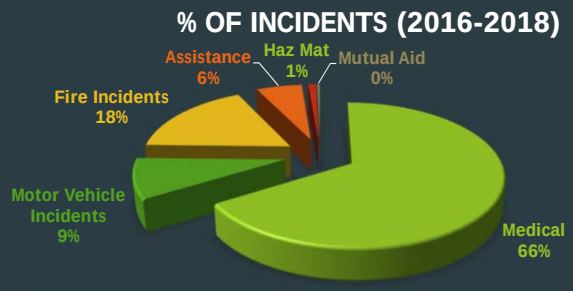
First Alarm Assignment within 10 min in 90% of incidents



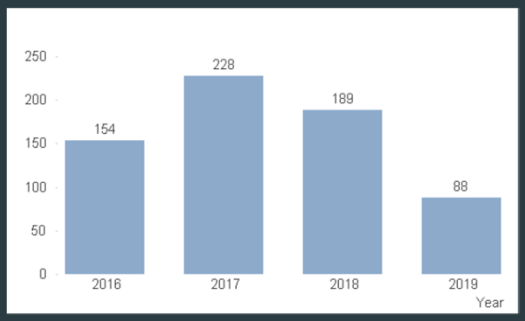
*to July 31, 2019



Distribution of Calls for Service



Cardiac Related Incidents



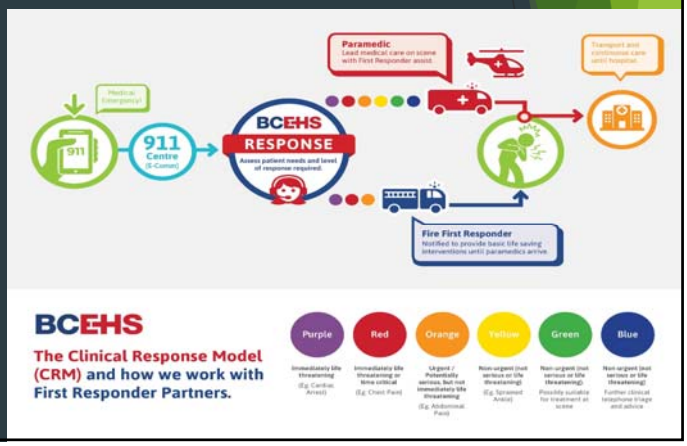
**to July 31, 2019*

Cardiac Arrests and CPR

- Given that the likelihood of surviving falls by 10 percentage points (-10%) each passing minute, it is exceedingly crucial for any bystander to administer a mixture of CPR and AED action prior to the emergency responders arriving.

First Responder/EMR

- Background
- EMR
- Highest acuity
- CRM - model



Why EMR?

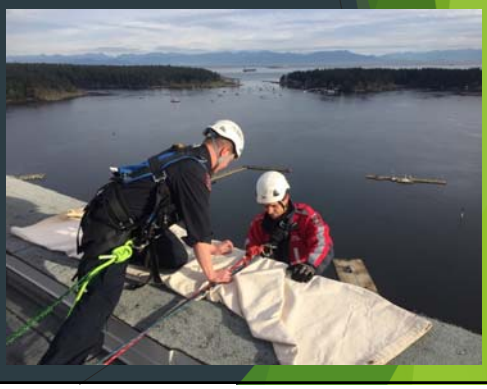
- Arrive on scene prior to BCAS >65% of the time for at least 1 minute (48% of the time on scene for more than 3 minutes before ambulance)
- Higher training and level of support (pulse oximeters, pain relief, immobilization, blood pressure, ASA and Nitroglycerine to treat/calm chest pain)
- Recertification less frequently
- Higher confidence in ability to make a difference (firefighters)
- Proactive and evidence-based for improving pre-hospital care
- Business Case has been completed (5 years for training the whole department at a total cost of approx. $300,000)
  - Year 1: budget implication= approx. $70,000-$90,000 (training instructors and 15 firefighters)

Recommendation #1

- Council direct staff to prepare a report for Council on transitioning pre-hospital care up to EMR (Emergency Medical Responder)

Current Fire Plan

- 10-15 year overall plan
- 3-year service delivery plans
  - Build-up of resources
  - Value to the community



Fire Propagation – Modern Fire Dynamics

- Modern fires reach hotter temperatures quicker
- 5 minutes for flashover – compared to historical 30 minutes
- Building geometrics, larger homes, increased fuel loads & changing construction materials

Community Education

Bystander CPR

- 2017-2019 (Jan-Jul): 130 bystander CPR incidents

- Firefighters Train our Community
  - City of Nanaimo
  - Schools
  - Open Houses
  - Additional proposed for 2019-2021
    - Snuneymuxw
    - VIU

Community Education

Smoke Alarm

- Objective: Reduce the frequency of structure fires through targeted public education and reduce the harm fires cause through increased smoke alarm activation.
- Nanaimo Fire Rescue firefighters and prevention staff conducted door-to-door campaigns to raise awareness on the importance of smoke alarms
  - 2017 = 785 residential properties
  - 2018 = 1249 residential properties
  - 2018 = 134 residential properties on Snuneymuxw IR#1
- Moving forward:
  - Mobile home parks
  - Carbon monoxide (OFC)

Vancouver Island Emergency Response Academy (VIERA)

- Pro Board accredited training academy (1 of 4 in BC)
- Provides fire services training and courses to over 40 departments across BC
- Potential for growth and development

Vancouver Island Emergency Response Academy (VIERA)

- Growth
- Revenue Generation:
  - 2016-2018 $1.5 million in revenue
- 2016-2017 = transferred surplus $340 k to reserves
- 2018 = offset fire operational budget $118 k

- Offsetting current budget to reduce the growth and impact from general operating

VIERA

Planning for Growth and Service

- IAFF study
- City Map layouts
- Fire Plan Review Analytics
- Response times
- Growth and Development spread across the City
- Official Community Plan (OCP)

Recommendation #2

- That the Fire Department Master Plan be included in budget discussions.

Pressures and Focus

- Tours (Open house)
- Requests for service
- Industry standards - resources
- WorkSafe
- NFPA
- Mental Health and Wellness
- Increased Fire Propagation
- Wildland Interface
- Filling ICS positions

Council's 2019-2022 Strategic Plan

How does Nanaimo Fire Rescue align:

- Environmental Responsibility
  - We are committed to protecting and saving lives, property and the environment
  - Nanaimo Fire Rescue will take a leadership role and focus on our environmental impact and climate change contributions in our decision making and regional participation.
    - Reduction of air pollution and the impacts of all fires
    - Look for opportunities to continue to reduce the impact the fire service has on the environment
    - Energy saving lens on capital and operating projects

Service Level Requests - Recommendations

- Council direct staff to prepare a report for Council on transitioning pre-hospital care up to EMR (Emergency Medical Responder)
- That the Fire Department Master Plan be included in budget discussions.
- Council direct staff to continue with their public education programs
- Council provide other direction

Governance and Priorities Committee – Agenda Planning

GPC Dates					
July	August	September	October	November	December
15	26	9	7	4	9
29		30	28	25	

JULY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Council Meeting or Special Council Meeting
- Committee of the Whole Meeting
- Public Hearing (Special Council Meeting)
- Governance and Priorities Committee Meeting
- Finance and Audit Committee Meeting
- Statutory Holiday
- UBCM Convention

Updated 2019-SEP-19

Governance and Priorities Committee – Agenda Planning

Agenda Topic	Strategic Theme	Meeting Date	Staff Member Responsible
Emergency management	Livability	25-MAR-19	Karen Fry/Karen Lindsay
CSR update	Governance Excellence	25-MAR-19	Sheila Gurrie
Planning 101	Governance Excellence	8-APR-19	Dale Lindsay
Committees & public engagement	Governance Excellence	8-APR-19	Sheila Gurrie
Transportation	Livability	29-APR-19	Bill Sims
Environment	Environmental Responsibility	13-MAY-19	Dale Lindsay/Bill Sims/Richard Harding
Downtown economic health	Economic Health	15-JUL-19	Dale Lindsay
Economic development session #2 Update on Downtown	Economic Health	29-JUL-19	Dale Lindsay
Economic development session	Economic Health	26-AUG-19	Dale Lindsay
OCP/Parks Master Plan/Active Transportation Plan	ALL	9-SEP-19	Multi Departmental
Scheduled Topics			
Council Procedure Bylaw, Engagement and Agendas Committee	Governance Excellence	30-SEP-19	Sheila Gurrie
Fire Department Update and Service Delivery Plan	Livability	7-OCT-19	Karen Fry
Bylaw Enforcement Function	Governance Excellence	28-OCT-19	Dale Lindsay
Future Meeting Dates			
		4-NOV-19	
		25-NOV-19	
		9-DEC-19	

Updated 2019-SEP-19