



AGENDA
SPECIAL "IN CAMERA" COUNCIL MEETING

Monday, May 14, 2018

4:30 P.M. - 7:00 P.M.

DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

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).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda - 90(1)(n)

4(a). Appointments to Council's Committees - 90(1)(a)

Section 90(1):

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

2. ADOPTION OF MINUTES

a. Minutes

3 - 6

Minutes of the Special "In Camera" Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street on Monday, 2018-APR-30 at 1:00 p.m.

3. PRESENTATIONS

4. REPORTS

a. Appointments to Council's Committees

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To be introduced by Sheila Gurrie, City Clerk and Corporate Officer.

Purpose: To obtain Council approval for appointments to various committees.

Recommendation: That Council appoint:

1. two members to the Community Planning and Development Committee;
2. two member to the Community Vitality Committee;
3. three member to the Nanaimo Youth Advisory Council;
4. one member to the Public Safety Committee;
for a term ending 2018-DEC-31; and,
5. appoint five members to the Board of Variance for a three year term ending 2021-MAY-13.

Rise and Report:

That Council instruct Staff to advise applicants of appointments, release appointment information to the public and include appointments on a future open Council meeting agenda.

5. ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING

SPECIAL "IN CAMERA" MINUTES
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
BOARDROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2018-APR-30 AT 1:00 P.M. – 4:00 P.M.

Members: Mayor W. B. McKay, Chair
Councillor S. D. Armstrong
Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp (vacated 3:32 p.m.)
Councillor I. W. Thorpe
Councillor W. M. Yoachim (arrived 1:01 p.m., vacated 3:32 p.m.)

Staff: J. Van Horne, Director of Human Resources
S. Snelgrove, Deputy Corporate Officer (arrived 12:45 p.m.)
K. Gerard, Recording Secretary (arrived 12:30 p.m.)

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

The Special "In Camera" Meeting was called to order at 10:52 a.m.

The meeting recessed at 10:53 a.m.
The meeting reconvened at 1:00 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.

Councillor Yoachim entered the Boardroom at 1:01 p.m.

3. REPORTS:

(a) "Management Terms and Conditions of Employment Bylaw 2005 No. 7000"

John Van Horne, Director of Human Resources provided Council with an introduction to potential amendments regarding "Management Terms and Conditions of Employment Bylaw 2005 No. 7000".

Council discussion took place regarding:

- Goal of this session is to record the changes that Council approves [REDACTED]

- Receive Council direction on when and how the changes will be communicated to the employees in the excluded management group.

Page 2:

Council consensus that all changes made to page 2 are accepted.

Page 3:

Council consensus that all changes made to page 3 are accepted.

Page 4:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Section 6 – Cancellation of Appointment Prior to Expiration of Probation Period

Council consensus to change Section 6.1 (a) to the following:

- (a) with respect to appointments to Officer positions, the decision to terminate the appointment shall be made by Council pursuant to the *Community Charter*.

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[REDACTED]

[REDACTED]

Section 7.3 (ii) – Council agreed to re-word this item to:

“Upon completion of probation, reasonable notice in accordance with the common law.”

Section 7.6 - Council agreed to the new wording for Sections 7.6. as follows:

“Employees are required to give the following minimum working notice of resignation from their employment:

- (i) Four weeks for Officers, and Excluded Employees at the Director level and above;

Schedule 'A'

[REDACTED]

Councillor Kipp vacated the Boardroom at 3:32 p.m.
K. Gerard vacated the Boardroom at 3:34 p.m.
Councillor Yoachim vacated the Boardroom at 3:34 p.m.

[REDACTED]

K. Gerard returned to the Boardroom at 3:36 p.m.

[REDACTED]

4. ADJOURNMENT:

It was moved and seconded at 3:38 p.m. that the Special "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING [MAY 14, 2018]

AUTHORED BY SHEILA GURRIE, CITY CLERK & CORPORATE OFFICER

SUBJECT [APPOINTMENTS TO COUNCIL'S COMMITTEES]

OVERVIEW

Purpose of Report

To obtain Council approval for appointments to various committees.

Reason for "In Camera"

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

Recommendation

That Council appoint:

1. two members to the Community Planning and Development Committee;
 2. two member to the Community Vitality Committee;
 3. three member to the Nanaimo Youth Advisory Council;
 4. one member to the Public Safety Committee;
- for a term ending 2018-DEC-31; and,
5. appoint five members to the Board of Variance for a three year term ending 2021-MAY-13.

Resolution to Rise and Report

That Council instruct Staff to advise applicants of appointments, release appointment information to the public and include appointments on a future open Council meeting agenda.

BACKGROUND

Due to a number of committee resignations and the end of the term for Board of Variance members, Legislative Services advertised for member at large positions on the following committees:

Board of Variance – 5 positions available

Community Planning and Development – 2 positions available.

Community Vitality – 2 positions available.

Nanaimo Youth Advisory Council – 4 positions available.

Public Safety – 1 position available.

Vacancies were advertised through the City website, social media, news releases and notices in the Nanaimo News Bulletin. The term for appointed members will be until December 31, 2018,

excluding the Board or Variance which has a legislated three year term, ending May 13, 2021. As per the Committee Operating Guidelines, the Corporate Officer has reviewed all applications received by the deadline. Only three applications were submitted for the four vacancies on the Nanaimo Youth Advisory Council. As per the operating guidelines, Committee members can only sit on one committee at a time and must be residents of Nanaimo.

The following factors should be taken into account when making recommendations of appointments:

- a) the person's knowledge, skills and abilities vis-à-vis the Terms of Reference of the Committee;
- b) the person's past behavior while previously serving on a committee;
- c) the potential for conflict of interest between the person and the subject matters considered by the Committee in accordance with the Committee's Terms of Reference;
- d) the current composition of the Committee in terms of knowledge, skills and abilities;
- e) any information provided by the department responsible for the Committee.

Community Planning and Development Committee	Notes – 2 positions	Community Vitality Committee	Notes – 2 positions
1. Enns, Janae		1. Bowen, James	
2. [REDACTED]		2. [REDACTED]	
3. Goatcher, Richard		3. [REDACTED]	
4. [REDACTED] [REDACTED] [REDACTED]		4. [REDACTED]	
5. [REDACTED] [REDACTED] [REDACTED]		5. [REDACTED]	
6. [REDACTED] [REDACTED]		6. [REDACTED]	
7. [REDACTED] [REDACTED] [REDACTED] [REDACTED]		7. [REDACTED]	
8. [REDACTED]		8. [REDACTED] [REDACTED] [REDACTED]	
9. [REDACTED]		9. [REDACTED] [REDACTED]	
		10. Stevens, Julia*	

* Indicates a late application

Nanaimo Youth Advisory Council	Notes – 4 positions	Board of Variance Committee	Notes – 5 positions
1. Devjayanth, Melanie*		1. Blundell, Gregory	
2. Hannesson, Katrin*		2. Irwin, Robert	
3. McColl, Nicola		3. Johnson, Gerald J. [REDACTED]	
Public Safety Committee	Notes – 1 position	4. Kaman, Jessica*	
1. Korabek, Barbara		5. Nadeau, Ronald [REDACTED] [REDACTED]	
2. [REDACTED] [REDACTED] [REDACTED] [REDACTED]		6. [REDACTED] [REDACTED]	
3. [REDACTED]			

* Indicates a late application

OPTIONS

1. That Council appoint:
 1. two members to the Community Planning and Development Committee;
 2. two member to the Community Vitality Committee;
 3. three member to the Nanaimo Youth Advisory Council;
 4. one member to the Public Safety Committee;
 for a term ending 2018-DEC-31; and,
 5. appoint five members to the Board of Variance for a three year term ending 2021-MAY-13.
2. That Council provide alternate direction.

SUMMARY POINTS

- Due to a number of resignation, advertising commenced for various committees.
- Council is requested to appoint members at large to various committees and boards.
- Term of appointment for committees is until December 31, 2018.
- Term of appointment for Board of Variance is until May 13, 2021.

ATTACHMENTS

[REDACTED]

Submitted by:]

Sheila Gurrie
City Clerk and Corporate Officer]

||



TERMS OF REFERENCE

COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE

PURPOSE:

The purpose of the Committee is to bring a broad community-based perspective to the monitoring, implementation, and amendment of the City's Official Community Plan (OCP), Transportation Plan, Zoning Bylaw and associated plans.

The purpose of the Committee is to provide Council recommendations on the following:

- development proposals which require amendments to the OCP and/or Zoning Bylaw;
- proposed changes to the OCP and related community planning and development plans;
- rezoning applications to ensure proposed developments comply with relevant policies;
- community perspective to the planning and approval process;
- strategies to integrate principles economic health, social equity, land use, sustainability, and environmental into all aspects of planning and development;
- implementation and education of the Transportation Master Plan; and
- regional transportation initiatives as they relate to planning and development.

MEMBERSHIP:

The membership of the Committee will be as follows:

- a minimum of seven (7) members; and
- three (3) members of Council.

Additional non-voting representatives will be invited to participate as required for neighbourhood plan amendments.

ELIGIBILITY:

An individual who is a member of one of the following communities may be given preference for membership on this Committee:

- business community;
- neighbourhood associations;
- development community;
- transportation user groups;
- broad-based perspective of planning and development; and
- environmental stewardship and sustainability.

GRANTS:

If there are any City Grants related to the Committee the following process will take place:

1. The grant application is received by the City.
2. A Staff/peer review takes place to ensure the applications meet the criteria for a specific grant.
3. The applications that meet the criteria are put on a list in order of relevance by Staff.
4. Staff recommend recipients from the list provided for the grant to the Finance and Audit Committee for approval.

MEETING FREQUENCY:

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***:

- Community Development
- Engineering and Public Works
- City Clerk
- Other Staff as required

COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE (CPD)

Chair: Councillor Brennan

Alternate: Councillor Thorpe

Staff Liaison: Bruce Anderson, Dale Lindsay, Bill Corsan

Name / Appointment Type
Councillor Diane Brennan <i>(Council Rep)</i>
Councillor Ian Thorpe <i>(Alternate Council Rep)</i>
Daniel Appell <i>(At-Large)</i>
Mercedes Beaudoin-Lobb <i>(At-Large)</i>
Colin Brown <i>(At-Large)</i>
Tyler Brown <i>(At-Large)</i>
Richard Finnegan <i>(At-Large)</i>
Anthony Griffin <i>(At-Large)</i>
Patricia Reynes <i>(At-Large)</i>
Richard Steele <i>(At-Large)</i>
Vacant <i>(At-Large)</i>
Vacant <i>(At-Large)</i>



TERMS OF REFERENCE

COMMUNITY VITALITY COMMITTEE

PURPOSE:

The purpose of the Committee is to bring together community members to provide education, advice and recommendations to Council on policies and programs for the arts, culture, heritage and social planning, in order to support an inclusive, healthy and vital community.

The Committee's purpose is to provide Council advice and recommendations on the following:

- Planning and developing heritage conservation services and facilities.
- Fostering creativity, planning and developing arts and cultural programs, services, and facilities.
- Social planning in areas such as: education, poverty reduction, affordable housing, homelessness, food security, protection of the vulnerable, harm reduction, social isolation, and social connectivity.
- Strategizing to address environmental responsibility, social equity, cultural vitality, and a healthy and sustainable community.

MEMBERSHIP:

The membership of the Committee will be as follows:

- a minimum of seven (7) members; and
- a minimum of three (3) members of Council.

ELIGIBILITY:

An individual with the following skills and expertise in at least one of the following categories may be given preference for membership on this Committee:

- Broad-based social perspective on community issues, social equity, and/or multiculturalism ; and
- Broad-based arts, environment, culture and/or heritage perspective on community issues.

GRANTS:

If there are any City Grants related to the Committee the following process will take place:

1. The grant application is received by the City.
2. A Staff/peer review takes place to ensure the applications meet the criteria for a specific grant.
3. The applications that meet the criteria are put on a list in order of relevance by Staff.
4. Staff recommend recipients from the list provided for the grant to the Finance and Audit Committee for approval.

MEETING FREQUENCY:

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***:

- Community Development
- City Clerk
- Parks & Recreation
- Other Staff as required

COMMUNITY VITALITY (CV)

Chair: Councillor Fuller

Alternate: Councillor Armstrong

Staff Liaison: Bruce Anderson, Chris Sholberg, Chris Barfoot, Dale Lindsay, John Horn

Name / Appointment Type
Councillor Gordon Fuller <i>(Council Rep)</i>
Councillor Sheryl Armstrong <i>(Alternate Council Rep)</i>
Erin Hemmens
Rob McGregor
Dennis McMahon
Ingrid Sly
Paula Waatainen
Vacant
Vacant



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

NANAIMO YOUTH ADVISORY COUNCIL (NYAC)

Chair: Michael Ribicic

Vice-Chair: Aakash Pawar

Staff Liaison: Karin Kronstal

Name / Appointment Type
Councillor Jerry Hong <i>(Council Rep)</i>
Erin Burnley
Tali Campbell
Aakash Pawar
Michael Ribicic
Clare Shuley
Claudia Thompson
Henry Waatainen
<i>Vacant</i>
<i>Vacant</i>
<i>Vacant</i>
<i>Vacant</i>



TERMS OF REFERENCE

PUBLIC SAFETY COMMITTEE

PURPOSE:

The Public Safety Committee is responsible for maintaining and enhancing a safe and healthy community that promotes and supports quality of life while encouraging resident involvement and input.

The Committee's purpose is to provide Council advice on the following:

- integrated prevention based approach to public safety;
- provision of protective services to support public safety throughout the city;
- reducing the adverse effects to the community arising from public disorder or criminal activities;
- integrating enforcement and social responses to issues of community safety; and
- services and strategies that lead to the protection of vulnerable persons.

MEMBERSHIP:

The membership of the Committee will be as follows:

- seven (7) members-at-large; and
- three (3) members of Council.

Non-voting representatives and community partners may be invited to attend the meeting specific to topics of shared interest.

Subject matter experts as non-voting representatives including but not limited to: Fire Chief, Social Planner, Manager of Police Support Services, Officer-in-Charge RCMP Nanaimo Detachment, Emergency Program Manager, Manager of Bylaws or designates.

ELIGIBILITY:

An individual with the following skills and expertise may be given preference for membership on this Committee:

- demonstrated background in social community services, emergency planning, Canadian Justice services, fire services, protection services, enforcement or prevention services

GRANTS:

If there are any City Grants related to the Committee the following process will take place:

1. The grant application is received by the City.
2. A Staff/peer review takes place to ensure the applications meet the criteria for a specific grant.
3. The applications that meet the criteria are put on a list in order of relevance by Staff.
4. Staff recommend recipients from the list provided for the grant to the Finance and Audit Committee for approval.

MEETING FREQUENCY:

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***:

- Community Services
- Nanaimo Police Support Services
- Nanaimo Fire Rescue & Emergency Management
- Bylaw and Parking Services
- City Clerk
- Chief Operations Officer
- Other Staff as required

PUBLIC SAFETY COMMITTEE (PS)

Chair: Councillor Armstrong

Alternate: Councillor Yoachim

Staff Liaison: Karen Fry, John Horn, Mike Dietrich

Name / Appointment Type
Councillor Sheryl Armstrong <i>(Council Rep)</i>
Councillor Bill Yoachim <i>(Alternate Council Rep)</i>
David Holmes
David Lemire
Muir (Thomas) Meredith
Bruce Parker
Alexis Petersen
Robert Whitton
Vacant