



AGENDA
SPECIAL "IN CAMERA" COUNCIL MEETING

Monday, June 10, 2019, 5:30 P.M. - 7:00 P.M.
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. CALL TO ORDER:

2. APPROVAL OF THE 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:

Adoption of Agenda - 90(1)(n)

5(a). Appointment of City Collector - 90(1)(a)

5(b). CAO and Council Matters - 90(1)(a)(c)

6(a). [REDACTED]

Section 90(1):

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

(c) labour relations or other employee relations; and,

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

3. ADOPTION OF THE MINUTES:

a. Minutes

Minutes from the Special "In Camera" Meeting held the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-MAY-13, at 5:30 p.m.

3 - 5

b. Minutes

6 - 9

Minutes of the "In Camera" Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-MAY-27, at 5:00 p.m.

4. **CONSENT ITEMS:**

5. **REPORTS:**

a. Appointment of City Collector

10 - 11

To be introduced by Laura Mercer, Acting Director, Financial Services.

Purpose: To assign the duties and responsibilities of the City Collector for the City of Nanaimo.

Recommendation: That Council:

1. rescind the appointment of Ms. Jamie Slater as Collector; and,
2. assign the duties and responsibilities of Collector for the City of Nanaimo to Ms. Barbara D. Wardill, Acting Manager, Revenue Services.

b. CAO and Council Matters

To be introduced by Jake Rudolph, Chief Administrative Officer.

6. **CORRESPONDENCE:**

a.



7. **ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING:**

SPECIAL "IN CAMERA" MINUTES
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-MAY-13 AT 5:30 P.M. – 7:00 P.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer (arrived 5:43 p.m.)
D. Lindsay, Director, Community Development
B. Sims, Director, Engineering and Public Works
L. Mercer, Acting Director, Financial Services
B. Corsan, Manager of Real Estate (vacated 6:10 p.m.)
F. Farrokhi, Manager of Communications
S. Gurrie, City Clerk
S. Snelgrove, Recording Secretary

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

The Special "In Camera" Meeting was called to order at 5:31 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with 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" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-APR-29 at 4:30 p.m., be adopted as circulated. The motion carried unanimously.

4. REPORTS:

(a)



J. Rudolph entered the Douglas Rispin Room at 5:43 p.m.



B. Corsan vacated the Douglas Rispin Room at 6:10 p.m.



(b)



5. ADJOURNMENT:

It was moved and seconded at 6:32 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" MINUTES
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-MAY-27 AT 5:00 P.M. – 7:00 P.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: B. Sims, Director, Engineering and Public Works
R. J. Harding, Director, Parks and Recreation
D. Lindsay, Director, Community Development
K. Fry, Fire Chief
L. Mercer, Acting Director, Financial Services
F. Farrokhi, Manager, Communications
S. Gurrie, City Clerk
K. Gerard, Recording Secretary



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

The "In Camera" Meeting was called to order at 5:04 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a)



(b) 

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the following Minutes be adopted as circulated:

- Minutes of the "In Camera" Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-MAY-06 at 5:00 p.m.
- Minutes of the Special "In Camera" Meeting held in the Human Resources Training Room, City Hall, 455 Wallace Street, Nanaimo, BC, on Monday, 2019-MAY-13 at 3:00 pm.
- Minutes of the Special "In Camera" Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2019-MAY-21, at 11:20 a.m.

The motion carried unanimously.



5. PRESENTATIONS:

(a) 

[REDACTED]

[REDACTED]

[REDACTED]

(b)

[REDACTED]

[REDACTED]

Councillor Turley vacated the Douglas Rispin Room at 6:21 p.m.

[REDACTED]

Councillor Turley returned to the Douglas Rispin Room at 6:29 p.m.

6. REPORTS:

(a)

[REDACTED]

7. CORRESPONDENCE:

(a)

[REDACTED]

8. ADJOURNMENT:

It was moved and seconded at 6:56 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING June 10, 2019

AUTHORED BY LAURA MERCER, ACTING DIRECTOR, FINANCIAL SERVICES

SUBJECT APPOINTMENT OF CITY COLLECTOR

OVERVIEW

Purpose of Report

To assign the duties and responsibilities of the City Collector for the City of Nanaimo.

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:

1. rescind the appointment of Ms. Jamie Slater as Collector; and,
2. assign the duties and responsibilities of Collector for the City of Nanaimo to Ms. Barbara D. Wardill, Acting Manager, Revenue Services.

BACKGROUND

The position of Collector has specific authority and responsibilities under the *Local Government Act* and *Community Charter*. These are related to collection of property taxes and the conduct of the annual tax sale.

The previous incumbent, Ms. Jamie Slater, is no longer employed with the City. Ms. Barbara D. Wardill has been appointed as the new Acting Manager of Revenue Services. The role of Collector is part of her job description and Staff recommend that Council formally appoint her as Collector.

To allow for coverage in the event of vacations or other absences, Ms. Laura Mercer will retain the duties of Deputy Collector.

OPTIONS

1. That Council:
 1. rescind the appointment of Ms. Jamie Slater as Collector; and,
 2. assign the duties and responsibilities of Collector for the City of Nanaimo to Ms. D. Barbara Wardill, Acting Manager, Revenue Services.

- **Legal Implication:** Section 5 of the *Community Charter* defines the collector as the municipal officer assigned responsibility as collector of taxes for the municipality.

2. That Council appoint another staff member as Collector for the City of Nanaimo.

SUMMARY POINTS

- The City needs to appoint a staff member as City Collector.
- Section 5 of the *Community Charter* defines the Collector as the Municipal Officer assigned the responsibility as collector of taxes for the municipality.
- The previous collector no longer works for the City of Nanaimo.

Submitted by:

Laura Mercer
Acting Director, Financial Services

INFORMATION RELEASE:

- To be released upon appointment of staff.