

THE CORPORATION OF THE CITY OF COURTENAY

NOTICE OF COMMITTEE OF THE WHOLE MEETING

DATE: Monday, April 29, 2013
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

AGENDA

1.00 DELEGATIONS

1. 1. Jeff Bray - Shaw's "Go-WiFi" proposal

2.00 STAFF REPORTS

- 3 1. Fire Department Annual Report
- 15 2. City of Courtenay 2015 Centennial Celebrations

3.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That under the provisions of Section 90(1)(c) of the *Community Charter*, notice is hereby given that a Special In-Camera meeting closed to the public, will be held April 29, 2013 at the conclusion of the Committee of the Whole meeting.

DELEGATION APRIL 29, 2013

Delegation

**City of Courtenay
Shaw Go WiFi Access Agreement
Consideration for Access**

Shaw seeks to enter into an Access Agreement with the City of Courtenay to place our WiFi access points on or in municipal infrastructure. This would include inside recreation centers, city hall (public areas), libraries; and outside in parks, at playing fields, and on main shopping streets using street lights, traffic light poles and/or crosswalk poles.

In consideration of this access, Shaw could look to offer one of the following:

1. Free wifi access for all citizens where Shaw access points are installed on or in municipal infrastructure.
2. Free wifi for city employees anywhere Shaw has an access point in Courtenay (municipal or private locations)
3. Shaw and the City could enter into negotiations to determine the potential cash value of access to municipal infrastructure.

This access agreement would be non-exclusive, allowing the City to enter into other agreements with other providers should they wish. Shaw would work with the City to identify each location in advance of any installations. Shaw would follow the City's process for obtaining all necessary permits. For options 1 and 2, Shaw would cover any causal costs associated with this agreement, and would cover the costs of our power consumption.

We are prepared to conclude an access agreement and could begin installation as early as March 1st. We would work with the City to ensure all the information is in hand to assist in the decision making process with the City, including being available for presentations or discussions with Council.

Yours truly,

Jeff Bray
Manager, Government and Regulatory Affairs – BC
Shaw Communications Inc.
250-414-7416
jeff.bray@sjrb.ca

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FILE #: 7200-01


FROM: Director of Financial Services/Deputy CAO

DATE: April 18, 2013

SUBJECT: 2012 Year End Report – Courtenay Fire Department

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.


David Allen,
CAO

RECOMMENDATION:

That the 2012 Year End Report from the Courtenay Fire Department be received for information.

PURPOSE:

To provide Council with information on fire department activities for the year 2012.

DISCUSSION:

The Courtenay Fire Department annually provides Council with a report covering their prior year's operational activities, fire suppression responses/statistical data, projects, member training, as well as an update on their volunteer personnel.

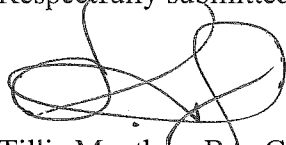
In addition to serving the City of Courtenay, the fire department also provides fire protection services outside of municipal boundaries to the Courtenay Fire Protection District, the Merville Fire Protection District, and part of the Black Creek Fire Protection District.

Fire Chief Don Bardonnex will be in attendance to respond to any questions Council may have in regards to the 2012 annual report.

FINANCIAL IMPLICATIONS:

Fire protection services for Courtenay continue to be effectively and efficiently delivered by the Courtenay Fire Department at an annual net cost of just over \$1 million dollars. This continues to be the most financially effective fire protection service delivery model for our residents, and is only possible with the continued dedication of 42 volunteer firefighters complementing the services of our six full-time fire department staff.

Respectfully submitted,

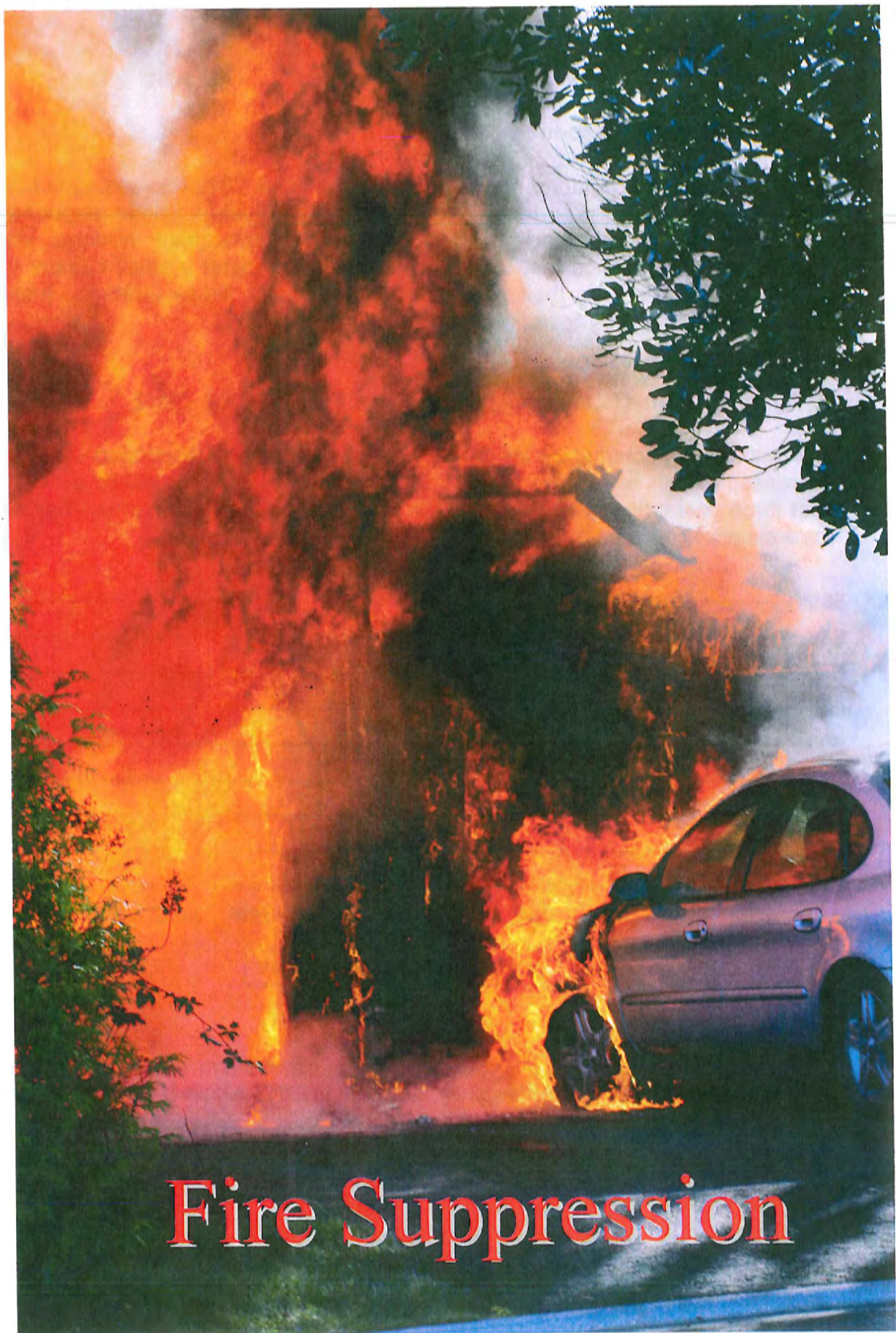


Tillie Manthey, BA, CGA
Director of Financial Services/Deputy CAO

Attach: 2012 Year End Report – Courtenay Fire Department

Courtenay Fire Department 2012 Annual Report





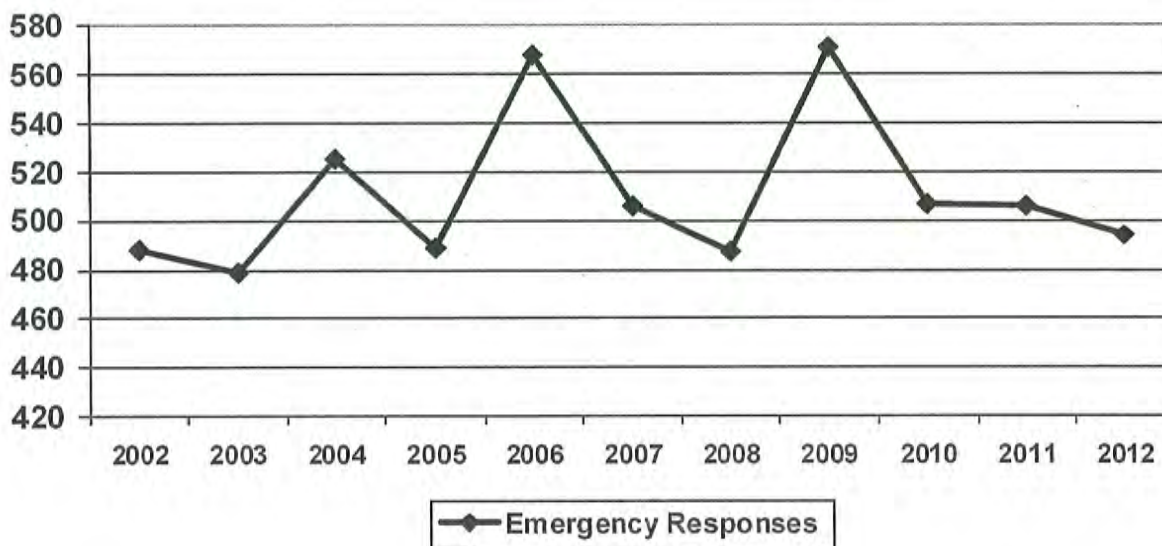
FIRE SUPPRESSION

1) Fire Department Responses

The Courtenay Fire Department was once again busy in 2012 responding to 688 incidents in the City of Courtenay and fire protection districts. These responses were made to 494 emergency incidents and 194 non emergency incidents. We are pleased to announce that while our members did report a small number of injuries while performing their fire fighting duties during these incidents, there were no serious injuries or worker fatalities to report for 2012.

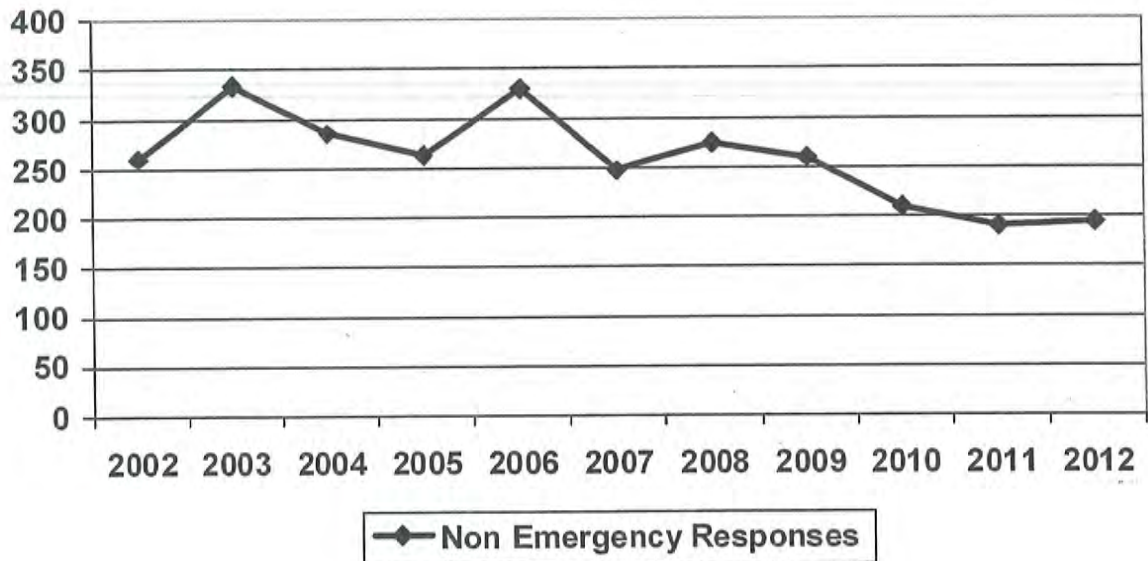
Chart 1: Emergency Responses by Year 2002 - 2012

The number of emergency incidents the fire department responded in 2012 decreased slightly in relation to 2011. This trend has been consistent over the past three years, due in large part to the milder winter and summer weather we have experienced in our region.



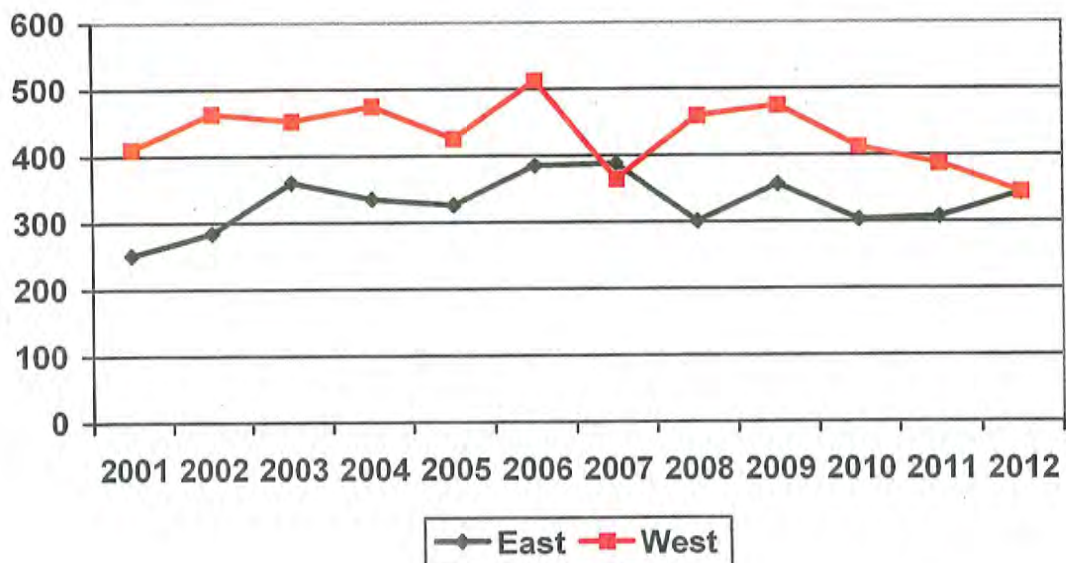
Non emergency responses increased slightly in comparison to previous years. We responded to 194 non emergency incidents in 2012 which is up 4 calls from 2011.

Chart 2: Non Emergency Responses by Year 2002 - 2012



Responses to both the East and West sides of the Courtenay River were almost split 50/50 with us attending east side incidents 343 times and west side incidents 345 times.

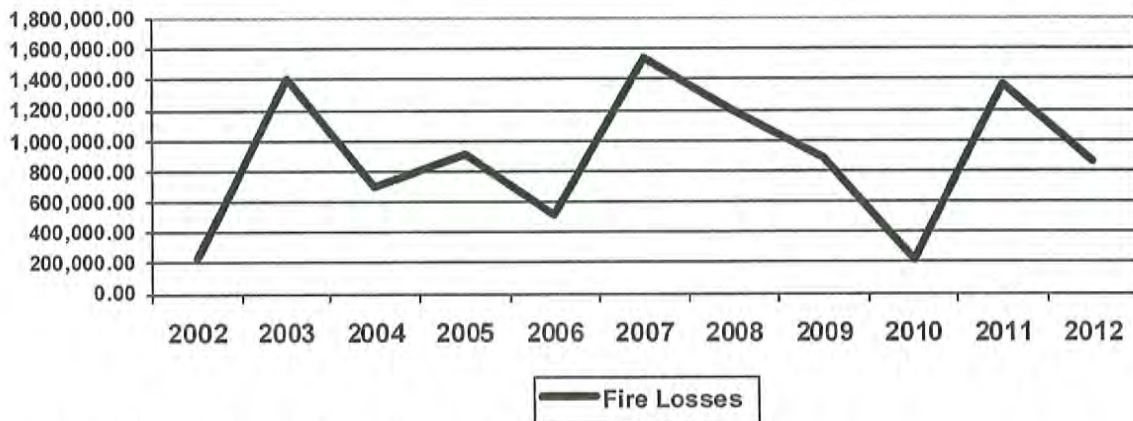
Chart 3: Fire Department Responses East vs. West 2002 – 2012



2) Fire Losses

Fire losses for each of the City of Courtenay, Courtenay Fire Protection District, Merville Fire Protection District, and Black Creek Fire Protection District totalled \$1,521,200.00 for 2012. Each area's losses have been separated from the total and are listed below. Please note that the fire loss totals provided are estimates as some of the insurance claims on these fires are still pending.

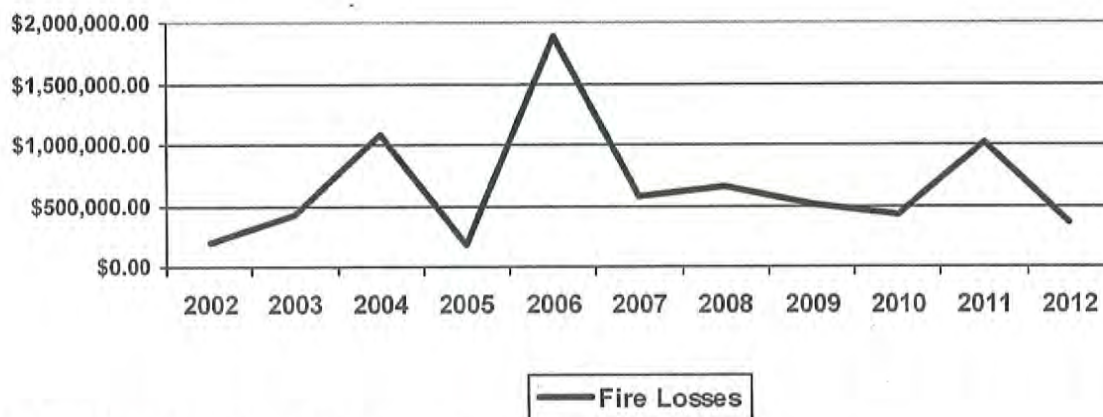
Chart 4: City of Courtenay Fire Losses 2002 – 2012



Major losses for this area include:

- 4886 Topland Road (Residential Fire - \$225,000.00)
- 244 Archery Crescent (Residential Fire - \$475,000.00)

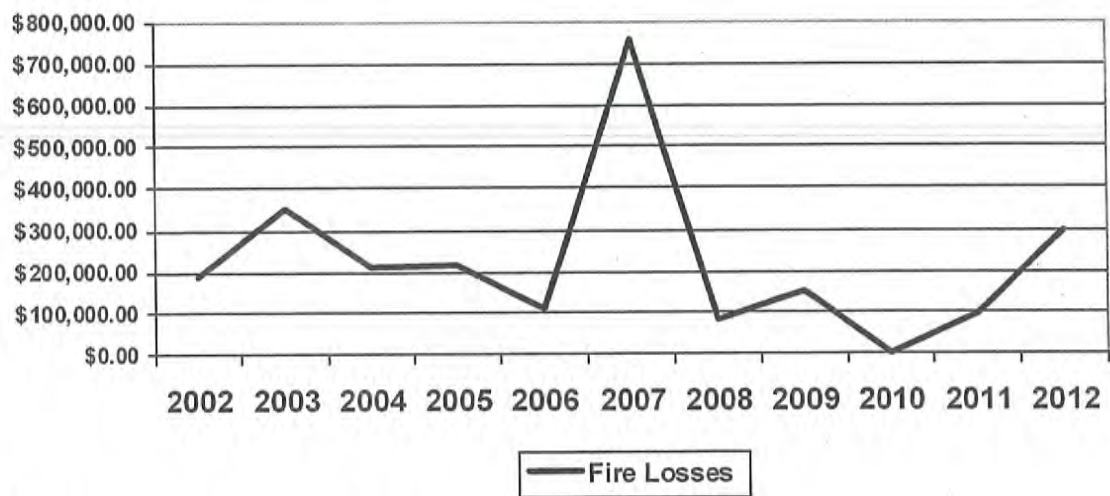
Chart 5: Courtenay Fire Protection District Fire Losses 2002 – 2012



Major losses for this area include:

- 5470 Prendergast Road (Residential Fire - \$350,000.00)

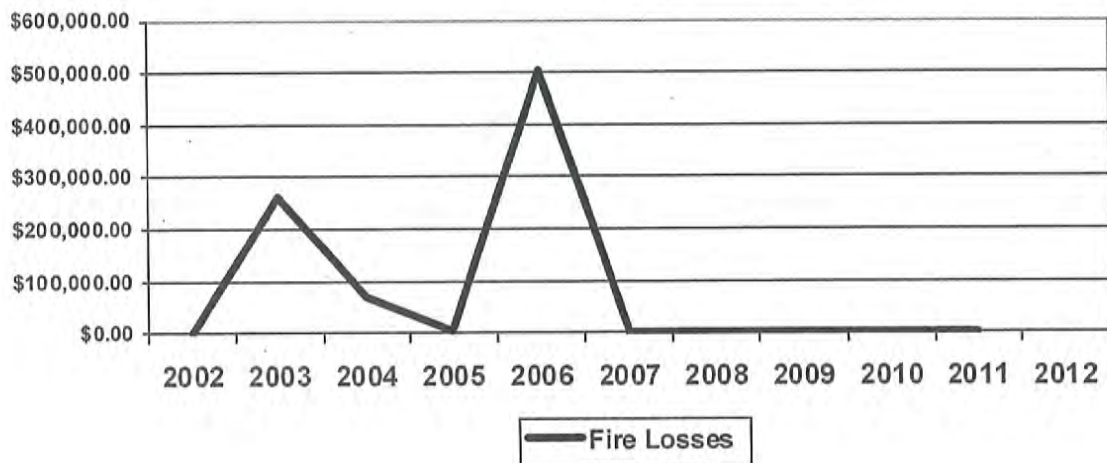
Chart 6: Merville Fire Protection District Fire Losses 2002 - 2012



Major losses for this area include:

- 7245 Clifford Road (Residential Fire – \$275,000.00)

Chart 7: Black Creek Fire Protection District Fire Losses 2002 - 2012



FIRE DEPARTMENT PROJECTS

The Courtenay Fire Department took delivery of a Chevy Tahoe in August of 2012. The purpose for purchasing this vehicle was to replace the 2005 Tahoe that was being driven by the Fire Chief. The vehicle will be used to respond to emergency calls as a command vehicle and as a firefighter transport when needed.

When the vehicle was placed into service, it and 3 other support vehicles were outfitted with Panasonic laptops. These laptops allow fire dispatch and or RCMP Telecoms to send to and receive digital information from the vehicles. The vehicles can also be tracked by dispatch which will allow us and increase level of safety when working alone.

The VisiMobile software on the laptops provide our crews with in car mapping of the location of the incident, where the nearest hydrants are located, updates from the caller as they are being received, preplan information and truck to truck messaging. The Scott Airpack software gives us the ability to monitor the air usage of individual firefighters and to not only identify the firefighter who's emergency alarm is ringing but also to send evacuation signals to an individual or all the firefighters air packs. The system is so functional we will be adding it to all our emergency vehicles over the next couple of years.



The Courtenay Fire Department Training Division is responsible for training all new recruits as well as the continuous skills maintenance training of volunteer and career members of the Department.

In 2012 the training division advanced to a higher standard of certification for recruit training. In January, seven new recruits began a 12 month training program. Together, through the Justice Institute of British Columbia, Fire and Safety Division, Courtenay's new recruits are taught accredited training through Pro Board to NFPA 1001 Fire fighter 2 Standard.

NFPA 1001 training program not only provides the technical competence necessary for our firefighters to perform the skills required but also provides them with confidence to perform under stressful conditions. Practicing on Tuesday nights and approximately one weekend per month, a recruit will have dedicated close to 450 hours of personal time to become trained as fire fighters for our community.

The training division also spent a substantial amount of time towards developing two in-house training programs, Rope Rescue and a Pump Apparatus/Driver Operator course. The training methodology used to organise its in-house programs focused in three specific areas; skill development, skills maintenance and skill evaluation. As part of an ongoing skills maintenance component for the Pump Operator program firefighters created their own Pump Operator/ Aerial Operator training DVD. Pump Operators utilise the new DVD on their home computers to sharpen their pump and aerial operator skills.

In addition, several senior fire fighters enrolled in fire officer programs with the JIBC as well as participated in Auto Extrication, Confined Space, Live Fire, Hazardous Materials, Incident Safety Officer, Fire Service Instructor, and Emergency Scene Management training.

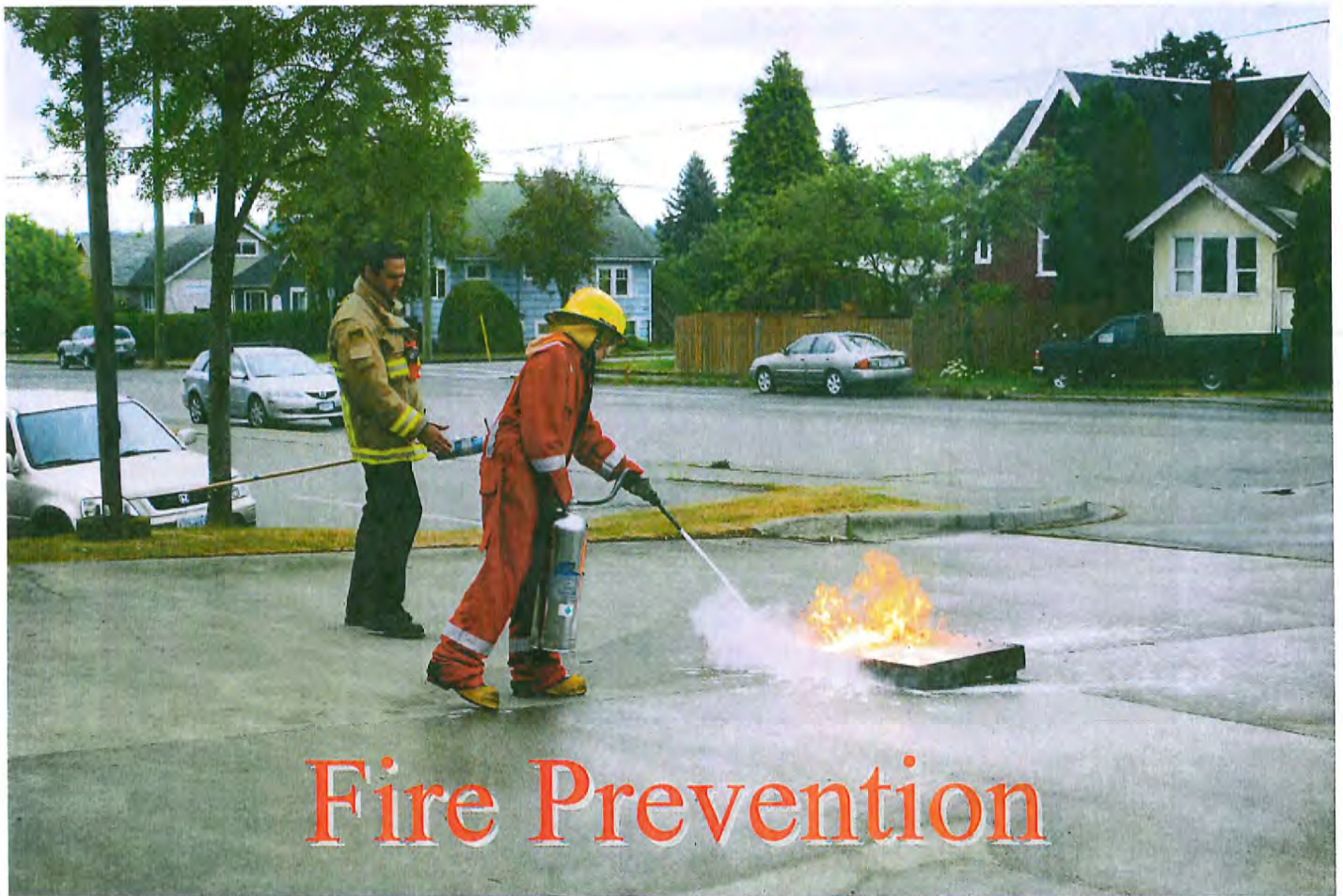
Chief Officers, Fire Prevention and EVT Staff all participated in a number of training initiatives offered in-house or through the Justice Institute of BC this past year, including attending each of their association conferences throughout the province. Other training opportunities offered included; Fire Service Leadership, Emergency Preparedness training and the City of Courtenay Health and Wellness Program.



PERSONNEL

The Courtenay Fire Department has been providing volunteer fire protection for over 98 years. Throughout the years there have been hundreds of volunteers that have proudly dedicated their time and efforts into the protection of our citizens. As times have changed however, we are finding that people are not volunteering for the same number of years as their predecessors which has presented us with some difficult retention issues to find solutions to.

The Courtenay Fire Department experienced some turnover with our volunteer membership in 2012. We had 5 volunteers move on due to changes in employment during the year, but our turnover rate for 2012 is lower than in recent years. That being said, the majority of our membership has less than five years of firefighting experience and as a result, we are currently looking at ways to ensure that we are able to deliver a training program that will allow us to maintain operating a volunteer fire department that continues to perform at a high level.



Fire Prevention

FIRE PREVENTION

The Courtenay Fire Department Fire Prevention Program was once again an area of high activity over the past year. Our full time staff inspected 1468 businesses in the city and fire protection districts, most of which were found to be free of any major fire code or life safety violations. We continued to utilize these inspections as an educational tool, and once again found the public to be very supportive of the program.

Along with inspecting over 1450 properties in 2012, our prevention staff also provided the public with numerous public education opportunities. Events such as the RBC Life Safety Expo targeting Grade 7 school kids, fire extinguisher training, mini fire boot camp, fire hall tours, car seat inspections, as well as running every grade three class through the fire safety house were put on last year by our staff. These events provide the department with an opportunity to spread fire and life safety messages, and have been very successful to date.

In closing, I would like to thank Mayor and Council for their support of the fire department. I would also like to thank the members of the Courtenay Fire Department who provide us with a service second to none.

THE CORPORATION OF THE CITY OF COURTENAY

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REPORT TO COUNCIL

FILE #: 8100-01

FROM: Director of Community Services

DATE: April 25, 2013

SUBJECT: Courtenay Centennial Committee – 2015

C.A.O. COMMENTS/RECOMMENDATIONS:

That the report from the Director of Community Services be accepted.


David Allen

RECOMMENDATION:

That Council establish a steering committee to further develop the Terms of Reference and scope for a Courtenay 100 year Centennial Committee; and

That Council appoint at least two (2) members from Council and have the CAO identify staff members to sit on the committee.

PURPOSE:

To initiate a process for the development of a Courtenay Centennial Committee.

BACKGROUND:

Courtenay will celebrate its 100 year Centennial in 2015. Planning for this eventful year will be significant and getting the process started will ensure the necessary infrastructure is in place in sufficient time. Grant and funding opportunities are also available for this event and lead time for these applications will be needed.

DISCUSSION:

The subcommittee will have specific duties as referenced in the attachment. The committee will report back to Council with a more specific action plan.

FINANCIAL IMPLICATIONS:

There will be no financial implications at this time. However it is assumed that once the Centennial Committee is formed, that budget development and allocation will be key considerations for the successful implementation of the Centennial activities.

STRATEGIC PLAN REFERENCE:

3. An open, inclusive and vibrant community
 - i - promote community engagement
 - ii - support community initiatives
 - iii- encourage regional partnerships

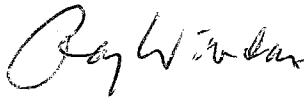
OCP SUSTAINABILITY REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Randy Wiwchar". The signature is fluid and cursive, with the first name "Randy" being more prominent than the last name "Wiwchar".

Randy Wiwchar
Director of Community Services

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City of Courtenay
Courtenay Centennial 2015

Steering Committee

Suggested Scope

- The committee will consist of a minimum of two (2) representatives from Council and two (2) representatives from staff.
- The committee will meet on an as needed basis but will report back to Council by the end of May, 2013.
- The tasks of the committee will be:
 - a) Develop a draft terms of reference for the 100 Year Centennial Committee;
 - b) Identify potential organizations which could have representatives on the committee;
 - c) Identify a process for recruitment of community members;
 - d) Identify council members and staff roles on the committee;
 - e) Identify a reporting function and level of authority for the committee;
- Upon presentation and approval by Council of the recommended Terms of Reference for the Centennial Committee, the steering committee would act as the group responsible for the selection of committee members, and will bring their recommendations back to Council for approval.

Time frame:

April 29, 2013	Staff report to Council and formation of Steering committee
May 1- May 26	Steering committee meets
May 27 th	Presentation of Draft Terms of reference to Council
June 1 - July 30	Recruitment and selection of committee members
August	Report to Council with recommended Committee members
	Steering Committee dissolved.
September	Initial meeting of Centennial Committee