



**26th COUNCIL
CITY OF NANAIMO
2014 – 2018
(December 11, 2014)**

ORIENTATION SCHEDULE TOPICS

DECEMBER 2014

- **Organizational Structure & Departmental Overviews**
- **Strategic Plan**
- **Governance**
- **Topical Issues**
- **Legislative Services Procedures**
- **George Cuff Governance Session (with Regional District of Nanaimo)**
- **Financial Planning, Taxation and Purchasing**
- **Communications/Media Interactions**

ORIENTATION SCHEDULE TOPICS

JANUARY 2015

- **Employment, Labour and Human Rights Legal Issues**
- **Respectful Workplace**
- **Partnerships and Strategic Relationships**
- **Municipal Legal Issues**
- **Local Government Leadership Academy Session for Elected Officials, Parksville, BC.**

Note: Dates & Times in Binder. Order of subjects is subject to change

TODAY'S AGENDA

- Role of local government
- Roles and responsibilities
- Departmental overviews
- Governance
- Strategic Plan
- Budget
- Communications/community engagement
- New priorities?
- Topical issues

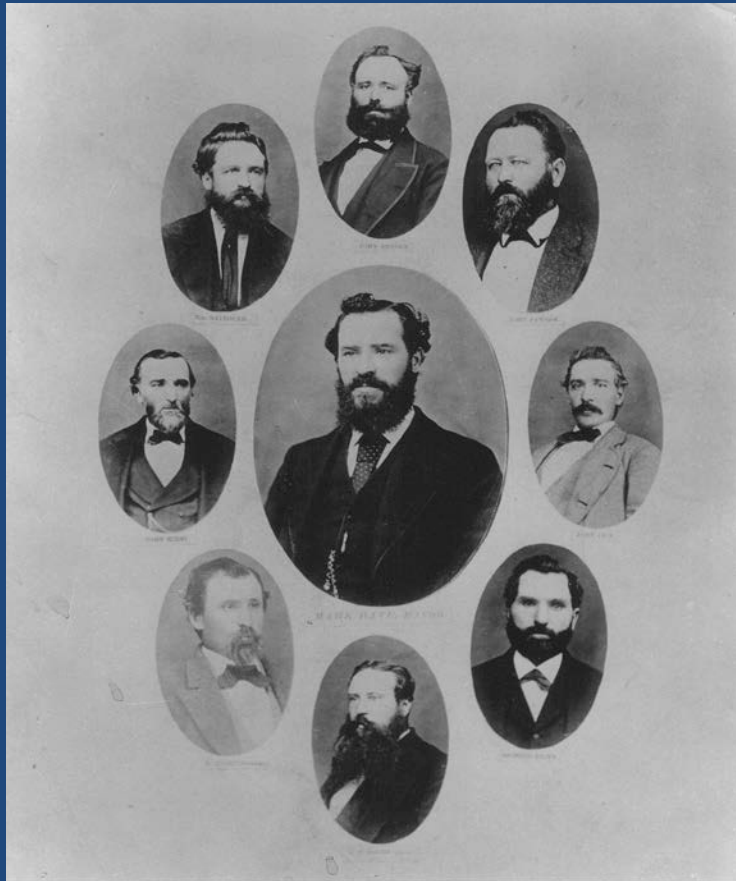
PURPOSE OF LOCAL GOVERNMENT



- To provide the means by which the community can express and address its collective objectives
- To provide various services and programs to city residents
- Two spheres of influence- federal and provincial
- Municipalities are largely a product of the Province which places legal limits on what the city can do
- Municipal Act and Local Government Act

CONTINUANCE OF GOVERNMENT AND DECISION MAKING

First Council January 22, 1875



Council - 1951



.....TO PRESENT DAY COUNCIL

25TH COUNCIL



26TH COUNCIL



LARGE NUMBER OF COMPLEX SERVICES PROVIDED

Bylaw/Parking

Communications

Fire Rescue

Police Services

Public Works

Parks, Rec,
Environment

Leg Services

Information
Technology

Engineering

Planning and
Development

Purchasing

Culture and
Heritage

Revenue,
Budgeting and
Accounting

Emergency
Management

HR Management,
Labour Relations,
Health & Safety

Staffing (FTEs) and Budget:

CUPE	429.5
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Management	80
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IAFF	95.8
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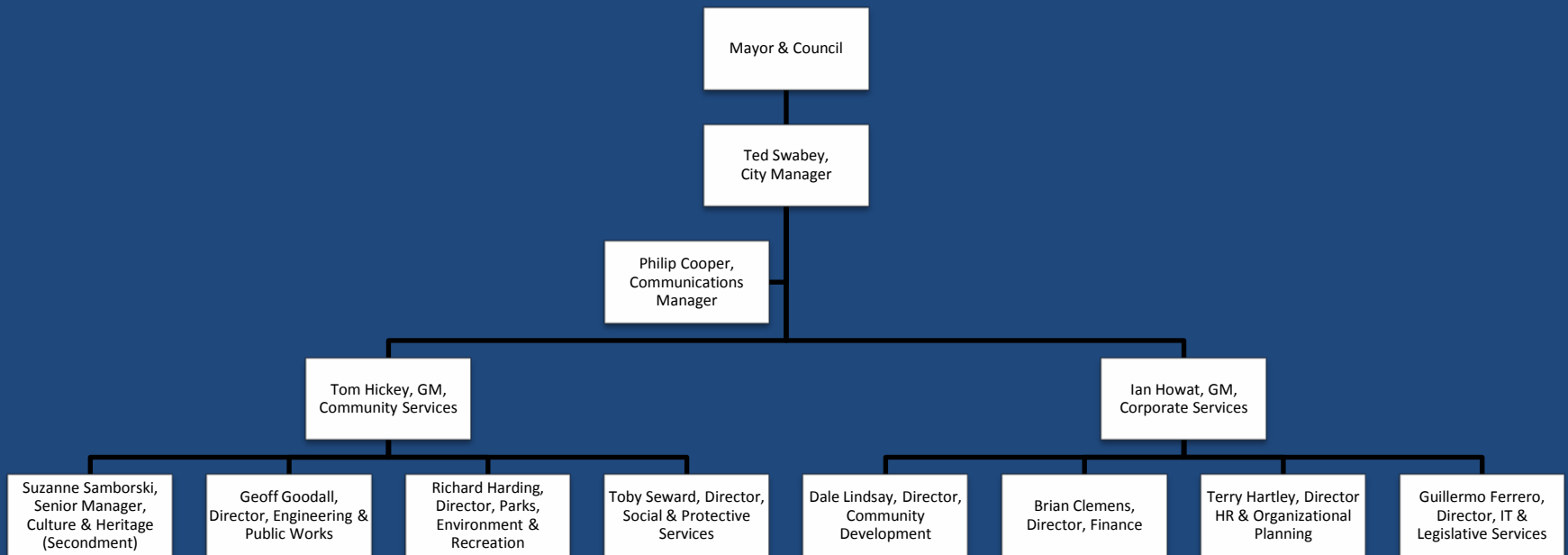
\$200 Million

RCMP	140
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Total	<u>745.3</u>
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Organizational Structure

Senior Leadership Team (SLT)



Alignment with Council Strategic Plan

ELECTED OFFICIAL ROLE

Council

- Policy
- Direction
- Public engagement

Represent

Advocate

Strategize

Monitor

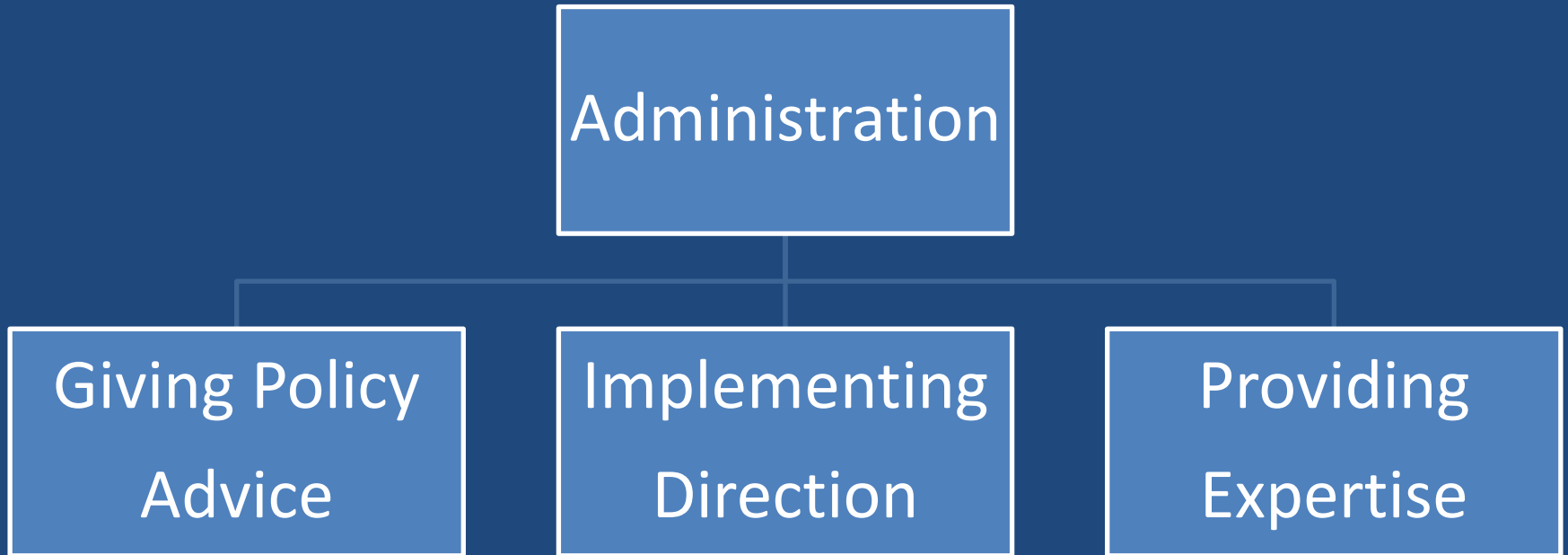
Lead

COUNCIL ROLE

- ❑ Consider wellbeing and interests of municipality and community
- ❑ Development and evaluation of policies and programs/services of the municipality
- ❑ Participate in Council meetings and other meetings appointed to
- ❑ Carry out duties as assigned to individual councilors



ADMINISTRATIVE ROLE



CITY MANAGER ROLE

- **Hired by Council**
- **Only employee of Council**
- **Overall management of operations**
- **Ensure policies, programs and other directions of Council are implemented**
- **Advise and inform Council on the operations and affairs of the municipality**
- **Lead Staff**



DEPARTMENTAL OVERVIEWS

COMMUNITY DEVELOPMENT

- ❑ Responsible for all development approvals, community planning, business licensing, and management of City-owned land.
- ❑ Department includes Building Inspections, Business Licensing, Planning and Design, Subdivision, Development Engineering, and Real Estate Sections



DEPARTMENT OVERVIEWS

Culture and Heritage

- ❑ Department was launched in December 2013 by combining two program areas formally embedded in separate departments, into one new department
- ❑ Role of department includes: bringing Nanaimo's culture and Heritage programs into the forefront



DEPARTMENT OVERVIEWS

Engineering & Public Works

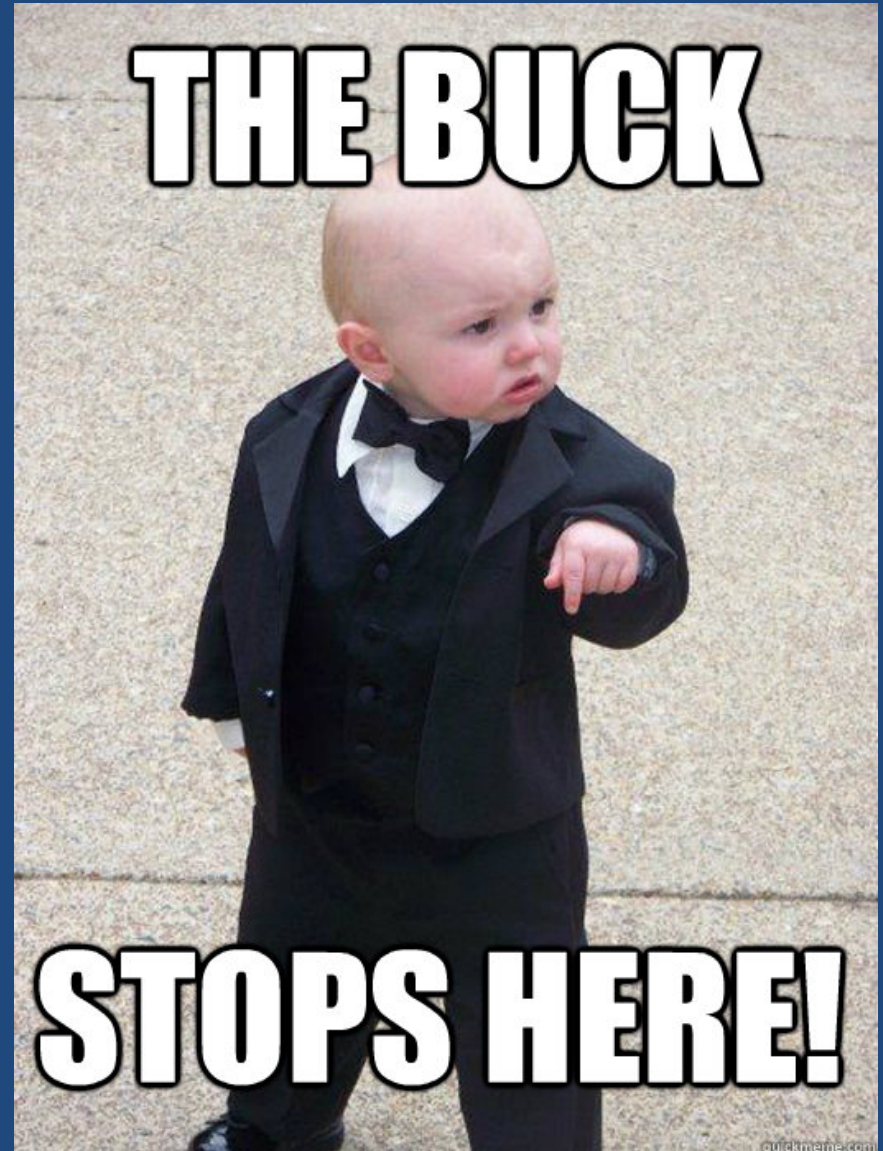
- ❑ Responsible for the planning, design, construction, operation, and maintenance of the city's water, sanitary, storm drainage and transportation infrastructure
- ❑ Department also provides garbage, kitchen waste and recycling collection services, maintenance and repair of city fleet and equipment, cemetery services and GIS-based technologies



DEPARTMENTAL OVERVIEWS

FINANCE

- ❑ Provides support and stewardship to city departments delivering current and future services levels as directed by Council
- ❑ Department is organized into six sections: Administration, Revenue Services, Accounting Services, Financial Planning, Payroll and Purchasing and Stores



DEPARTMENTAL OVERVIEWS

Human Resources & Organizational Planning

- ❑ Provides professional human resources services and guides organizational planning initiatives to fulfill the needs of the municipality
- ❑ Services include recruitment and selection, training and development, employee and labour relations, job classification, compensation and benefits, health, safety and disability management and organizational planning and development



**KEEP
CALM
AND CALL
HUMAN
RESOURCES**

DEPARTMENTAL OVERVIEWS

Information Technology & Legislative Services

- ❑ Legislative Services section provides administrative support to Mayor and Council, carries out the statutory responsibilities of the Corporate Officer, and is responsible for records management, freedom of information and protection of privacy, and injury and damage claims
- ❑ Information Technology section supports innovative application of computer technology



DEPARTMENTAL OVERVIEWS

Parks, Recreation & Environment

- ❑ Mission of the department is to enhance the quality of life and leisure in Nanaimo
- ❑ Department is made up of four key sections: recreation, parks, facilities, and environment
- ❑ Department currently work with two Council commissions/committees: Parks, Recreation & Culture Commission and Advisory Committee on the Environment Sustainability (ACES)



DEPARTMENTAL OVERVIEWS

Social & Protective Services

- ❑ Consists of Fire, Police, Emergency Management, and Social Planning
- ❑ Sections work together on common initiatives, as well as providing specific services to ensure the community has excellent safety, social, emergency planning, and protective services available at all times

