

MINUTES
SPECIAL OPEN GOVERNANCE STEERING COMMITTEE MEETING
BOARD ROOM, 411 DUNSMUIR STREET, NANAIMO, BC,
TUESDAY, 2013-NOV-19, AT 1:02 P.M.

PRESENT: Councillor G. E. Greves, Chair

Members: Councillor M. D. Brennan
Councillor D. K. Johnstone

Others: Mayor J.R. Ruttan, 2:52 p.m.
Councillor J. A. Kipp
Councillor J. F. K. Pattje
G. Ferrero, Acting Manager, Legislative Services

Staff: E. C. Swabey, City Manager
T.L. Hartley, Director of Human Resources & Organizational
Planning
I. Howat, General Manager of Corporate Services
M. Lefurgey, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Special Open Governance Steering Committee Meeting was called to order at 1:02 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the agenda be adopted. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the Special Open Governance Steering Committee held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2013-SEP-04 at 9:03 a.m. be adopted as circulated. The motion carried unanimously.

4. REPORTS:

(a) Governance Review Recommendations

It was moved and seconded that the Governance Steering Committee adopt Appendix "B" re the implementation of the Governance Review recommendations, or provide alternate direction. The motion carried unanimously.

The Chair introduced the report and Appendices for review, section by section.

Terry Hartley advised that Appendix B provides an Executive Summary of the Committee recommendations with estimated timing to complete and proposed assigned responsibility for implementation.

City Manager Performance Management

No change to this section of Appendix B.

Code of Conduct

No change to this section of Appendix B.

Council Committees/Delegated Authorities

No change to this section of Appendix B.

Communication and Consultation

No change to this section of Appendix B.

Alignment on Vision and Goals

No change to this section of Appendix B.

Organizational Performance Management

No change to this section of Appendix B.

Council Roles, Responsibilities and Relationships

It was moved and seconded that the Governance Steering Committee recommend that Council engage Allison Habkirk to proceed with Council Roles, Responsibilities and Relationships recommendations 1, 10, 2, 3 and 11 at a cost of up to \$8,500. The motion carried unanimously.

It was moved and seconded that the Governance Steering Committee recommend that Council engage Eli Mina to proceed with recommendation 17 to enhance the Council Procedure Bylaw and other enhancements at a cost of up to \$9,000. The motion carried unanimously.

Councillor Pattje vacated the Board Room at 2:22 p.m.

Councillor Information requests

No change to this section of Appendix B.

Agendas and Reports

No change to this section of Appendix B.

Mayor Ruttan entered the Board Room at 2:52 p.m.

Governance Framework

Terry Hartley advised that the Governance Framework is the culmination framework created after all the other pieces are complete and in place.

Councillor Kipp vacated the Board Room at 2:55 p.m. and returned at 2:57 p.m.

It was moved and seconded that the Governance Steering Committee recommend that the Governance Framework recommendations 40, 41, 43, 45, 46 and 48 have an estimated timing to complete of 0-18 months. The motion carried unanimously.

Councillor Kipp vacated the Board Room at 3:00 p.m.

IC Meetings and Agenda Reviews

It was moved and seconded that the Governance Steering Committee recommend that Council engage Eli Mina to proceed with In-Camera Meetings and Agenda Review recommendations 25, 26, 27 at a cost of \$2,250-\$2,625. The motion carried unanimously.

Audit Function

No change to this section of Appendix B.

Seating Arrangements

It was moved and seconded that the Governance Steering Committee recommend that Council proceed with changing the seating layout in the Shaw Auditorium as a medium priority at a cost of approximately \$8,000. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 3:33 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER