

MINUTES
GOVERNANCE AND PRIORITIES COMMITTEE MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2019-APR-08, AT 12:00 P.M.

Present: Councillor D. Bonner, Chair
Mayor L. Krog
Councillor S. D. Armstrong (arrived 2:08 p.m.)
Councillor T. Brown (arrived 12:13 p.m.)
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe (arrived 2:08 p.m.)
Councillor J. Turley (arrived 12:04 p.m.)

Staff: J. Rudolph, Chief Administrative Officer (arrived 12:04 p.m.)
R. J. Harding, Director, Parks and Recreation
D. Lindsay, Director, Community Development
B. Sims, Director, Engineering and Public Works
J. Van Horne, Director, Human Resources
L. Mercer, Acting Director, Financial Services (vacated 1:51 pm.)
K. Fry, Fire Chief (arrived 3:15 p.m.)
L. Bhopalsingh, Manager, Community & Cultural Planning (vacated 2:38 p.m.)
L. Rowett, Manager, Current Planning (vacated 2:38 p.m.)
D. Fox, Manager, Building Inspections (vacated 2:38 p.m.)
J. Holm, Subdivision Approval Manager/Approval Officer (vacated 2:38 p.m.)
P. Rosen, Senior Manager, Engineering (arrived 2:07 p.m., vacated 2:44 p.m.)
J. Rose, Manager, Transportation (arrived 2:07 p.m., vacated 2:44 pm.)
K. Botham, Administrative Coordinator (vacated 2:38 p.m.)
D. Blackwood, Client Support Specialist (vacated 12:08 p.m.)
S. Gurrie, City Clerk
J. Vanderhoef, Recording Secretary

1. CALL THE GOVERNANCE AND PRIORITIES COMMITTEE MEETING TO ORDER:

The Governance and Priorities Committee Meeting was called to order at 11:59 a.m.

2. APPROVAL OF THE AGENDA:

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

3. ADOPTION OF THE MINUTES:

It was moved and seconded that the Minutes of the Governance and Priorities Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Monday, 2019-MAR-25 at 1:00 p.m. be adopted as circulated. The motion carried unanimously.

4. REPORTS:

a. GOVERNANCE AND MANAGEMENT EXCELLENCE:

J. Rudolph entered the Boardroom at 12:04 p.m.

Councillor Turley entered the Boardroom at 12:04 p.m.

(1) Planning 101 and Official Community Plan

Introduced by Dale Lindsay, Director, Community Development.

Dale Lindsay, Director, Community Development, provided a presentation regarding the following:

- Overview of the Planning Departments core functions and responsibilities
- Planning & Building Processes
- Who uses the Planning and Development services
- Legislation that guides the Planning Department: *Local Government Act; Community Charter; Land Title Act; Strata Property Act; Environmental Management Act; Building Code; Building Act; Homeowner Protection Act*, and others

D. Blackwood vacated the Boardroom at 12:08 p.m.

Lisa Bhopalsingh, Manager, Community and Cultural Planning, provided a presentation regarding the following:

- Local government planning processes/tools and the similarities between the following three documents: Official Community Plan, Neighbourhood Plan and Zoning Bylaws
- Regional Growth Strategy (RGS) is based on the Official Community Plan (OCP), Neighbourhood and Village Plans, and Zoning Bylaw
- RGS is a shared vision for sustainable growth and an agreement to take actions that work towards shared social, economic and environmental goals
- History of previously adopted Regional Growth Strategies and the benefits of coordinated planning and regional thinking

Councillor Brown entered the Boardroom at 12:13 p.m.

- OCP sets objectives and policies to guide decisions related to land use and servicing

- “planNanaimo” is the name of the City’s OCP
- OCP was last updated in 2008, review scheduled for 2019

Committee discussion took place regarding the following:

- Timeline for updating the City’s OCP
- Regional Growth Strategy being reviewed with Regional District of Nanaimo
- Neighbourhood Plans and working with neighbourhood associations
- Neighbourhoods that do not have a neighbourhood plan identified
- Areas are developed based on framework set forth within the neighbourhood plans which are based on information gained through community engagement

Lisa Bhopalsingh, Manager, Community and Cultural Planning, continued her presentation as follows:

- Neighbourhood Plans: there are 10 neighbourhood plans that form the OCP
- Neighbourhood Plans provide direction and regulations for specific areas and are designed to be consistent with the OCP
- Neighbourhood Plans provide blueprints for what property owners can potentially do with their property and what infrastructure will be needed to support those uses

Committee discussion took place regarding:

- Information within Neighbourhood Plans being provided to realtors

Lisa Bhopalsingh, Manager, Community and Cultural Planning, continued her presentation as follows:

- RGS and OCP’s represent community vision for long-term land use and guides decision making by City Council
- Expectations of how these policy documents are used and implemented often differ between community and development

Committee discussion took place regarding:

- Urban planning and increasing communications around the purpose of the OCP during the OCP review process

Jake Rudolph, Chief Administrative Officer, noted that there will be a follow-up report prior to the OCP review.

Councillor Brown vacated the Boardroom at 12:38 p.m.

Lisa Bhopalsingh, Manager, Community and Cultural Planning, continued her presentation as follows:

- Importance of engagement with communities for RGS and OCP

J. Rudolph vacated the Boardroom at 12:41 p.m.

Councillor Brown returned to the Boardroom at 12:42 p.m.

Lainya Rowett, Manager, Current Planning, provided a presentation regarding the following:

- The Zoning Bylaw implements OCP land use designations and policies
- Changes to the zoning of a property must be consistent with the OCP and are updated through new bylaws or amendments
- The Zoning Bylaw must be adopted or amended following certain procedures: “Development Approval Procedures and Notification Bylaw 1991 No. 3892”, provincial approvals, statutory public hearing requirements

Committee discussion took place regarding:

- Information that can be received during a Public Hearing

R. Harding vacated the Boardroom at 12:48 p.m.

Lainya Rowett, Manager, Current Planning, continued her presentation as follows:

- The Zoning Bylaw is an important tool for the community and developers in providing a vision for how the community is planning to grow

Committee discussion took place regarding:

- Providing third reading of a bylaw during a Public Hearing

J. Rudolph returned to the Boardroom at 12:51 p.m.

R. Harding returned to the Boardroom at 12:52 p.m.

- Bylaws being adopted during a Public Hearing
- Making adjustments to bylaws during the Public Hearing
- Situations where items might be referred back to Staff or denied during a Public Hearing
- Rezoning of properties

Lainya Rowett, Manager, Current Planning, continued her presentation as follows:

- Development Permits (DPs) are used:
 - As a tool to set conditions for land development

- Can impose conditions and vary, or supplement, a regulatory bylaw
- Are reviewed by the Design Advisory Panel
- Are not a discretionary approval process

Committee discussion took place regarding the following:

- Restrictions to set back variances
- DPs being set up as an incentive to encourage development

Lainya Rowett, Manager, Current Planning, continued her presentation as follows:

- Development Variance Permits (DVPs) are more site specific and cannot be used to vary density or vary the use of the property
- Statutory notification is required
- All DVPs must go through Council; whereas, some DPs may be reviewed by the Director of Planning if the request is minor
- Parking variances may not be delegated to Staff and must be reviewed by Council under “Development Approval Procedures and Notification Bylaw 1991 No. 3892”
- DVPs expire after two years
- The Board of Variance is a statutory requirement if a municipality has a zoning bylaw and is an independent decision making body appointed by Council
- Other Planning Tools and Projects: temporary use permits, housing agreements, covenant amendments/land use contracts, liquor licence applications, policy and bylaw reviews

Committee discussion took place regarding the following:

- Temporary lease permits being applied to seasonal operations
- DVPs as a tool for protecting farm land

Jeremy Holm, Subdivision Approval Manager/Approval Officer, provided a presentation regarding the following:

- Subdivision approvals and the various types of subdivisions

Committee discussion took place regarding the following:

- Air Space Parcels

Jeremy Holm, Subdivision Approval Manager/Approval Officer, continued his presentation regarding the following:

- The Approving Officer considers: existing policies and bylaws, Provincial and Federal regulations, access and servicing, parks and environmental protection, natural hazards, requirements of external agencies, and public interest

Committee discussion took place regarding the following:

- Methods for regulating design aspects of neighbourhoods

R. Harding vacated the Boardroom at 1:44 p.m.

Jeremy Holm, Subdivision Approval Manager/Approval Officer, continued his presentation regarding the following:

- Legislation that guides the Approving Officer: *Land Title Act, Strata Property Act, Local Government Act*
- Overview of the subdivision process: preliminary layout acceptance, design stage acceptance, final approval
- Statistics regarding subdivisions and park dedications through subdivisions

L. Mercer vacated the Boardroom at 1:51 p.m.

Committee discussion took place regarding the following:

- The amount of land within the City that is currently available for subdividing

The Governance and Priorities meeting recessed at 1:53 p.m.

The Governance and Priorities meeting reconvened at 2:03 p.m.

Darcy Fox, Manager, Building Inspections, provided a presentation regarding the following:

- Building permits, the Building Code, and what the Building Code regulates
- There are two streams of applications: residential and commercial
- There are currently two different ways of complying with building codes: meeting requirements or justifying how another method has met the requirement
- All building permit applications are reviewed by Staff

J. Rose and P. Rosen entered the Boardroom at 2:07 p.m.

Councillor Armstrong entered the Boardroom at 2:08 p.m.

Councillor Thorpe entered the Boardroom at 2:08 p.m.

R. Harding vacated the Boardroom at 2:10 p.m.

- Reviewing designs and construction sites to ensure fire safety compliance
- There is no appeal process currently for the building permit process
- *The Building Act* came into affect in 2015 to provide consistency throughout the province with regard to building code bylaws in municipalities

Committee discussion took place regarding the following:

- Requiring an engineering report to justify a building permit and sharing of that information with future applications

Darcy Fox, Manager, Building Inspections, continued his presentation regarding the following:

- Requirements for professional development and process to become a Registered Building Official
- Steps involved in a building permit application

Committee discussion took place regarding the following:

- BC Energy Step Code being implemented and incentives for contractors to build this type of construction

Darcy Fox, Manager, Building Inspections, continued his presentation regarding the following:

- Listed other work the Building Inspectors do such as record keeping and assisting bylaw services and the fire department with inspections

Committee discussion took place regarding the following:

- Target timeframe for permit processing

Dale Lindsay, Director of Community Development, provided a summary of the Planning Department as follows:

- During a period of substantial growth in the community the Planning Department has undergone a lot of staff changes
- There are 14 Building Officials within the department who are largely new members
- Ongoing advertising to fill staffing levels in this department
- OCP review coming in near future

Committee discussion took place regarding the following:

- Processing times for building permits
- Staffing levels within the Planning Department

R. Harding returned to the Boardroom at 2:35 p.m.

- Process involved in becoming a Registered Building Official

It was moved and seconded that the Governance and Priorities Committee receive the report titled “Planning and Building Inspections Overview”, dated 2019-APR-08, and accompanying presentation for information. The motion carried unanimously.

L. Bhopalsingh, K. Botham, D. Fox, J. Holm, and L. Rowett, vacated the Boardroom at 2:38 p.m.

(2) Committees and Engagement

1. Council Committees

Introduced by Sheila Gurrie, City Clerk.

Sheila Gurrie, City Clerk, provided a presentation regarding the following:

- Overview of the Legislative Services Department and Communications Department
- Overview of Current Governance Model: Council Committees currently on hold, Governance & Priorities Committee now established, working on draft Strategic Plan

J. Rose and P. Rosen vacated the Boardroom at 2:44 p.m.

- Council Committees currently on hold: Community Planning and Development, Community Vitality, Public Safety, Public Works and Engineering, Parks Recreation and Wellness Committee
- Committees currently operating: Finance and Audit Committee and Governance and Priority Committee (GPC)
- Nanaimo Youth Advisory Council was not included and is scheduled to submit an updated terms of reference where other models of engagement may be reviewed
- Finance and Audit Committee is a “business-type” model for addressing all financial matters before going to Council
- Recommendation to dissolve the five Council Committees that are currently on hold, and keep the Finance and Audit Committee as it plays an important role and models good governance and sound decision making
- Steps forward: GPC acts as a “parent committee” where other committees can be born from
- Potential alternatives: Community Engagement Sessions, Task Forces, Online Platforms, Council Committees

J. Van Horne vacated the Boardroom at 2:52 p.m.

Committee discussion took place regarding the following:

- Timeline for establishing new committees
- Appointment of Council members to committees
- Using various forms of engagement

Sheila Gurrie, City Clerk, continued her presentation as follows:

- Creating engagement models that add value and not creating Council Committees for the sake of having committees

Committee discussion took place regarding the following:

- A Task Force as an efficient tool in the past

Sheila Gurrie, City Clerk, continued her presentation as follows:

- Engagement overview and the City's responsibility as outlined in the *Community Charter* and *Local Government Act*
- International Association for Public Participation (IAP2) Spectrum of Public Participation: Inform, Consult, Involve, Collaborate, Empower
- Community Engagement Task Force was formed in July 2017 to assist Council to “further community engagement and public conversation” and made recommendations to Council on methods of improving community engagement

J. Van Horne returned to the Boardroom at 3:07 p.m.

- Listed the many ways the City engages with the community such as: Council meetings, agendas, public hearings, Facebook, Twitter, activity guide, videos, newsletters, Surveys, blogs, website, news releases, events calendars, delegations, meeting summaries, etc.
- Suggestions on moving forward: online community engagement software, holding a Town Hall type meeting in May, closed captioning for Council meetings, move forward with Community Engagement Task Force recommendations, new Manager of Communications will be assessing communication across the City
- Next Steps: more engagement, new committees or other engagement methods, review Committee of the Whole meetings, amend the Council Procedure Bylaw, amend committee operating guidelines if necessary

K. Fry entered the Boardroom at 3:15 p.m.

Committee discussion took place regarding the following:

- Status of Design Advisory Panel and Nanaimo Youth Advisory Council
- Submissions from the public being received in person versus electronic means
- Striving to improve public engagement
- Committee structures need to outline a clear purpose
- Building off of the GPC

It was moved and seconded that the Governance and Priorities Committee recommend that Council:

1. dissolve the following Committees of Council that are currently on hold:
 - Community Planning and Development;
 - Community Vitality;
 - Public Safety;
 - Public Works and Engineering;
 - Parks Recreation and Wellness; and,
2. Continue with the Finance & Audit Committee to carry-out the work on financial and budgetary matters for Council and appoint a Chair based on the Acting Mayor rotating schedule.

The motion carried unanimously.

2. City of Nanaimo Engagement

It was moved and seconded that the report titled “City of Nanaimo Engagement”, dated 2019-APR-08, be received for information. The motion carried unanimously.

Committee discussion took place regarding the following:

- Community Engagement Sessions and Task Forces
- Putting committee suggestions on the table
- Suitable structure for an Arts Culture and Heritage group
- Funneling funding requests through the Finance and Audit Committee
- Committees being part of the function that supports Council in their Strategic Plan
- Having a centralized policy for all grants to be reviewed

Jake Rudolph, Chief Administrative Officer, asked Council for strategic topics that Council would like to put on Staffs radar for committees.

Committee discussion continued regarding the following:

- Providing Staff direction on what committees this Council wants to create
- Expertise required to assess specific grants
- The following topics were listed as suggestions for committees:
 - Arts Culture and Heritage
 - Remove Public Safety Committee and create a Task Force as needed
 - Intersectional Urbanism Advisory Board
 - Economic Development
 - Social Planning
 - Homelessness Task Force
- Delegating workloads to the various committees for review

It was moved and seconded that the Governance and Priorities Committee meeting recess at 4:00 p.m. with the intention to reconvene after the Special Council Meeting 2019-APR-08. The motion carried.

Opposed: Councillor Armstrong

The Governance and Priorities Committee meeting reconvened at 7:17 p.m. in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street.

Present: Councillor D. Bonner, Chair
Mayor L. Krog
Councillor S. D. Armstrong
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley (arrived 7:18 p.m.)

Absent: Councillor T. Brown

Staff: J. Rudolph, Chief Administrative Officer
S. Gurrie, City Clerk
S. Snelgrove, Recording Secretary

Councillor Turley entered the Shaw Auditorium at 7:18 p.m.

By unanimous consent the Governance and Priorities Committee agreed to continue the discussion regarding City of Nanaimo engagement and committees during the 2019-APR-29 Governance and Priorities Committee meeting.

5. ADJOURNMENT:

It was moved and seconded at 7:21 p.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER