



AGENDA
SPECIAL GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, September 30, 2019, 1:00 P.M. - 4:00 P.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. CALL TO ORDER:

2. INTRODUCTION OF LATE ITEMS:

3. APPROVAL OF THE AGENDA:

4. ADOPTION OF THE MINUTES:

a. Minutes

4 - 8

Minutes of the Governance and Priorities Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Monday, 2019-SEP-09 at 1:00 p.m.

5. REPORTS:

a. GOVERNANCE AND MANAGEMENT EXCELLENCE:

1. Governance Review

9 - 37

Introduced by Sheila Gurrie, Director, Legislative Services.

2. Presentation - Governance Engagement, Transparency and Administration

3. Presentation - Procedure Bylaw Amendments

1. Amendments to "Council Procedure Bylaw 2018 No. 7272"

38 - 49

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide the Governance and Priorities Committee with the draft "Council Procedure Amendment Bylaw 2019 No. 7272.01" for approval.

Recommendation: That the Governance and Priorities Committee recommend that Council proceed with three readings and adoption of “Council Procedure Amendment Bylaw 2019 No. 7272.01” as presented.

4. Agendas Committee 50 - 52

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide the Governance and Priorities Committee with a report regarding the agendas committee.

5. Presentation - Notice of Motion Policy

1. Council Policy - Notice of Motion 53 - 57

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide the Governance and Priorities Committee with a Notice of Motion policy for approval.

Recommendation: That the Governance and Priorities Committee recommend that Council approve the Notice of Motion Policy.

6. Presentation - Additional Committees

1. Nanaimo Youth Advisory Council 58 - 63

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To present for the Governance and Priorities Committee's consideration options and a recommendation regarding the Nanaimo Youth Advisory Council.

Recommendation: That the Governance and Priorities Committee recommend that Council dissolve the Nanaimo Youth Advisory Council.

2. Advisory Committee on Accessibility and Inclusiveness 64 - 68

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide the Governance and Priorities Committee with a draft Terms of Reference for the establishment of an Advisory Committee on Accessibility

and Inclusiveness.

Recommendation: That the Governance and Priorities Committee recommend that Council establish an Advisory Committee on Accessibility and Inclusiveness and adopt the associated Terms of Reference as presented in the report titled “Advisory Committee on Accessibility and Inclusiveness” dated 2019-SEP-30.

b. ENVIRONMENTAL RESPONSIBILITY:

c. ECONOMIC HEALTH:

d. COMMUNITY WELLNESS/LIVABILITY:

1. Correspondence, dated 2019-SEP-20, from Richard Stewart, Mayor, City of Coquitlam, requesting support re: Ride-Hailing letter to BC Minister of Transportation

69 - 72

To be introduced by Mayor Krog.

Recommendation: That the Governance and Priorities Committee recommend that Council support the Joint Mayors’ letter dated September 2019 addressed to BC Transportation Minister Claire Trevena regarding ride-hailing, from Mayor Stewart, City of Coquitlam.

e. AGENDA PLANNING:

1. Governance and Priorities Committee Agenda Planning

73 - 74

6. QUESTION PERIOD:

7. PROCEDURAL MOTION:

8. ADJOURNMENT:

MINUTES
GOVERNANCE AND PRIORITIES COMMITTEE MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2019-SEP-09, AT 1:00 P.M.

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

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, General Manager, Parks, Recreation and Culture
D. Lindsay, General Manager, Development Services
J. Van Horne, Director of Human Resources (vacated 1:58 p.m., returned 2:26 p.m.)
B. Corsan, Director, Community Development (vacated 3:01 p.m.)
J. Elliot, Director, Public Works
M. Squire, Manager, Water Resources
F. Farrokhi, Manager, Communications
L. Bhopalsingh, Manager, Community and Cultural Planning
B. Zurek, Planner
K. Kronstal, Planner (vacated 2:35 p.m.)
C. Sholberg, Community Heritage Planner
M. Koch, Parks & Open Space Planner
A. Manhas, Economic Development Officer (vacated 3:09 p.m.)
A. Fipke, Capital Project Management Specialist
D. Blackwood, Client Support Specialist (vacated 1:09 p.m.)
S. Gurrie, Director, Legislative Services
N. Sponaule, Legislative Services 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 1:00 p.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-AUG-26 at 2:00 p.m. be adopted as circulated. The motion carried unanimously.

4. REPORTS:

a. COMMUNITY WELLNESS/LIVABILITY:

1. 2020 Strategic Policy Development

Introduced by Dale Lindsay, General Manager, Development Services.

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

- Overview of the purpose of the Official Community Plan (OCP)
- History of previous OCP plans
- Current focus on environment
- Most objectives outlined in the current OCP have been completed
- A requirement of reviewing the OCP is to engage with other local governments such as the Regional District of Nanaimo and Snuneymuxw First Nation
- A lot has changed in the community since 2008 when the current OCP plan was adopted

Committee discussion took place regarding engaging with School District 68.

Madeline Koch, Parks & Open Space Planner, provided a presentation regarding:

- Overview of the purpose of the Parks, Recreation, Culture and Facilities Plan
- The current plan was developed in 2005 and at this point most of the goals outlined in this plan have been achieved
- A new plan provides opportunity to renew directives, goals and potential partnerships
- Modernizing the plan with opportunities for climate change, environmental protection and inclusiveness

Committee discussion took place regarding:

- Cultural Plan for a Creative Nanaimo being updated
- Climate change and environmental mitigation being included in the plan
- New staff positions being posted and filled within the Parks and Recreation department

Annalisa Fipke, Capital Project Management Specialist, provided a presentation regarding:

- Overview of the Active and Sustainable Transportation Plan
- The Transportation Master Plan was completed in 2014
- Projects accomplished so far: Harewood bikeway, Dover bikeway, Boundary bikeway, Georgia Greenway and other projects are underway
- Community partnerships: cycling coalitions in Nanaimo, RCMP, School District 68, Island Health and Canadian National Institute for the Blind
- Emerging best practices and learning from other municipalities
- The Transportation Master Plan would remain the guiding document and the Active and Sustainable Transportation Plan would build on it
- Methods of measuring usage and confirming that projects are meeting community expectations

Committee discussion took place regarding:

- Effectiveness of the Active and Sustainable Transportation Plan
- Methods for reviewing the needs of the community
- Making roads safer and educating the community on road safety
- Increasing bicycling culture
- How are we measuring progress/success and how can we communicate this to the public
- Prioritizing investment in sidewalk and bike lane infrastructure
- Staff collaborating on projects for one cohesive network
- Increased use of e-bikes
- Embedding a method of measuring usage into the Active and Sustainable Transportation Plan

J. Van Horne vacated the Boardroom at 1:58 p.m.

Lisa Bhopalsingh, Manager, Community Planning, provided a presentation regarding the 2020 Strategic Policy Review and the planned schedule for public engagement, the draft work plan and Council's involvement.

F. Farrokhi, Manager, Communications, provided a presentation regarding:

- Examples of new methods of public engagement: digital engagement, interactive displays and placement of displays
- Engaging with the public and making education about projects fun to target a variety of demographics within the community
- Working with School District 68 to teach students about local projects so they can teach their families
- Meeting with key focus groups to gain insight into the needs of specific areas, as well as, wider stakeholder engagement
- Bang the Table online engagement platform
- International Association for Public Participation Spectrum: Inform, Consult, Involve, Collaborate, Empower

Committee discussion took place regarding:

- Community Engagement Task Force made similar suggestions
- Bang the Table being a tool to measure more online engagement for data collection
- Plan to launch Bang the Table in November, 2019
- Methods of measuring engagement

J. Van Horne returned to the Boardroom at 2:26 p.m.

- Restrictions around the use of personal information
- Using Bang the Table for e-town hall meetings

K. Kronstal vacated the Boardroom at 2:35 p.m.

Lisa Bhopalsingh, Manager, Community Planning, provided a presentation regarding the 2020 Strategic Policy Review and Draft Guiding Principles:

- Building on successful policies
- Incorporating Council's Strategic Themes
- Acknowledging priorities of climate change, reconciliation and sustainable service delivery
- Include robust engagement in creation of plans
- Provide a clear vision to guide community building for the next 25 years

Committee discussion took place regarding:

- Adding measurement to the list of guiding principles to ensure tracking of progress
- Putting a pause on applications during the OCP review – leaving review of applications at Council's discretion
- Evaluating the success of policies
- Review of OCP every 10 years is not required but is best practice
- Achievability of goals within these plans addressing important issues of people living in Nanaimo today
- Budget allocated for this review project
- Updates to the Community Sustainability Action Plan and environmental goals being included in the OCP

B. Corsan vacated the Boardroom at 3:01 p.m.

It was moved and seconded that the Governance and Priorities Committee recommend Council endorse the draft work plan and guiding principles for the 2020 strategic policy development process:

- a. Build on successful policies in existing documents;
- b. Incorporate Council's strategic themes identified in the Strategic Plan: Environmental Responsibility, Governance Excellence, Livability, and Economic Health;

- c. Acknowledge and address the priorities of climate change, reconciliation, and sustainable service delivery;
- d. Include robust community engagement in the creation of plans and strategies;
- e. Provide a clear and coordinated vision to guide community-building for the next 25 years; and,
- f. To provide a method which allows for the evaluation and measurement of plans and strategies.

The motion carried unanimously.

b. AGENDA PLANNING:

A. Manhas vacated the Boardroom at 3:09 p.m.

1. Governance and Priorities Committee Agenda Planning

Committee discussion took place regarding:

- The Governance and Priorities Committee meeting scheduled for 2019-SEP-30 potentially being rescheduled
- Information regarding handling of documents under the *Freedom of Information and Protection of Privacy Act*
- Youth Advisory Committee to be included as part of the upcoming Procedure Bylaw and Engagement topic
- Active transportation as a future topic
- Costs associated with building sidewalks

5. QUESTION PERIOD:

No one in attendance wished to ask questions.

6. ADJOURNMENT:

It was moved and seconded at 3:20 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



Governance & Priorities Committee

September 30, 2019



Agenda Overview

1. Governance Engagement, Transparency & Administration
2. Procedure Bylaw Amendments
3. Agendas Committee
4. Notice of Motion Procedure
5. Additional Committees & Meeting Resources





Governance Engagement

Two types of public engagement:

1

Community Engagement

- ❖ Ways the City engages with and informs the community

2

Governance Engagement

- ❖ Ways residents can engage with Council
- ❖ Opportunities for participation (digital & traditional)
- ❖ Resources available for informing on Council decisions
- ❖ Access to Information





CITY OF NANAIMO
THE HARBOR CITY

Governance Engagement

...what we already do

- ✓ Provide contact information for Mayor & Council (email/phone)
- ✓ Council, Committee and Task Force meetings
- ✓ Meeting resources (agendas, video recordings, minutes, presentations, reports, etc.)
- ✓ Council and Committee meeting summaries
- ✓ Hearing from delegations
- ✓ Website
- ✓ News Releases
- ✓ Social media
- ✓ Newsletters
- ✓ Project pages
- ✓ Newspaper and radio ads
- ✓ Open houses, surveys, engagement sessions, etc.
- ✓ eTown Halls



Public Engagement Sessions
www.nanaimo.ca/gov/PublicEngagement

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Governance Engagement

...what's new

- ✓ Closed captioning of Council meetings
 - working on fine tuning service through our provider
- ✓ Health and Housing Task Force
 - First meeting held July 17
 - Councillor Bonner Chair, Councillor Hemmens alternate Chair
- ✓ City of Nanaimo Instagram account
 - Launched new platform on August 15
 - New way of engaging residents of a younger demographic & keeping them informed
- ✓ My Nanaimo This Week
 - First edition of this weekly e-newsletter published on September 9



MY NANAIMO THIS WEEK

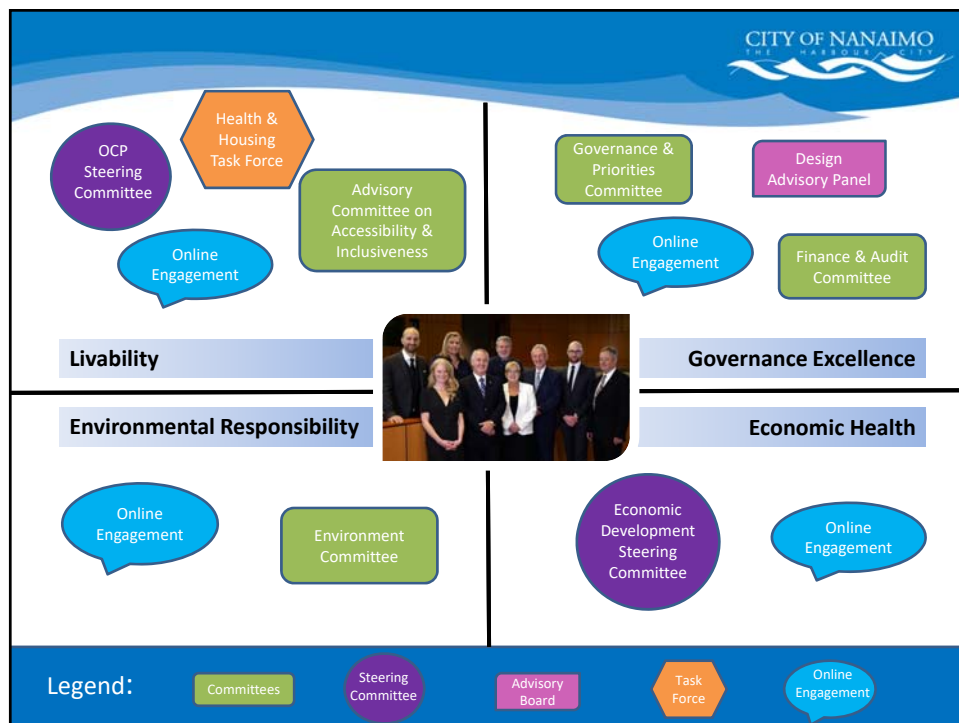


Governance Engagement

...what's coming next

- ✓ **Environment Committee**
 - Members have been selected
 - Councillor's Brown and Geselbracht appointed as co-chairs
 - Meetings will commence this fall
- ✓ **Other Committees**
 - OCP Steering Committee
 - Economic Development Steering Committee
 - Advisory Committee on Accessibility & Inclusiveness
- ✓ **Public Engagement Software**
 - Bang the Table was successful proponent for RFP
 - Staff training begins October 1, 2019





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Governance Transparency

FOI Releases



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Governance Transparency

FOI Releases on website

- Previously released FOI's will soon be available on the City's website (sample image below)

File #	Topic	Date Received	Response Date
2018-01	Neck Point Park Master Plan Update	2018-12-01	2019-01-01
2018-02	Heritage Action Plan	2018-03-02	2019-05-15

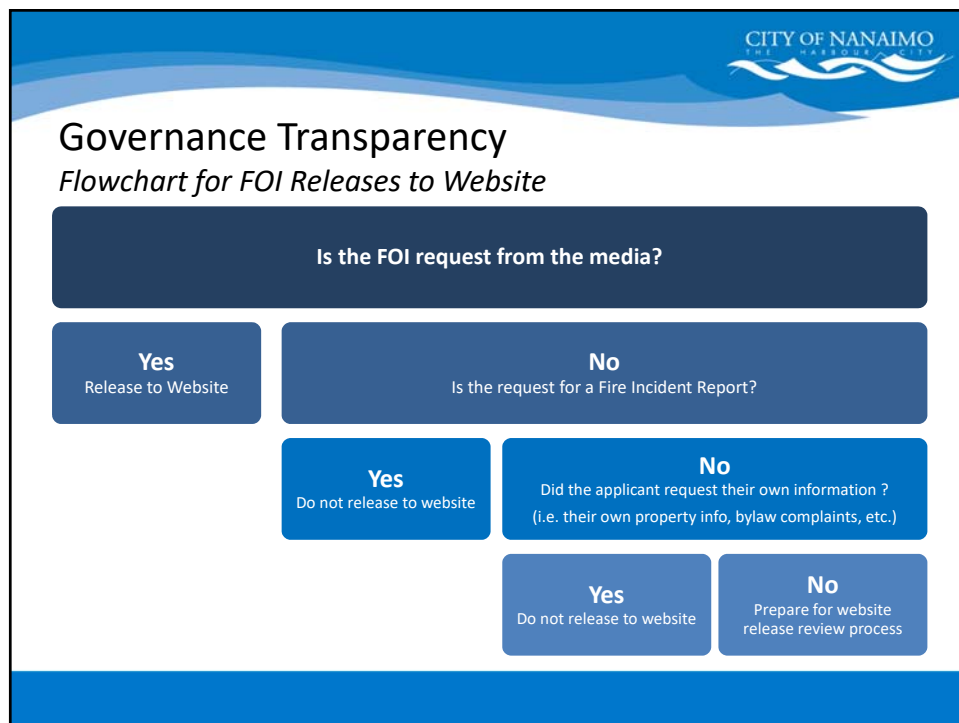
- Information will be arranged by year
- Release package will include response letter with personal information redacted and responsive records attached

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Governance Transparency

FOI Releases on website

- 2018 files are compiled and undergoing final review prior to release
 - 135 out of the 420 files are potentially releasable
- Certain categories of requests will not be released
 - Requests for personal information
 - Nanaimo Fire Rescue incident reports and photos
- Currently developing FOI release procedures
 - Document preparation will be part of closing each file
 - Files will be reviewed by Records Information & Privacy Coordinator on a monthly basis and posted accordingly



Governance Transparency

In Camera Releases




Governance Transparency

Release of “In Camera” Information

Overview:

- Council Policy “Routine Release of “In Camera” Agenda” was amended July 22, 2019
- This policy provides for the routine release of “In Camera” agendas, which include reports and minutes.
- Routinely releasing “In Camera” information supports Council’s strategic plan related to Governance Excellence, openness and transparency.
- The provision of this information does not limit a person’s right to access records under the *Freedom of Information and Protection of Privacy Act*.





Governance Transparency

Release of “In Camera” Information

Website:

- The In Camera Release of Information page can be found on the City’s website here:
<https://www.nanaimo.ca/goto/InCameraReleases>
- The webpage provides documents from 2010 – 2017 (3rd Quarter) arranged in bundles.
- 2018 and 2019 documents are being prepared in accordance with the amended policy.



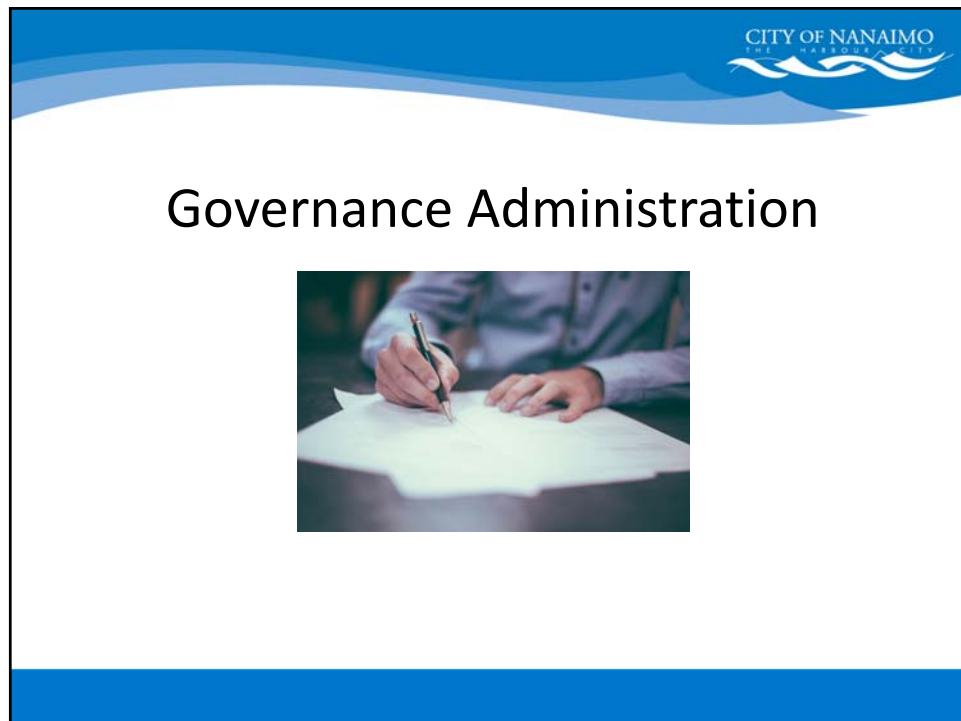
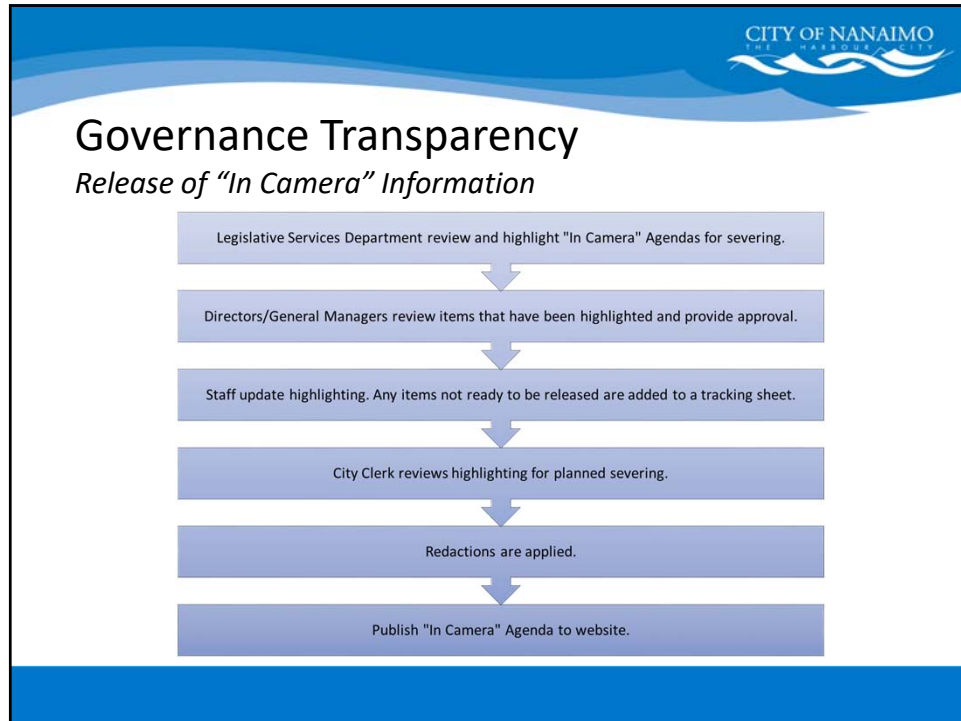


Governance Transparency

Release of “In Camera” Information

Process:

- “In Camera” documents are reviewed to ensure items still needing to be kept confidential are severed.
- Where items have been severed, there will be a blank space and in some cases reports have been removed entirely.
- Commonly severed items:
 - 3rd party information
 - Personal information
 - Law enforcement
 - Litigation
 - Negotiations


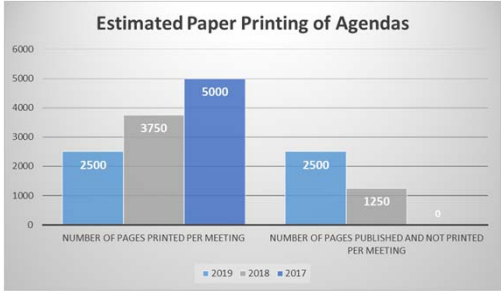


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Governance Administration

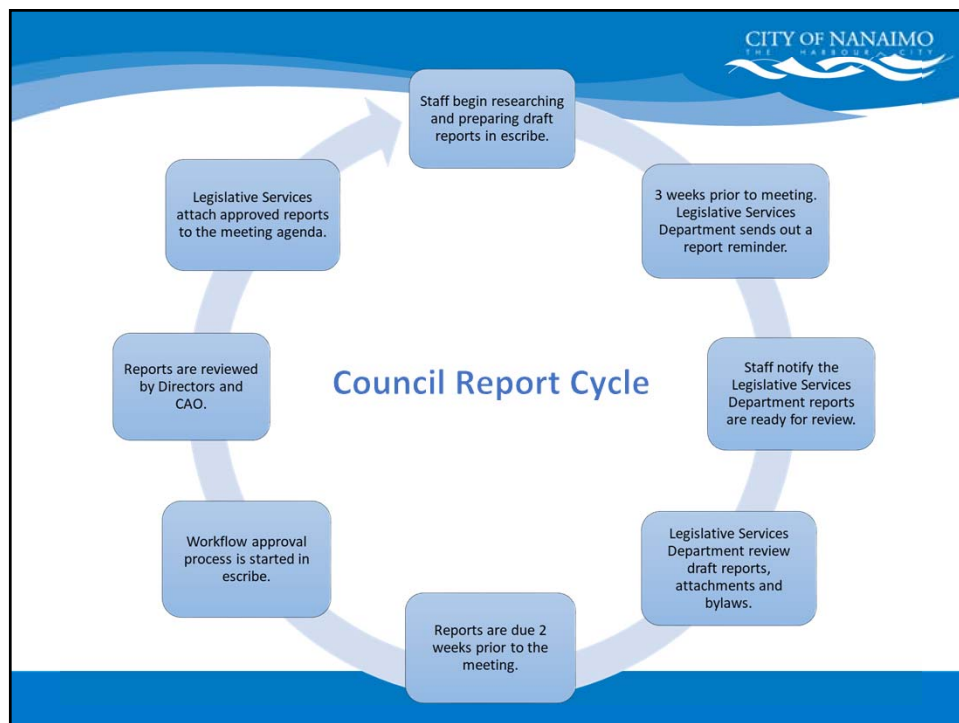
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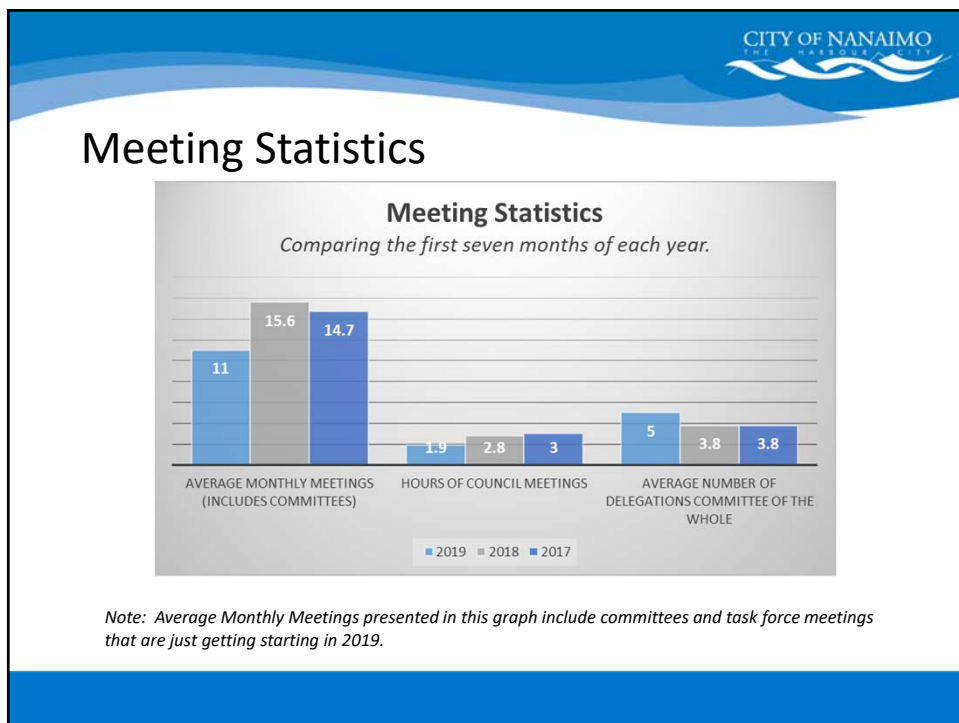
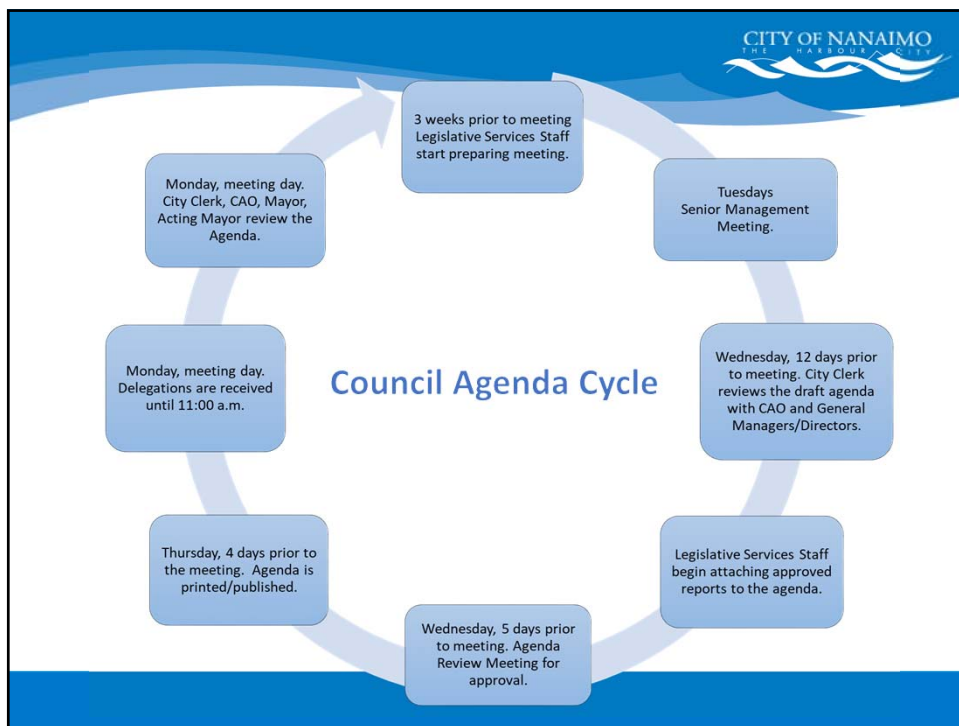
- Cloud-based meeting management software to prepare reports, agendas and livestream meetings.
- In 2016, 57,600 pages printed for Council agendas.
- Estimate printing of paper agendas has been reduced by half.
- Goal of 100% paperless agendas.

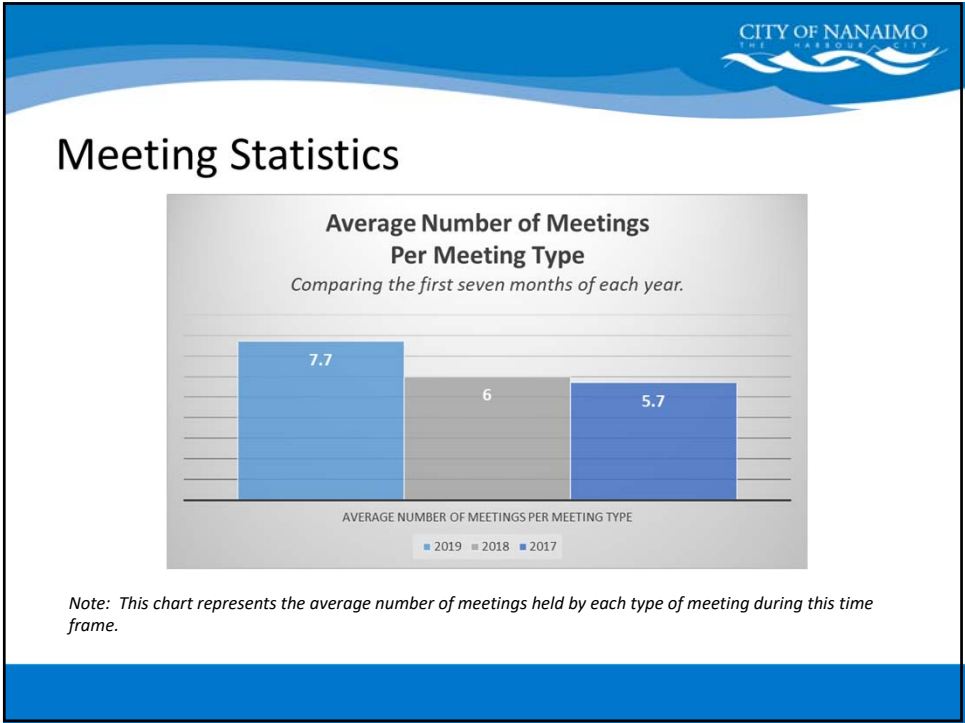



Year	Number of Pages Printed per Meeting	Number of Pages Published and Not Printed per Meeting
2019	2500	0
2018	3750	1250
2017	5000	0

- The Legislative Services Department promotes the use of paperless agendas to reduce our environmental footprint.







Procedure Bylaw - Background

- “Council Procedure Bylaw 2007 No. 7060”
- Identified need for updated bylaw:
 - 2013 Watson Report
 - Staff working with the bylaw
 - Public suggestions
- Facilitated Engagement Session – August 2018
- “Council Procedure Bylaw 2018 No. 7272” effective November 2018



Overview of Proposed Amendments

Since the adoption of “Council Procedure Bylaw 2018 No. 7272” in November 2018, Staff have identified a number of amendments that are necessary in order to:

1. Streamline the administrative process related to meeting preparation; and,
2. Reflect Council’s direction regarding the conclusion of the Committee of the Whole

A summary of the significant changes is outlined in this presentation.

Staff recommend that only these specific amendments be considered at this time.

Amendment #1

Remove all references to the Committee of the Whole

Rationale:

- The Governance and Priorities Committee (GPC) was created to “enable members of Council to review upcoming and important issues with members of City Staff”.
- With GPC meetings underway, providing an avenue for deeper discussion on a number of topics, the Committee of the Whole is no longer needed.
- Delegations not related to agenda items could apply to speak at a Council meeting, with the proposed change recommending that Council use the “Delegations” heading on the Regular Council meeting agenda.

Amendment #2

Add definition “Task Force”

Rationale:

- The current Council Procedure Bylaw does not include a definition of Task Forces.
- Council has expressed an interest in using task forces as a means to accomplish Council directed projects within a specific time frame.
- Including Task Forces in the Procedure Bylaw will allow Council to assign these groups with a specific task and time frame.
- Task Forces are currently treated as Committees in many ways - including this definition in the Procedure Bylaw will help to legitimize the processes already in place for these meetings.

Amendment #3

Change In Camera Council Meeting Start Time

Rationale:

- In Camera Council meetings are currently scheduled to commence at 4:00 pm but often times meetings are held later (see table below).
- Changing the start time to 4:30 p.m. will reduce the amount of staff time spent preparing meeting time change notices.
- If Council requires a meeting to start earlier than 4:30 p.m., a time change notice can be prepared to allow for the earlier meeting time.

IC Start Time	Total meetings*
5:30 pm	5
5:00 pm	5
4:30 pm	8
4:00 pm	4

Table data is from Regular & Special Council meetings held since the adoption of the Procedure Bylaw (November 2018) to September 2019

**meetings that started before 4:00 p.m. or after 5:30 pm are not included in this data*

Amendment #4

Add clause that no Regular Council Meetings will be held in August

Rationale:

- The current practice is for meetings in August to be cancelled to allow for a summer break.
- The Key Date Calendar will reflect this change.
- This change aligns with the Regional District of Nanaimo's regular board meeting schedule.
- Special meetings could still be held, if needed.

Amendment #5

Change Agenda/Addendum Publishing Days

Rationale:

- Currently, agendas for regular Council meetings are published Thursday by 4:00 pm and addendums are published Monday by 11:00 am. The proposed change would have agendas published on Wednesdays and the addendum on Fridays.
- The current practice of publishing the addendum by 11:00 am on the day of the meeting provides Staff with very little time to prepare all necessary documentation.
- Adjusting the addendum publishing date allows Staff more time to review documentation and will result in fewer errors on the agenda.
- Council will have more time to prepare for the meeting with the proposed change to Wednesday and Friday.

Amendment #6

Change deadline for delegations related to items on agendas

Rationale:

- To align with the proposed changes of the Agenda/Addendum publishing days, the deadline for delegation requests would be changed from 11:00 am Monday to 11:00 am Friday.
- This adjustment would align with Staff processes to include delegation requests in the addendum.
- Late delegations would still be able to send a request through to Council directly.

Amendment #7

Change process for delegations not related to agenda items

Rationale:

- Currently, delegations not related to agenda items can apply to speak at a Committee of the Whole (COW) meeting.
- With the proposed change eliminating COW's, Staff recommend that Council use the "Delegations" heading on the Regular Council meeting agenda.
- Staff propose allowing up to a maximum of four delegations unrelated to agenda items at each meeting, on a first-come-first-serve basis.
- Delegations from the same organization will be given five minutes total to present.

Amendment #8

Delegations speaking to consent items

Rationale:

- In this proposed amendment, when a delegation is permitted to speak to a consent item the item will be removed from the list of consent items, the delegation heard, and then the item will be voted on separately from other consent items.
- There are certain matters to which delegations will not be permitted to speak (ie – of a legal or personal nature).

Amendment #9

Consent Items

Rationale:

- Changes to the City's financial plan, annual municipal report or strategic plans are commonly dealt with at the committee level prior to being presented to Council.
- As Committee recommendations are included in the consent items section of the agenda, Staff recommend changing the bylaw so that changes to these items may be considered.
- Adoption of these items would still not be considered under consent items.
- For example, recommendations from the Finance and Audit Committee to add an item to the Financial Plan would be included in Consent Items, but adoption of the Financial Plan would not be included.

Amendment #10

Committee Delegation Timelines

Rationale:

- There is currently no process in place for addressing delegation requests for committees.
- With this amendment, delegation requests for committees will be reviewed by the Corporate Officer and placed on the agenda of the appropriate committee based on content.
- Requests must be received by 11:00 am ten (10) days prior to the meeting.

Amendment #11

Public Hearing Process

Rationale:

- The Procedure Bylaw current does not include guidelines for Public Hearings.
- The addition of Public Hearing guidelines will provide direction and clarity regarding the public hearing process.
- Future amendments regarding public hearings may be brought forward at a later date.

Procedure Bylaw - Next Steps

Recommendation:

That the Governance and Priorities Committee recommend that Council proceed with three readings and adoption of "Council Procedure Amendment Bylaw 2019 No. 7272.01" as presented.

- Three readings October 7th
- Public Notice
- Adoption October 21st
- Effective November 1st



Questions?



Agendas Committee






Agendas Committee

Council agendas

- Committee recommendations
- Legislated items with a specified timeframe
- Reports requested by Council
- Emerging issues of an urgent nature

Finance & Audit agendas

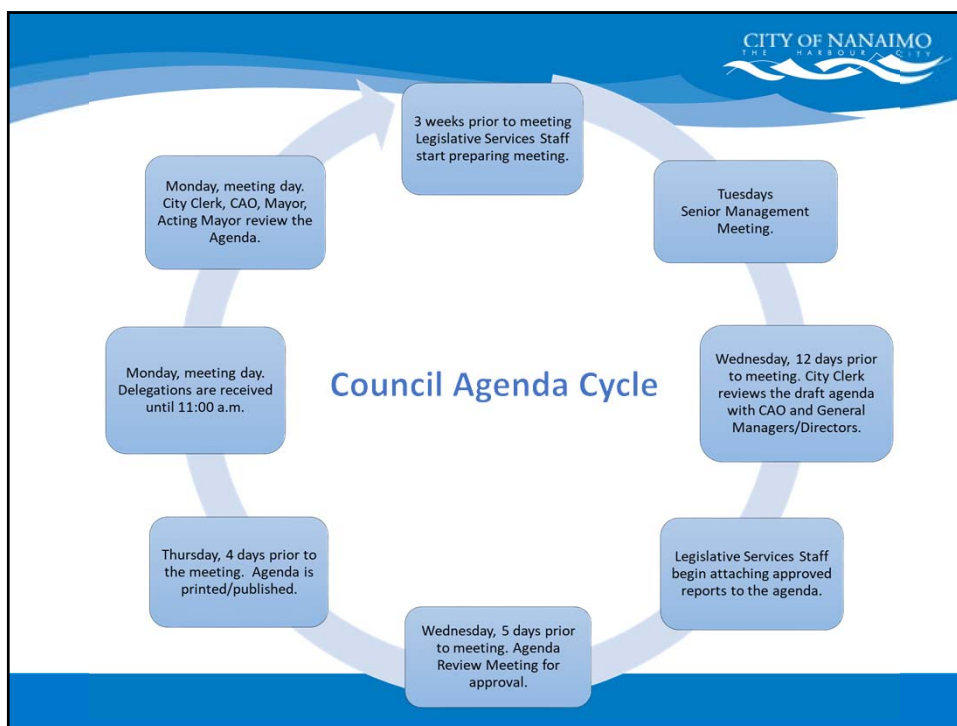
- Increases to project budgets
- Funding requests for City projects
- Funding requests to community organizations
- Recommendations of best practices
- **Time sensitive**



Agendas Committee

Potential Challenges:

- Would overlap responsibilities between the Agendas Committee and the GPC.
 - The GPC is required to “act as an advisory to Council by discussing and considering all governance issues prior to being placed before Council”
- Legislative & administrative requirements of committees would apply and result in a backlog of reports and unnecessary delays
- The *Community Charter* does not allow Staff to take direction from individual Council members through an “informal” committee
- An unintended consequence of striking an agendas committee may be that items members of Council on the committee do not want brought forward, for which ever reason, would be deferred.




Agendas Committee

Recommendation


- Continue to review list of potential topics for discussion at each GPC meeting
- Items not on the list can be proposed by the GPC via motion
- Recommendations can be made regarding the order of topics and the corresponding meeting dates

As all members of Council sit on the GPC, this allows all of Council to participate in the discussion regarding issues they would like to see come forward



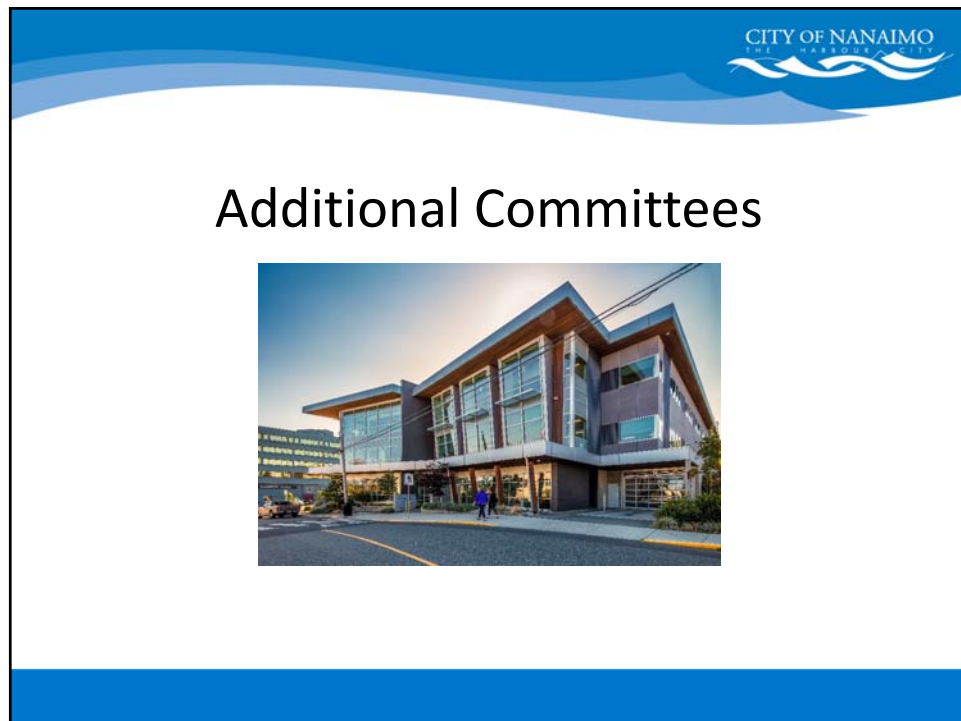
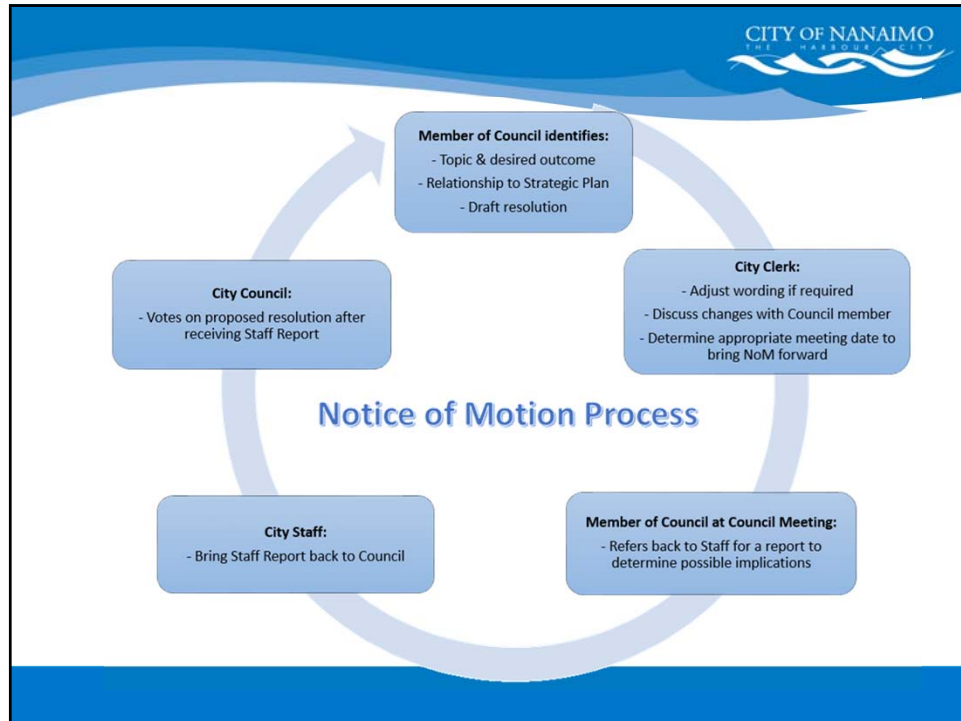
Notice of Motion Policy





Notice of Motion Policy

- Notice of Motion
 - Parliamentary tool used to introduce a motion to Council
 - “Council Procedure Bylaw 2018 No. 7272” outlines process to follow at a meeting
- Policy
 - Intended to be used prior to introduction of a notice of motion at a meeting
 - Focuses on pre-meeting preparation
 - Provides guidelines to identify and assess intended and unintended implications of a motion and report on implications through a staff report
 - Outlines duties of:
 - Members of Council
 - City Clerk
 - City Staff



Committees to Come...

1. Economic Development Steering Committee
2. Official Community Plan Steering Committee

Terms of References for both Committees will be brought forward at a future meeting



Nanaimo Youth Advisory Council

- History of the Council:
 - Formed in 2014
 - Youth perspective on municipal issues
 - Currently not meeting
- Current engagement opportunities:
 - Direct community programming
 - Leadership development opportunities
 - Advocacy
 - Events



Nanaimo Youth Advisory Council

- Challenges:
 - Consistent meeting date
 - Current members appear to be drawn from youth with higher access to resources and support
 - Youth may not be fully representative of diversity of youth in our community
- Recommendation:
 - Dissolve Nanaimo Youth Advisory Council
 - Continue to engage youth in the methods noted

Advisory Committee on Accessibility & Inclusiveness

Mandate

To identify potential barriers within existing and proposed City plans, policies, bylaws and infrastructure and make recommendations to ensure that they are inclusive and accommodating to citizens of all ages, abilities and walks of life.

- ✓ Identify barriers and best practices
- ✓ Make recommendations for improvements
- ✓ Review City plans, policies and procedures
- ✓ Assist in developing a strategy for increased engagement & public awareness



Advisory Committee on Accessibility & Inclusiveness

- New Committee proposed with a Terms of Reference provided for Council's consideration
- Membership consisting of two Council members plus two citizens-at-large and key representatives from various agencies/groups including:

✓ Child Development Centre	✓ Nanaimo Association for Community Living	✓ Nanaimo Youth Services Association
✓ Island Health	✓ Nanaimo Pride Society	✓ School District 68
✓ Multicultural Society	✓ Nanaimo Seniors Task Force	✓ United Way of Central Vancouver Island

Meeting Resources



Committee Meeting Resources

Administrative Support:

- Every 1 hour that a committee meets equals approximately 2-3 hours of pre-meeting prep and 2-3 hours of follow up work for administrative support staff.
- Typically committee/task force meetings are scheduled outside of regular work hours.
 - Accommodates committee members schedules
 - Additional costs as Staff are paid overtime rates to attend
 - Daytime meetings take Staff away from other workload



Committee Meeting Resources

Locations and Catering:

- 2 Boardrooms available – Services and Resource Centre and Human Resources (HR) Training Room.
 - These rooms are frequently used and availability is limited
 - HR Training Room is not wheelchair accessible
- Coffee and snacks provided for most meetings at additional costs.



Committee Meeting Resources

- Committees require at least one member of Council in their membership.
- Due to scheduling conflicts between the following:
 - *Council*
 - *Committee*
 - *Regional District of Nanaimo (RDN) Board meetings*
 - *RDN Committee meetings; and,*
 - *Chamber of Commerce luncheons*
 only 5 meeting times are available each month for additional committees to meet.
- Meeting dates and times for the new Environment Committee and the following proposed committees will be based on the availability within those 5 times:
 - Economic Development Steering Committee
 - Official Community Plan Steering Committee
 - Advisory Committee on Accessibility and Inclusiveness



Questions?



DATE OF MEETING | SEPTEMBER 30, 2019 |

AUTHORED BY | SKY SNELGROVE, STENO COORDINATOR/DEPUTY CORPORATE OFFICER |

SUBJECT | **AMENDMENTS TO “COUNCIL PROCEDURE BYLAW 2018 NO. 7272”** |

OVERVIEW

Purpose of Report

To provide the Governance and Priorities Committee with the draft “Council Procedure Amendment Bylaw 2019 No. 7272.01” for approval. |

Recommendation

That the Governance and Priorities Committee recommend that Council proceed with three readings and adoption of “Council Procedure Amendment Bylaw 2019 No. 7272.01” as presented.

BACKGROUND

In October 2018 Council adopted “Council Procedure Bylaw 2018 No. 7272” which established the rules of procedure for Council, Committee of the Whole (COW) and Committee meetings. Since adoption of the bylaw and working through new procedures, Staff have identified a number of amendments that are necessary in order to streamline the administrative process related to meeting preparation and to reflect Council’s direction regarding the conclusion of the Committee of the Whole.

Prior to October 2018 and the adoption of “Council Procedure Bylaw 2018 No. 7272”, staff undertook an extensive public engagement process that included roundtable discussions facilitated by a consultant where interested members of the public attended and provided their input on the bylaw. Many of the changes incorporated in the bylaw were suggestions from that session. Direction from Council regarding moving forward with a new governance model have been incorporated into the amendment bylaw. The intent of bringing this amendment bylaw forward is to address operational deficiencies and logistical issues that staff have identified as inefficient while working within the parameters of the bylaw for the past 11 months.

Staff requested feedback from the Committee of the Whole regarding the proposed amendments at the 2019-JUL-15 Committee of the Whole Meeting. The Committee of the Whole deferred consideration and requested that the Governance and Priorities Committee review the amendment bylaw. Due to the engagement process noted above staff do not recommend the entire bylaw be reviewed at this time. |

DISCUSSION

A summary of the significant changes and their rationale is provided. A full listing of the amendments can be found in the attached amendment bylaw (Attachment A). If the GPC recommends that Council approve the bylaw, it will be brought forward for three readings to a future Council meeting, public notice provided in accordance with the *Community Charter*, then presented to Council for adoption.

1. Remove all references to the Committee of the Whole.

At Council's meeting 2019-APR-29, Council adopted the Governance and Priorities Committee (GPC) Terms of Reference. The purpose of the Governance and Priorities Committee is to enable members of Council to review upcoming and important issues with members of City Staff. This committee will replace the Committee of the Whole, which is no longer needed.

2. Add definition "Task Force"

Council has expressed an interest in using task forces as a means to accomplish Council directed projects within a specific time frame.

3. In Camera Council Meeting Start Time

In Camera Council meetings are currently scheduled to commence at 4:00 p.m. Staff must prepare meeting time change notices to change the start time of In Camera meetings when they do not start at 4:00 p.m. Most of these meetings have been changed to 4:30 p.m., therefore amending the bylaw to reflect the 4:30 time change means fewer steps in the meeting preparation process.

4. Add clause that no Regular Council Meetings will be held in August

This change will follow the current practice of cancelling the majority of meetings held in August to allow for a summer break. If the bylaw is approved, the Key Date Calendar, adopted annually, will reflect this change. This change aligns with the Regional District of Nanaimo's regular board meeting schedule. Special meetings may still be held, if required.

5. Agenda/Addendum Publishing Day

Currently, agendas for regular Council meetings are published Thursday by 4:00 p.m. and addendums, listing any changes since publication, are published on Monday by 11:00 a.m. The agenda is proposed to be published on Wednesdays and the addendum published on Fridays, prior to the Monday meeting. The current practice of publishing the addendum after 11:00 a.m. on the day of the meeting provides Staff with a limited window to prepare all necessary documentation in a thorough manner, prior to the commencement of the In Camera meeting in the early evening. Adjusting the addendum publishing date allows Staff more time for review of documentation and fewer errors in the agenda. Council will have more time to prepare for the meeting by reviewing any changes listed on the addendum on Friday.

6. Delegations related to items on agendas:

In order to publish delegation requests which are received after the agenda is published and distribute them to Council on the addendum, it is necessary to adjust the delegation deadline for regular Council meetings from 11:00 a.m. Monday to 11:00 a.m. Friday, prior to the meeting. The adjustment provides for a shorter window for delegations to sign up; however, it better aligns with Staff processes to include delegation requests in the addendum and for Council to be informed.

7. Delegations not related to agenda items:

Currently delegations not related to agendas items are directed to apply to speak at a Committee of the Whole meeting. As the Committee of the Whole will be dissolved, Staff recommend that Council utilize the "Delegations" heading on the Regular Council meeting agenda and include a maximum of four delegations unrelated to agenda items, at each meeting. Sign up will be on a first come first serve basis. No change is proposed for a limitation of delegations regarding agenda items. Including delegations on Council meeting agendas allows the public an opportunity to speak to Council on matters of importance to them and allows for the continued engagement in the absence of the Committee of the Whole meeting.

The limitation of four delegations stems from the schedule where Council meetings are held on the first and third Monday of the month. The current meeting schedule provides for a 14 week break between July and October and no Committee of the Whole meetings were held. As of September 25, 2019 staff received only two delegation requests for a Committee of the Whole meeting during that period.

During the first seven months of the year, delegation requests averaged 5 delegations per meeting. This can be accommodated by providing 4 opportunities per meeting for delegations to speak. With the increase of other engagement opportunities staff believe this is sufficient.

A further change is recommended to prevent the loophole where delegations from the same organization sign up individually in order to have more time to speak. Delegations from the same organization or group will be given five minutes for their organization or group to present, instead of multiple individual five minute presentations.

8. Delegations regarding consent items:

A clause has been added to the bylaw that provides a procedure to follow when a delegation is permitted to speak to a consent item. The consent item will be removed from the consent items list, the delegation will be heard, and then the consent item will be voted on separately from other consent items.

In addition to the sections already included in the Bylaw, Council will not permit delegations to speak to the following items:

- matters for which legal proceedings have commenced against the City on which judgement has not been rendered;
- solicitation of goods or services;
- personal or personnel matters about an individual;

- matters that are or have been the subject of a claim for damages against the City of Nanaimo;
- matters that are outside the mandate or jurisdiction of Council;

9. Consent Items

The current bylaw states that items pertaining to changes to the financial plan, annual municipal report or changes to strategic plans will not be included in consent items. These items are commonly dealt with at the committee level prior to presentation to Council. Committee recommendations are included in the consent items section of the agenda to be voted on. Staff recommend changing the bylaw so that adoption of these items may not be considered under consent items, but changes to these items may be considered.

10. Committee Delegation Timelines

Delegation requests for committees will be reviewed by the Corporate Officer and placed on the agenda of the appropriate committee based on content of request. Requests must be received by 11:00 am 10 days prior to the meeting.

11. Public Hearing Process

The addition of Public Hearing guidelines provide direction and clarity regarding the public hearing process. In the future staff may bring forward future amendments related to public hearing procedures.

NEXT STEPS:

If the Governance and Priorities Committee recommends that Council approve the bylaw, the bylaw will be brought forward for three readings then adoption. At a subsequent meeting staff will bring forward the 2020 Key Date Calendar for approval. The key date calendar will reflect the amendments in the bylaw related to meeting scheduling. The Key Date Calendar must be adopted by December 31, 2019.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council proceed with three readings and adoption of "Council Procedure Amendment Bylaw 2019 No. 7272.01" as presented.
 - The advantages of this option: If the GPC recommends that Council give three readings to the amendment bylaw as presented the suggested changes will update the "Council Procedure Bylaw 2018 No. 7272" and provide clarity on changes to Council meetings. These amendments are consistent with Staff's practices and support thorough review of agenda material. The changes provide clear instructions on how to process delegation requests (not related to agenda items) following the termination of the COW Meetings.

- The disadvantages of this option: The change of dates and times of agenda processing would require a period of adjustment for Council, staff and the public.
2. That the Governance and Priorities Committee recommend that Council not proceed with amendments to "Council Procedure Bylaw 2018 No. 7272".
- The advantages of this option: If the GPC does not recommend that Council proceed with the amendment bylaw Staff will request further direction.
 - The disadvantages of this option: If the GPC does not recommend that Council proceed with the amendment bylaw the current "Council Procedure Bylaw 2018 No. 7272" will not be updated to reflect Council's desire to terminate the COW meetings or provide clarification on delegation requests, consent items, agenda publishing and public hearing procedures. The 2020 Council Key Date calendar is required to be adopted prior to December 31st and must align with the bylaw in place at time of adoption. Staff recommend that the bylaw come into force prior to approval of the key date calendar in order to avoid scheduling Committee of the Whole Meetings in 2020.

SUMMARY POINTS

- Consideration of "Council Procedure Amendment Bylaw 2019 No. 7272.01" was deferred by the Committee of the Whole on 2019-JUL-15.
- Staff have been working with the bylaw for the past 11 months and have identified areas of "Council Procedure Bylaw 2018 No. 7272" that need updating to improve efficiency and processes.
- The GPC is being asked to recommend that Council approve the bylaw amendment.

ATTACHMENTS:

Attachment A: Draft "Council Procedure Amendment Bylaw 2019 No. 7272.01"

Submitted by:

Sheila Gurrie
Director, Legislative Services

CITY OF NANAIMO

BYLAW NO. 7272.01

A BYLAW TO AMEND THE COUNCIL PROCEDURE BYLAW

WHEREAS the Council of the City of Nanaimo pursuant to Part 5, section 124 of the *Community Charter* must by bylaw, establish the rules of procedure for Council and committee meetings.

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as “Council Procedure Amendment Bylaw 2019 No. 7272.01”.

2. Amendments

“Council Procedure Bylaw 2018 No. 7272” is hereby amended as follows:

- (1) By replacing the definition of “COMMITTEE” in Section 2.1 as follows:

“COMMITTEE” means a Select Committee, a Standing Committee or other committee of Council.

- (2) By deleting the definition of “COMMISSION” in Section 2.1.

- (3) By deleting the definition of “COMMITTEE OF THE WHOLE” in Section 2.1.

- (4) By deleting the definition of “COW” in Section 2.1.

- (5) By adding the definition of “TASK FORCE” in Section 2.1 as follows:

“TASK FORCE” means a type of Select Committee that is created for a specific purpose identified by Council.

- (6) By deleting “COW” from the definition of “DELEGATION” in Section 2.1.

- (7) By deleting Section 3.1 in its entirety and substituting the following:

3.1 The provisions of this Bylaw will govern the proceedings of Council and Committees for the City.

- (8) By deleting Section 3.2 in its entirety and replacing it with the following:

3.2 In cases not provided for under this Bylaw the 11th Edition of Robert’s Rules of Order, as updated from time to time will apply to the proceedings of Council and Committees to the extent that those rules are:

- (a) applicable in the circumstances; and,

- (b) not inconsistent with the provisions of this Bylaw, the *Community Charter* or the *Local Government Act*.
- (9) By deleting the period at the end of Section 5.1 and adding the following at the end of the section:

“except when Council resolves to hold the meetings elsewhere.”
- (10) By deleting Section 5.2(b)(i) in its entirety and replacing it with the following:
 - (i) at 4:30 p.m. to proceed “In Camera”, if necessary, pursuant to section 90 of the *Community Charter*; and,
- (11) By deleting Section 6.3(b) and adding Sections 6.3(b) and 6.3(c) as follows:
 - (b) where a Council meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held, the meeting will be held on the following Monday; and
 - (c) not be held in August.
- (12) By deleting the period at the end of section 7.1, replacing the period with a colon and adding the following:
 - (a) posting a copy of the notice at the Shaw Auditorium located in the Vancouver Island Conference Centre, or other;
 - (b) posting a copy of the notice at the Public Notice Posting Places, and
 - (c) leaving one copy of the notice for each Council member in the to which the member has directed notices to be sent.
- (13) By deleting section 8.1 in its entirety and substituting the following:

8.1 Prior to a regular meeting, the Corporate Officer will have prepared an agenda setting out all the items for consideration at that meeting and deliver a copy of the agenda to each Council Member by Wednesday prior to the Monday meeting, where possible.
- (14) By deleting Section 8.4 in its entirety and substituting the following:

8.4 The Corporate Officer will make the agenda for a meeting available to the public by posting the agenda table of contents on the Public Notice Posting Place:

 - (a) on the Wednesday afternoon prior to the Regular Council meeting.
- (15) By adding Section 8.6 as follows:

8.6 Prior to a special meeting, the Corporate Officer will have prepared an agenda setting out all the items for consideration at that meeting and deliver a copy of the agenda to each member at least 24 hours before the meeting, where possible.

(16) By deleting Section 9.1(h)-(p) and substituting the following:

- (h) Consent Items
- (i) Delegations (unrelated to agenda items)
- (j) Reports
- (k) Bylaws (with no accompanying report)
- (l) Notice of Motion
- (m) Other Business
- (n) Question Period
- (o) Adjournment

(17) By deleting Section 9.2. in its entirety and substituting the following:

9.2 The order of proceedings and business for special meetings may contain the matters listed in Section 9.1.

(18) By deleting section 14.2 in its entirety and substituting the following:

14.2 The following matters should not be included under consent items:
(a) adoption of the financial plan;
(b) adoption of the annual municipal report; or,
(c) adoption of any strategic plans.

(19) By adding Section 14.5 as follows:

14.5 The Corporate Officer will remove consent items from the consent items list where a delegation has been permitted to speak to an item.

(20) By adding Section 14.6 as follows:

14.6 Where a consent item has been removed from the consent items list when a delegation has been permitted to speak to the item, the delegation and item will be considered immediately after the consideration of the remaining consent item recommendations.

(21) By deleting Section 16.2 in its entirety and substituting with the following:

16.2 This section will apply to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
(a) Committees;
(b) Parcel tax roll review panel;
(c) Board of variance; and,
(d) Task Forces

(22) By replacing the heading of Section 19.1 as follows:

“Delegations Pertaining to Council Agenda Items”

(23) By deleting section 19.1 in its entirety and substituting the following:

19.1 A Delegation requesting to appear before Council will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 a.m. the Friday prior to the Monday meeting.

- (24) By deleting section 19.2 in its entirety and substituting the following:

19.2 All presentations and handouts from Delegations must be received by the Legislative Services Department by 11:00 a.m. the Friday prior to the Monday meeting. No late presentations will be displayed at the meeting. Handouts must be no more than ten pages long.

- (25) By deleting Section 19.3 in its entirety.

- (26) By deleting Section 19.4(a) in its entirety and substituting the following:

19.4 (a) schedule a Delegation to a later Council meeting, or Committee meeting as deemed appropriate according to the subject matter of the written request;

- (27) By deleting Section 19.10 in its entirety and substituting the following:

19.10 Notwithstanding section 19.9, Delegations will be given 5 minutes total to make their presentation.

- (28) By deleting Sections 19.12 to 19.15 in their entirety and substituting with the following, after Section 19.11:

Delegations Unrelated to Agenda Items

19.12 Any Delegation requests that do not pertain to an item on the agenda shall be reviewed by the corporate officer and if appropriate placed on the next Council meeting agenda under the Delegations heading.

19.13 A maximum of four Delegations will be permitted regarding items not listed on a Council agenda. The order of Delegations will be the first three received, commencing 14 days prior to Delegation deadline.

19.14 Delegations regarding an item not on the Council agenda will be limited to 5 minutes for their presentation unless a longer time period is permitted by a motion passed by a majority vote of all of the Council Members present.

19.15 Council will not permit a Delegation to address Council regarding the following:

- (a) a bylaw in which a public or statutory hearing has already been held;
- (b) matters on which the City had commenced legal proceedings and on which judgment has not been rendered;
- (c) matters for which legal proceedings have commenced against the City on which judgement has not been rendered;
- (d) publicly tendered contracts or proposal calls for the provision of goods or services for the City between the time that such contract or proposal has been authorized and the time such contract or proposal call has been awarded either by Council or staff;
- (e) a hearing pertaining to an application, permit or license which has not yet been considered by Council;
- (f) other Delegation's requests;

- (g) soliciting of services or goods;
- (h) matters that are or have been the subject of a claim for damages against the City of Nanaimo;
- (i) personal or personnel matters about an individual; and/or
- (j) matters that are outside the mandate or jurisdiction of Council.

19.16 Multiple delegations from the same organization or group, regarding the same topic will be combined and have a five minute time limitation.

- (29) By deleting section 26.2 in its entirety and substituting with the following:

26.2 The Electronic Means used will enable Council Members to hear and be heard simultaneously and permits the public to hear the participation of all Council Members during the meeting.

- (30) By deleting "Part VIII - Committee of the Whole" in its entirety.

- (31) By deleting Section 42.1 in its entirety and substituting it with the following and moving it above the heading "Duties of Standing Committees":

42.1 This part applies, where applicable, to all Committees of the City.

- (32) By deleting the period at the end of 43.2 and adding the following:

at the date and time specified by Council or as soon as possible if the Council does not specify a time.

- (33) By deleting Section 47.1 in its entirety and substituting the following:

47.1 For items on the Committee agenda, staff will submit items for inclusion on the agenda to the Staff liaison by 11:00 a.m., 10 days prior to the Committee meeting.

- (34) By deleting Section 47.3 in its entirety and substituting the following:

47.3 Committee agendas will be published on a schedule determined by the Corporate Officer.

- (35) By adding to Section 48.1 a period after Committees and deleting "and Commissions."

- (36) By deleting from Section 50.2 "and Commissions".

- (37) By adding the following sections after section 50.3:

50.4 A Delegation requesting to appear before a Committee or Taskforce, will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 a.m. ten days prior to the meeting.

50.5 All presentations from Committee Delegations must be received by the Legislative Services Department by 11:00 a.m. ten days prior to the meeting. No late presentations will be displayed at the meeting.

50.6 Delegations requesting to speak before a Committee will be reviewed by the Corporate Officer and assigned to the appropriate Committee.

(38) By deleting the period at the end of 51.3(d) and adding the following:

“next meeting.”

(39) By deleting 51.4 in its entirety and substituting the following:

51.4 Subject to section 51.8, minutes of the open meetings will be available for public inspection at City Hall during regular office hours

(40) By adding Section 51.7 as follows:

51.7 In the absence of the Corporate Officer or Recording Secretary a motion passed by the majority of Council members present is required to permit members of staff or Council to take minutes.

(41) By adding Section 51.8 as follows:

51.8 Section 51.4 does not apply to minutes of a Council meeting from which person were excluded under Section 90 of the *Community Charter*.

(42) By adding Section 55.5 as follows:

55.5 The order of business at a Public Hearing shall be as follows:

- (a) Public Hearing is called to order;
- (b) Staff reports are identified;
- (c) Staff provide introductory presentations;
- (d) Applicant details their application;
- (e) Chair calls for any person to be heard or present a written submission;
- (f) Correspondence received at the Public Hearing is identified and read by Council.

(43) By renumbering each section in numerical order, as necessary.

(44) By capitalizing all defined terms and removing capitalization from undefined terms.

3. Effective Date

This Bylaw shall take effect on 2019-NOV-01.

PASSED FIRST READING: _____
PASSED SECOND READING: _____
PASSED THIRD READING: _____

Notice of intention to proceed with this bylaw was published on the ____ day of _____ and on the ____ day of _____ in the Nanaimo News Bulletin circulating in the City of Nanaimo, pursuant to Section 94 of the *Community Charter*.

ADOPTED: _____

MAYOR

CORPORATE OFFICER

DATE OF MEETING | SEPTEMBER 30, 2019 |

AUTHORED BY | SHEILA GURRIE, DIRECTOR OF LEGISLATIVE SERVICES AND
SKY SNELGROVE, STENO COORDINATOR AND DEPUTY
CORPORATE OFFICER |

SUBJECT | **AGENDAS COMMITTEE** |

OVERVIEW

Purpose of Report:

To provide the Governance and Priorities Committee with a report regarding the Agendas Committee.

BACKGROUND

At the Governance and Priorities Committee (GPC) meeting held 2019-JUL-15, Staff presented the GPC with an agenda planning document in order to facilitate the coordination of meeting topics and dates. The purpose of the document was to provide the GPC with a list of topics as suggested by Staff for future GPC meetings and request that the GPC prioritize the order in which items would come before the committee. The GPC, by unanimous consent, approved nine meeting dates between July and December 2019 and asked Staff to explore an Agendas Committee. The committee was to consist of the Mayor, Acting Mayor, next Acting Mayor in rotation, CAO and City Clerk. |

DISCUSSION

In accordance with "Council Procedure Bylaw 2018 No. 7272" and the Council approved Committee Operating Guidelines, the Corporate Officer is responsible for preparing meeting agendas. In order to meet this obligation the Legislative Services Department has developed an operational process to ensure that reports are reviewed in a timely manner and included in the appropriate agenda. Until the agenda is presented to Council, preparation of the agenda is a largely operational process with limited options for council input.

Items on Regular Council agendas are either recommendations previously approved by committees, legislated items that must be brought before Council within a specified timeframe, reports requested by Council or emerging issues that are urgent in nature and should not be delayed.

Finance and Audit Committee agendas contain reports which:

- provide notification of increases to project budgets,
- request funding expenditures for City projects,

- recommend the allocation and disbursement of funding requests to community organizations,
- recommend to Council best practices that ensure integrity of financial statements,
- recommend best practices and policies relating to community investment for Council's consideration with regard to general financial grants to community organizations and non- statutory tax exemption (Permissive Tax Exemptions under Section 224 and 227 of the *Community Charter*)

Finance and Audit Committee agenda items are usually time sensitive and projects may be compromised if reports are deferred to future meetings after they are ready to present to the committee. Based on the above, Staff do not recommend Finance and Audit or Council agendas be included in an agendas committee, should that be the direction from Council.

Staff recommend that at each Governance and Priorities Committee meeting, the GPC have the opportunity to review the future GPC schedule and make decisions, by resolution, for future agenda topics. In addition, staff will continue to bring forward work plan issues which require council briefing and/or discussion in a committee format.

As with all committee recommendations, that recommendation would be forwarded to Council for final approval. Staff brought this process forward for the first time at the July 15, 2019 GPC Meeting. Staff recommend Council continue to bring forward to each meeting the updated list of topics for the GPC's consideration. All members of Council sit on the Governance and Priorities Committee, which allows all of Council to be aware of GPC agenda planning and participate in discussion regarding issues they would like to see come forward.

If an agendas committee were to be struck there may be overlapping responsibilities between the agendas committee and the GPC. The Terms of Reference for the Governance and Priorities Committee state that the GPC is required to "Act as an advisory to Council by discussing and considering all governance issues prior to being placed before Council."

A logistical challenge of using an agenda committee or task force format to review agendas is that all City of Nanaimo committees are required to have notice of meetings posted, agendas and minutes published and prepared. This is to provide transparency to the public and have a record of the meeting. In an agendas committee context, this means that prior to reviewing items for Council agendas an agenda's committee agenda would need to be created. A recording secretary would need to attend the meeting to take minutes and any recommendations regarding agenda content would be forwarded to a Council meeting for approval, prior to an item being included in a Council agenda. Staff anticipate that this would create a backlog of reports and unnecessary delays.

Council's ability to strike an informal agendas committee or working group is limited as the *Community Charter* does not provide this option of governance. Direction to Staff is given through motions made by Council as a whole, and Staff are not able to take direction from individual Council members. Furthermore, an agendas committee limits all of Council from participating in agenda planning due to the composition of the proposed committee.

Staff contacted Abbotsford, Campbell River, Saanich, Victoria and Whistler to determine if comparable practices exist elsewhere. None of the municipalities had a similar committee.

CONCLUSION

Due to logistical and legislative restrictions Staff recommend that Council continue to utilize the Governance and Priorities Committee meetings for GPC agenda planning.]

SUMMARY POINTS

- Council directed staff to bring forward options for an agendas committee.
- Staff found logistical and legislative issues regarding the committee.
- Staff recommend the Governance and Priorities Committee continue to update and schedule the list of potential topics to be brought forward to the GPC.

Submitted by:]

Sheila Gurrie
Director, Legislative Services]

DATE OF MEETING | SEPTEMBER 30, 2019 |
AUTHORED BY | SKY SNELGROVE, STENO COORDINATOR AND DEPUTY
CORPORATE OFFICER |
SUBJECT | COUNCIL POLICY – NOTICE OF MOTION |

OVERVIEW

Purpose of Report

To provide the Governance and Priorities Committee with a Notice of Motion policy for approval.

Recommendation

That the Governance and Priorities Committee recommend that Council approve the Notice of Motion Policy.

BACKGROUND

A Notice of Motion is a parliamentary tool used by governing bodies to provide introduction for a motion regarding new business of a complex nature, prior to a vote taking place at a subsequent meeting. Section 11.1 of “Council Procedure Bylaw 2018 No. 7272” specifies the procedures that must be followed to introduce a Notice of Motion:

Notice of Motion

- 11.1 A Council Member may give a notice of motion respecting an item which he or she intends to present at a future meeting by reading it aloud and providing a copy of the notice of motion to the Chair and the Corporate Officer either before or during the meeting.
- 11.2 The Corporate Officer will include the notice of motion under the notice of motion section in the minutes and will place the notice of motion with any relevant background information under other business on the agenda for the next meeting or another future meeting as requested by the Council Member who presented the notice of motion.
- 11.3 If the Council Member who presented the notice of motion is not in attendance at the meeting when the subject of that notice of motion is brought forward, the notice of motion will be postponed to the next meeting at which the Council Member who submitted the notice of motion is in attendance.

Council has identified Governance Excellence as a strategic theme in the 2019-2022 Strategic Plan. Approval of this policy supports Council's identified goal of ensuring the City is "structured and resourced for expeditious, high quality decision making and action...". Staff recommend a notice of motion policy to provide a guideline to identify and assess intended and unintended implications of a motion. Implications may be financial, administrative, policy, legal or otherwise in nature. The policy provides clarity to members of Council regarding the notice of motion process.

DISCUSSION

The Notice of Motion policy (Attachment A) addresses the steps for members of Council to take prior to introduction of a notice of motion at a meeting.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council approve the Notice of Motion Policy.
 - The advantages of this option: Council and staff will have a clearly identified process to follow regarding Notice of Motions.
 - The disadvantages of this option: Notice of Motions may be delayed when coming forward to Council due to the background work required by the policy.
 - Financial Implications: None identified at this time.
2. That the Governance and Priorities Committee recommend amendments to the Notice of Motion Policy.
 - The advantages of this option: The Governance and Priorities Committee would provide direct input into the policy.
 - The disadvantages of this option: Depending on the amendments the effectiveness of the policy may be reduced.
 - Financial Implications: None identified at this time.

SUMMARY POINTS

- Staff have identified a need for a Notice of Motion Policy.
- The intent of the Policy is to provide for a method to identify and assess intended and unintended implications of a motion.
- The Governance and Priorities Committee is requested to recommend that Council approve the Policy.

ATTACHMENTS:

Attachment A: Notice of Motion Policy

Submitted by:

Sheila Gurrie
Director, Legislative Services

ATTACHMENT A



Section:	ADMINISTRATION	01
Subsection:	COUNCIL	0550
Title:	NOTICE OF MOTION POLICY	01

POLICY

A Notice of Motion is the tool that Council members use to bring topics forward for consideration at a Council meeting. Prior to a member of Council bringing forward a notice of motion, it is recommended these steps be followed:

1. Member of Council identifies:
 - Topic
 - Desired outcome
 - How the resolution adheres to guiding principles in the 2019-2022 Strategic Plan
 - Draft resolution and forwards to the City Clerk, copying Mayor and Council and the CAO
2. The City Clerk:
 - Adjusts wording if required and discusses changes with member of Council
 - Determines appropriate meeting date to bring notice of motion forward
3. Member of Council at City Council Meeting:
 - Refers back to Staff for a report to determine implications, including financial, policy, administrative, legal etc.
4. City Staff:
 - Reports back to Council with a Staff Report outlining any potential implications that may apply to proceeding with the resolution
5. City Council:
 - Votes on proposed resolution after receiving Staff Report on subject matter

REASON FOR POLICY

This policy provides a process for members of Council to follow prior to drafting a notice of motion for presentation to Council. The notice of motion process during a meeting is outlined in Section 11 of "Council Procedure Bylaw 2018 No. 7272" as amended from time to time.

AUTHORITY TO ACT

Retained by Council.

PROCEDURE

Date: 201X-XXX-XX Approved by: Council / In Camera Council

DRAFT

DATE OF MEETING September 30, 2019

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR/DEPUTY CORPORATE OFFICER

SUBJECT NANAIMO YOUTH ADVISORY COUNCIL

OVERVIEW

Purpose of Report

To present for the Governance and Priorities Committee's consideration options and a recommendation regarding the Nanaimo Youth Advisory Council.

Recommendation

That the Governance and Priorities Committee recommend that Council dissolve the Nanaimo Youth Advisory Council.

BACKGROUND

The Nanaimo Youth Advisory Council (NYAC) was formed in 2014. The mandate of the NYAC is to provide Mayor and Council with a youth perspective on municipal issues. The NYAC was struck to provide input and advice to City staff as requested, and seek to involve and inform the young people of Nanaimo on issues that affect them and the community as a whole.

The City is of the opinion that youth should be encouraged and given the opportunity to make positive contributions to their communities, to take a leading roles in issues which affect their lives and that an investment in young people is an investment in the future.

Currently NYAC is not meeting, pending direction from Council. When the committee was meeting Staff found it challenging to find a consistent meeting date and time that suited all NYAC members due to commitments related to extra curricular activities and schedules.

Furthermore, there is the challenge that the Youth who applied for and who were selected to be on the NYAC appear to be drawn from youth with higher access to resources and support that enable them to both apply for and to participate in such a committee. As such, due to the selection process these youth may not be fully representative of the diversity of youth in our community, particularly youth who face higher levels of vulnerability.

Youth in Nanaimo are currently engaged in a variety of ways, such as:

Direct Programming

- Community Based (babysitter training, badminton, cooking, makeup, rowing, paddle boarding, fencing, science and technology camps, guitar)
- Drop in programs (Spare Blox/Youth Lounge)
- Arena based (RecSkate, RecFigure, hockey fundamentals, adaptive hockey, power skating)

- Aquatic based (Red Cross lessons, Junior Lifeguard Club, bronze cross/medallion, National Lifeguard Service [NLS], Water Safety Instructors [WSI])

Leadership Development Opportunities

- Leaders in Training and Quest programs (about 150 participants per year) with numerous community partners (37 unique agencies in 2015 including Loaves and Fishes, School District 68 [SD 68], Boys and Girls Clubs of Central Vancouver Island, Vancouver Island University [VIU], Child Development Centre)
- Jr. Leaders in Training summer camp
- Babysitter Training

Advocacy

- Youth Advocates committee - called "...the most functional cross-sectoral table in Nanaimo" (monthly, Sept-May). Members from Ministry of Child and Family Development (MCFD), Nanaimo Aboriginal Centre, Boys and Girls Club, Big Brothers Big Sisters, Tillicum Lelum, Rainbows, Haven, Hospice, Discovery, Edgewood, SD 68, Foodshare, Immigrant Welcome Centre,

Community Development/Outreach

- Upcoming partnerships with SD 68 (diversity dance, learning alternatives)
- "Stop Worrying about Stress and Anxiety" – Cognitive Behavioral Therapy (CBT) group led by Dr. Poteryko
- Youth Lounge at Nanaimo Aquatic Centre – in partnership with Boys and Girls Club
- Spare Blox – hosted in 2 community schools and Oliver Woods Community Centre
- Social media including Youth Nanaimo Facebook, Twitter and Instagram
- Youth Resource Guide

Events

- Youth Week (May 1-7)
- Planning to participate in "Youthapalooza" this fall – youth event focusing on mental health

Culture Initiatives

- Youth Poet Laureate
 - High school poetry contest

Engagement Strategy

The 2020 Strategic Plan review will include youth engagement and staff have initiated projects with both VIU Masters in Planning Classes and an individual student to get feedback on how to best to engage youth on major projects. The individual student will review best practices for youth engagement in other municipalities and provide recommendations to support improved youth engagement for future City of Nanaimo projects and events.

Advisory Committee on Accessibility and Inclusiveness

The new Committee on Accessibility and Inclusiveness allows for youth membership and seeks input from youth on a variety of topics with respect to policies, bylaws, and other initiatives and projects the City of Nanaimo undertakes.

Other Engagement Opportunities

Staff will continue to seek youth engagement opportunities in a way that youth prefer to engage, outside of a committee format, in all of our program and activities. Staff will bring recommendations forward to Council as these opportunities arise.

DISCUSSION

Staff recommend that all committees struck relate to the 2019-2022 Strategic Plan. Council has not identified youth issues as a theme in the Strategic Plan, however, Staff encourage the continuation of input from youth in the broader community. Encouraging youth to participate in their community in the avenues noted above fosters a sense of belonging. Staff have drafted terms of reference for Council approval for an accessibility and inclusiveness committee which includes a position for a youth representative.

OPTIONS

- Option 1 – That the Governance and Priorities Committee recommend that Council direct Staff to dissolve the Nanaimo Youth Advisory Council.
 - The advantages are: Staff resources will be reallocated to support existing and future committees. Youth will be engaged using other methods.
 - The disadvantages are: Dissolving the NYAC extinguishes the direct link between youth and Council.
 - Financial Implications: Funds set aside for NYAC would be redistributed to other projects.
- Option 2 – That the Governance and Priorities Committee recommend that Council direct Staff to resume meetings of the Nanaimo Youth Advisory Council.
 - The advantages are: Council will have a direct link to youth through the youth council.
 - The disadvantages are: Depending on members' availability, a call for new members may be required. Staff resources which could be allocated to future committees will be unavailable.
 - Financial Implications: Funding for the youth council is currently in the budget. No further financial implications are expected.
- Option 3 – That Council provide alternate direction regarding the Nanaimo Youth Advisory Council.

SUMMARY POINTS

- The NYAC is not currently meeting, pending Council's decision regarding the future of the committee.
- Staff recommend that NYAC be dissolved.
- The City engages youth in variety of ways related to direct programming, leadership development opportunities, advocacy, events and community outreach.
- A youth representative position will be included in the terms of reference for the accessibility and inclusiveness committee.

ATTACHMENTS

Attachment A – Nanaimo Youth Advisory Council Terms of Reference

Submitted by:

Sheila Gurrie
Director of Legislative Services

Concurrence by:

Richard Harding
Director of Parks, Recreation and Culture



**NANAIMO YOUTH ADISORY COUNCIL
TERMS OF REFERENCE**

(adopted 2014-MAY-05)

(amended 2015-AUG-17)

Purpose

The mandate of the Nanaimo Youth Advisory Committee (NYAC) is to provide Mayor and Council with a youth perspective on municipal issues. The NYAC will also provide input and advice to City staff as requested and will seek to involve and inform the young people of Nanaimo on issues that affect them and the community as a whole.

Values

The City of Nanaimo believes that:

- Youth are integral parts of the community and, like all residents, have inherent rights and responsibilities;
- Youth should be encouraged and given the opportunity to take a leading role in issues which affect their lives;
- Youth are able to make positive contributions to their communities; and,
- That an investment in young people is an investment in the future.

Composition of Youth Advisory Council

The NYAC will be comprised of:

- 12 youth between 15 and 24 years of age;
- 2 youth between 15 and 24 years of age from Snuneymuxw First Nation; and,
- 1 member of Nanaimo City Council.

Prospective members will be identified by soliciting applications through advertising in local newspapers and with additional efforts made to create awareness by connecting directly with youth based school groups at the secondary school and University level.

Membership in the NYAC should, where possible, represent the range of diverse individuals that live in and make up the community of Nanaimo. Members must be residents of Nanaimo. All members shall serve without remuneration. The City Council may appoint new voting members at any time to fill vacancies.

Meeting agendas, minutes and reports will be prepared and distributed with the assistance of City staff.

Appointment and Term

The NYAC members will be appointed by Council and will serve a two year term.

Structure

A Chair and Vice Chair are to be selected by the voting members each term.

Meetings

The NYAC will meet monthly, and a minimum of two times each year with Mayor and Council. Additional meetings will be scheduled so as to accommodate the academic calendar and the meeting schedule will be determined in advance for each calendar year in consultation with members and elected officials.

Meetings will be held at City Hall, 411 Dunsmuir at a time appropriate to the scheduling needs of youth members.

A quorum is 7 or more members, excluding staff and elected officials.

In order to be relevant and topical to youth and City Council, members of the NYAC will develop an agenda for their meetings based on items drawn from past or upcoming Nanaimo City Council meetings. In addition, other topics not covered by City Council can be added to the NYAC agenda by youth, elected officials or City staff.

Authority

The NYAC may make recommendations to Council which are non-binding, and may include requests for financial support for specific actions.

See also:

- Terms of Reference for Advisory Committees
- Council Procedure Bylaw

DATE OF MEETING September 30, 2019

AUTHORED BY NATALIE SPONAUGLE, LEGISLATIVE SERVICES CLERK

SUBJECT ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS

OVERVIEW

Purpose of Report

To provide the Governance and Priorities Committee with a draft Terms of Reference for the establishment of an Advisory Committee on Accessibility and Inclusiveness.

Recommendation

That the Governance and Priorities Committee recommend that Council establish an Advisory Committee on Accessibility and Inclusiveness and adopt the associated Terms of Reference as presented in the report titled "Advisory Committee on Accessibility and Inclusiveness" dated 2019-SEP-30.

BACKGROUND

On 2019-JUN-17, Council adopted their 2019-2022 Strategic Plan, which includes a vision for a community that is "livable, environmentally sustainable and full of opportunity for all generations and walks of life."

This desire to build a community that is accessible and inclusive to all has been echoed in many of the discussions that have taken place around the Council table over the past number of months. With this in mind, Staff have prepared a draft Terms of Reference for an Advisory Committee on Accessibility and Inclusiveness (ACAI) for Council's consideration.

With Council's endorsement of the draft work plan and guiding principles for the 2020 strategic policy development process at their meeting held on 2019-SEP-09, Staff recognize an opportunity to have the ACAI be engaged in this process as part of their mandate. Having this committee in place can help ensure that potential barriers to accessibility and inclusion are identified and recommendations for improvements can be made.

DISCUSSION

The membership outlined in the draft Terms of Reference for the Advisory Committee on Accessibility and Inclusiveness is structured to include two members of Council as well as key representatives from various agencies, groups and public bodies who have a vested interest in building a community that is both accessible and inclusive. It also includes two citizens-at-large who would be chosen based on their experience and involvement related to these matters.

While 13 members is a greater number than Staff would typically recommend to have sit on a committee, the intention with the ACAI is to engage with a cross-section of those representing individuals most affected by matters of accessibility and inclusion. The challenge here was including key stakeholders for this cause while ensuring that meetings will be both effective and productive.

The purpose of this committee is to promote social and political equity. The committee's mandate includes identifying barriers to accessibility and inclusion; making recommendations for improvements; participating in reviewing draft plans, policies and procedures; and assisting in developing a strategy for increased engagement and public awareness. The ACAI is structured to provide opportunities to assist Council in ensuring that our City is, in fact, a livable community for all.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council establish an Advisory Committee on Accessibility and Inclusiveness and adopt the associated Terms of Reference as presented in the report titled "Advisory Committee on Accessibility and Inclusiveness" dated 2019-SEP-30.
 - The advantages of this option: Establishing the ACAI reaffirms Council's commitment to their vision of ensuring that Nanaimo is a livable community for residents of all generations and walks of life. It also reinforces their key strategic themes of Livability and Governance Excellence.
 - The disadvantages of this option: Resources (such as staffing) may not be available for other potential committees.
2. That the Governance and Priorities Committee recommend that Council establish an Advisory Committee on Accessibility and Inclusiveness and direct staff to amend the draft Terms of Reference based on Council's vision for the Committee.
 - The advantages of this option: If the draft Terms of Reference does not capture Council's vision for the ACAI, this provides Council the opportunity to have the Terms of Reference amended to reflect Council's will.
 - The disadvantages of this option: Resources (such as staffing) may not be available for other potential committees.
3. That the Governance and Priorities Committee provide Staff with alternate direction. |
 - The advantages of this option: The GPC could recommend an alternate direction be taken to address issues related to accessibility and inclusion in our community.
 - The disadvantages of this option: Not establishing a formal Committee dedicated to accessibility and inclusion could hinder opportunities for increased awareness and action on matters related to this.

SUMMARY POINTS

- Council's Strategic Plan includes a vision for a community that is "livable, environmentally sustainable and full of opportunities for all generations and walks of life".
- Staff are proposing that an Advisory Committee on Accessibility and Inclusiveness (ACAI) be struck and a terms of reference outlining their mandate be adopted.
- The ACAI would undertake a number of initiatives such as identifying barriers to inclusion and accessibility and making recommendations for improvements.
- As part of their mandate, the ACAI could play an important role in providing oversight through the strategic policy development process to shed light on areas needing improvement.

ATTACHMENTS:

ATTACHMENT A: Terms of Reference for an Advisory Committee on Accessibility and Inclusiveness |

Submitted by:

Sheila Gurrie
Director, Legislative Services |

Concurrence by:

Jake Rudolph
Chief Administrative Officer |



TERMS OF REFERENCE

ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS

PURPOSE:

The purpose of the Advisory Committee on Accessibility and Inclusiveness is to promote social and political equity within existing and proposed City plans, policies, bylaws and infrastructure and make recommendations to ensure that they are inclusive and accommodating to citizens of all ages, abilities and walks of life.

The Advisory Committee on Accessibility and Inclusiveness will:

- Identify barriers to inclusion and accessibility and make recommendations as to how to remove these barriers;
- Identify best practices in other communities and make recommendations based on the findings to promote social and political equity;
- Participate in reviewing City of Nanaimo draft plans, policies and procedures to prevent the creation of barriers in the future;
- Assist in developing a strategy for engaging with the community on issues relating to accessibility and inclusiveness;
- Discuss other issues referred to the Committee by Council, the CAO, GM's or Directors; and,
- Work with Council to increase public awareness on issues related to accessibility and inclusion for all citizens.

MEMBERSHIP:

The Committee shall be comprised of thirteen (13) voting members:

- a) Two members of Council
- b) Nine members who are appointed from various agencies

The members must include:

- i) one member nominated by the Child Development Centre
- ii) one member nominated by Island Health, representing those working with persons with disabilities in the City of Nanaimo
- iii) one member nominated by the Multicultural Society

- iv) one member nominated by the Nanaimo Association for Community Living
 - v) one member nominated by the Nanaimo Pride Society, representing the LGBTQ2S+ community
 - vi) one member nominated by the Nanaimo Seniors Task Force
 - vii) one member nominated by the Nanaimo Youth Services Association
 - viii) one member nominated by the School District 68 School Board
 - ix) one member nominated by the United Way of Central Vancouver Island, representing service provision in the area of poverty reduction
- c) Two members at large from the community, who will be chosen based on their experience and involvement related to issues of accessibility and/or inclusiveness

ELIGIBILITY:

The members at large shall be appointed by resolution of Council and all residents are eligible to apply. Members of the Committee shall:

- Reflect a broad cross-section of City of Nanaimo residents
- Be appointed on the basis of their availability and commitment to increasing accessibility and inclusiveness within the City of Nanaimo
- Have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves

MEETING FREQUENCY:

Meetings will be held once a month. In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

STAFF SUPPORT:

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Office of the Chief Administrative Officer
- Legislative Services and Communications
- Development Services
- Engineering and Public Works
- Parks, Recreation & Culture
- Other Staff as required

OBSERVERS & COMMUNITY SUPPORTS:

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.

From: Stewart, Richard
Sent: Friday, September 20, 2019 4:50 PM
Subject: Most of BC Will Not Be Getting Ride-Hailing

Dear Mayor,

My name is Richard Stewart, Mayor of Coquitlam. I'm following up with you to ask you to please sign on to our request to the Province to properly embrace ride-hailing/ride-sharing without unnecessary barriers.

As you likely know, the Province has rejected the recommendations of the All-Party committee on a key point, and will instead be requiring a Class 4 Commercial Driver's License for drivers under a ride-hailing system. The all-party committee felt that Class 4 was inappropriate and would unduly restrict supply, and that safeguards could be put in place to ensure a level of passenger safety that was at least as strong as in the taxi industry, without limiting the supply of drivers. Transportation Minister Trevena has remained steadfast that she rejects the All-Party committee's recommendation.

As a result of the Province's decision, both Uber and Lyft have announced that they will only provide ride-hailing service in Metro Vancouver, as they cannot count on their being sufficient holders of commercial Class 4 licenses in the rest of the Province to provide reliable service. So, despite this government's commitment that ride-hailing would be available by Christmas 2017, we will not see any ride-hailing in the vast majority of the province in the foreseeable future.

As a suburb of Vancouver, we in Coquitlam face many of the issues that communities across the province face related to the taxi monopoly and the Province's rejection of ride-hailing as a modern

solution to those challenges. Our residents in Metro Vancouver suburbs – like so many other communities across the Province – find a shortage of taxi service (particularly on weekend evenings), the common problem of trip-refusal from downtown Vancouver to the suburbs, etc. We have heard from many other communities that taxi service in smaller communities can be problematic in many other ways. Many communities have been waiting years for an alternative form of passenger transportation, one that has been proven effective and efficient around the world.

The Province also appears to be contemplating other methods to manage/limit the supply of ride-hailing, which will have the result of supporting the existing taxi monopoly, and which will restrict the availability of rides across the province, potentially putting our residents at risk because of an inability to secure a safe ride home. These risks --including physical assault, sexual assault, robbery/theft, wildlife conflict, severe weather, and injury – can be mitigated by allowing an adequate and scalable supply of safe rides home, a supply that isn't artificially or arbitrarily limited to protect a monopoly.

Attached is a letter I've written to Transportation Minister Claire Trevena, which I had intended to send myself. However, colleagues from other jurisdictions have suggested that they would like to sign on to a joint letter, so I have made the appropriate adjustments to what is now a Joint Letter to Transportation Minister Claire Trevena.

If you agree and would like to express support for ride-hailing, which has proven popular in jurisdictions across North America and throughout the world, please respond with a "Count me in!" (or just a "Yes") and I'll add your name to the letter. And if any of your elected colleagues (Councillors, RD members, School Board Trustees, etc.) might also be supportive, please forward this for their consideration as well. Some of you have already signed-on, and I thank you; please forward it on to your colleagues.

Hoping to see many of you next week at UBCM.

Richard

Richard Stewart, Mayor
City of Coquitlam

September __, 2019

Joint Mayors' Letter to BC Transportation Minister Claire Trevena on Ridehailing

Signed by Mayors and Councillors from across BC

Dear Minister Trevena,

We write to you with strong concern over the Province of BC's intent related to ridehailing.

The current taxi system in BC does not serve our communities and residents properly. The challenges with the supply-managed taxi monopoly are well-documented, and we hear regularly from residents in our communities of the failures of this outdated transportation system, such as the inability of residents to get a taxi, trip refusal (particularly back to the suburbs), prebooked taxis not arriving, language barriers, routing issues, etc. Some of these failures can create unreasonable risks to our residents, including:

- Motorists who are impaired and who, unable to get a taxi, make a poor choice to drive,
- Persons who are unable to get a ride, and who are forced to take risks (accepting a ride from a stranger, walking alone, etc.)
- Persons with ambulant disabilities, who may have fewer options when the supply of passenger transportation is restricted.

Particularly in the suburbs, we elected officials have heard horrible resident experiences resulting from the inability to secure a taxi – particularly late-at-night – including hate crimes (racial, LGBTQ, etc.), physical assault, sexual assault, robbery/theft, wildlife conflict, severe weather, and injury. In BC we have a supply-managed taxi system that very regularly fails to provide adequate service for some of their customers – our residents – putting them at risk.

Many have urged successive Provincial governments to embrace ride-hailing programs to fill the gaps in the taxi monopoly, gaps that disproportionately affect residents of the suburbs, and which particularly create unreasonable risks for women, ambulant disabled, tourists/visitors, persons with language barriers, and other vulnerable populations. You and your government have committed to bring in ridehailing for British Columbia; however, based on discussions we've had with you, and based on the initial details of the proposed program here in BC, we have serious concerns that the main gaps and resultant risks will not be addressed appropriately by the proposals currently being pursued, especially the unnecessary imposition of Class 4 licences on ridehail drivers and suggestions around supply-management.

We urge the Ministry to instead adopt the regulations put forward by the all-party committee, after several consultations, back in March. We strongly believe these recommendations would enable ridehailing to meet the needs of our constituents.

Supply Management

At present, it is often very difficult for our residents visiting urban centres and other locations to get a ride back to their communities, particularly late at night, a situation that is predictable when

inadequate rides are available. As well, as a society, we urge citizens who may be impaired by drugs or alcohol to “take a cab”, yet we ration the availability of cabs, and restrict the availability of alternative forms of “safe ride home”.

We believe there is no valid public policy reason to limit the supply of rides or to impose Class 4 licence requirements on ridehail drivers, and that the supply-management of safe rides home is counter to what should be the number one priority of the Ministry of Transportation and Infrastructure. We also believe that the recommendations of the Mayors’ Council on Regional Transportation at TransLink related to pricing and supply would serve well toward improving access to ride-hailing service during periods when greater supply is needed.

Excessive Licensing Requirements

Minister, we understand that you have taken the position that, unlike most other jurisdictions in North America, BC will restrict the provision of ridehailing service to drivers with a commercial Class 4 driver’s license. We believe this one requirement will significantly encumber or impede ridehailing, and ultimately leave it unable to fill the gaps listed above, while providing no benefit. We believe that this requirement will leave many with the impression that government is feigning support for ridehailing publicly while putting in place regulations to protect the taxi industry, regulations that significantly shackle the ridehailing technology that has been demonstrated to be effective, efficient and safe. We urge government to do as other jurisdictions around the world and allow Class 5 licensing, along with annual or continual monitoring of driver abstracts and annual criminal record checks (more stringent than for taxi drivers).

Three Commitments

Minister, your Mandate Letter mentions your government’s “three key commitments to British Columbians”:

... to make life more **affordable** make lives easier.
... to deliver the services that people count on ... [so that] services are **available** and **effective**.
... to build a strong, sustainable, **innovative** economy that works for everyone, not just the wealthy and well-connected....

Minister, we urge you to not put in place barriers that restrict the **affordability, availability, effectiveness** and **innovation** offered by ridehailing technology. We urge you to reject supply-management, price controls, and excessive regulation, and to fully embrace ridehailing and the public safety, affordability, and equity that ridehailing offers to British Columbians.

Thank you,

Yours truly,

Richard Stewart, Mayor
City of Coquitlam

And these other Local Government elected officials

Governance and Priorities Committee – Agenda Planning

GPC Dates					
July	August	September	October	November	December
15	26	9	7	4	9
29		30	28	25	

JULY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Council Meeting or Special Council Meeting
- Committee of the Whole Meeting
- Public Hearing (Special Council Meeting)
- Governance and Priorities Committee Meeting
- Finance and Audit Committee Meeting
- Statutory Holiday
- UBCM Convention

Governance and Priorities Committee – Agenda Planning

Agenda Topic	Strategic Theme	Meeting Date	Staff Member Responsible
Emergency management	Livability	25-MAR-19	Karen Fry/Karen Lindsay
CSR update	Governance Excellence	25-MAR-19	Sheila Gurrie
Planning 101	Governance Excellence	8-APR-19	Dale Lindsay
Committees & public engagement	Governance Excellence	8-APR-19	Sheila Gurrie
Transportation	Livability	29-APR-19	Bill Sims
Environment	Environmental Responsibility	13-MAY-19	Dale Lindsay/Bill Sims/Richard Harding
Downtown economic health	Economic Health	15-JUL-19	Dale Lindsay
Economic development session #2 Update on Downtown	Economic Health	29-JUL-19	Dale Lindsay
Economic development session	Economic Health	26-AUG-19	Dale Lindsay
OCP/Parks Master Plan/Active Transportation Plan	ALL	9-SEP-19	Multi Departmental
Scheduled Topics			
Council Procedure Bylaw, Engagement and Agendas Committee	Governance Excellence	30-SEP-19	Sheila Gurrie
Fire Department Update and Service Delivery Plan	Livability	7-OCT-19	Karen Fry
Bylaw Enforcement Function	Governance Excellence	28-OCT-19	Dale Lindsay
Future Meeting Dates			
		4-NOV-19	
		25-NOV-19	
		9-DEC-19	