



AGENDA

SPECIAL GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, January 20, 2020, 12:30 P.M. - 4:30 P.M.

Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. CALL TO ORDER:

2. INTRODUCTION OF LATE ITEMS:

3. APPROVAL OF THE AGENDA:

4. ADOPTION OF THE MINUTES:

5. REPORTS:

a. GOVERNANCE AND MANAGEMENT EXCELLENCE:

1. GPC Structure - Governance and Priorities Committee First Quarter Planning 3 - 9

To be introduced by Jake Rudolph, Chief Administrative Officer, and
Sheila Gurrie, Director, Legislative Services

*Purpose: To provide Council with an introduction and overview of the
Governance and Priorities Committee first quarter planning session.*

1. Introduction

2. Round Table

- What's working
- What's not working

3. Structure moving forward 10

2. GPC Topics 11

1. First Quarter Topics

2. Future Topics (Q2 - Q4)

3. Discussion re: Governance

1. Committees and Task Forces

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4. AVICC Resolutions

- Whistleblower Legislation
- AVICC Committee regarding Transportation on Vancouver Island - Connecting Vancouver Island Communities
- Expanding the mandate of the AVICC Committee on Solid Waste to include "circular economy"

b. ENVIRONMENTAL RESPONSIBILITY:

c. ECONOMIC HEALTH:

d. COMMUNITY WELLNESS/LIVABILITY:

6. QUESTION PERIOD:

7. PROCEDURAL MOTION:

8. ADJOURNMENT:

DATE OF MEETING January 20, 2020

AUTHORED BY NATALIE SPONAUGLE, LEGISLATIVE SERVICES CLERK

SUBJECT **GOVERNANCE AND PRIORITIES COMMITTEE FIRST QUARTER PLANNING**

OVERVIEW

Purpose of Report:

To provide Council with an introduction and overview of the Governance and Priorities Committee first quarter planning session.

BACKGROUND

At the Regular Council meeting held 2019-MAR-04 a Governance and Priorities Committee (GPC) was adopted, along with its Terms of Reference. The mandate of this new Committee was to “enable members of Council to review upcoming and important issues and opportunities with members of administration and the public, with a focus on understanding the broader policy implications of the items being considered.”

The first GPC meeting was held on 2019-MAR-25 and so far 16 meetings have been held on a number of topics ranging from public safety and transportation to public engagement and economic development, among others.

DISCUSSION

In an effort to ensure that GPC meetings and agendas are structured in the most effective way to serve Council, this Special GPC was scheduled to allot time for Council to consider, discuss and identify topics for the first quarter of 2020.

Staff have identified the following areas to aid in the discussion for today’s session:

1. GPC Structure

Is Council satisfied with the current GPC meeting structure, or are there any changes they would like to propose and discuss?

2. GPC Topics

What topics would Council like to see on their GPC agendas for the first quarter of 2020, or to bookmark for future meetings in quarters two through four?

For reference, a copy of the GPC’s Terms of Reference is attached (Attachment A) along with the most recent Agenda Planning document (Attachment B).

CONCLUSION

The 2020-JAN-20 Special Governance and Priorities Committee meeting was scheduled to allow Council to have an in-depth discussion on the topics they wish to see discussed during upcoming GPC meetings, as well as to identify any desired changes to the GPC structure.

SUMMARY POINTS

- The Governance and Priorities Committee is made up of all members of Council and its first meeting was held on 2019-MAR-25.
- This Special Governance and Priorities Committee meeting is being held to enable an in-depth discussion on the structure and desired topics of future GPC meetings.

ATTACHMENTS

ATTACHMENT A: Terms of Reference for the Governance and Priorities Committee

ATTACHMENT B: Governance and Priorities Committee Agenda Planning Document |

Submitted by:

Sheila Gurrie
Director, Legislative Services |

Concurrence by:

Jake Rudolph
Chief Administrative Officer |

ATTACHMENT A



TERMS OF REFERENCE

GOVERNANCE AND PRIORITIES COMMITTEE

PURPOSE:

The purpose of the Governance and Priorities Committee is to enable members of Council to review upcoming and important issues and opportunities with members of administration and the public, with a focus on understanding the broader policy implications of the items being considered.

The Governance and Priorities Committee will:

- Provide an opportunity for Council to lead the governance processes by developing a comprehensive governance and policy framework which captures Council's intentions, directions and expected outcomes;
- Review Council's Committee structure and recommend changes to Committee mandate and role;
- Act as an advisory to Council by discussing and considering all governance issues prior to being placed before Council;
- Make recommendations to Council regarding any reports, updates, or presentations received by the Committee and refer necessary items to Administration or a Council Committee with instructions;
- Provide a more informal forum for the discussion of governance matters with open dialogue and the opportunity for content experts and members of the public to participate in the discussions.
- Discuss one or two scheduled topics per meeting of particular interest to Council and the community, providing the opportunity for robust discussion and debate on the selected topics;
- Receive presentations from external agencies, subject matter experts and other third parties; and
- Only consider agenda matters which are not already addressed by current City policy.

MEMBERSHIP:

The membership of the Committee will be as follows:

- All members of Council

ATTACHMENT A

ELIGIBILITY:

All members of Council

TERM:

The Term of the Committee members will match the Member's term in office.

MEETING FREQUENCY:

There will be bi-monthly, regularly scheduled meetings. Procedural bylaw will have to be followed for special or extra meetings.

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
- Office of the City Clerk
- Other Staff as required

Governance and Priorities Committee – Agenda Planning

2020 GPC Dates											
Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
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JANUARY

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January 6 – Meeting cancelled
January 20 – Special GPC

FEBRUARY

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OCTOBER





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DECEMBER

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 Governance and Priorities Committee Meeting
 Statutory Holiday
 FCM Annual Conference (Toronto)
 Council Meeting

 UBCM Convention (Victoria)
 AVICC Convention (Nanaimo)
 Public Hearing (Special Council Meeting)

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
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
Downtown Mobility Hub/Fees and Charges	Community Wellness and Livability	4-NOV-19	Bill Sims, Richard Harding
Bylaw Enforcement Function	Governance Excellence	28-OCT-19	Dale Lindsay
Public Safety	Community Wellness and Livability	25-NOV-25	Dale Lindsay
MIABC (liability/insurance)	Governance Excellence	9-DEC-19	Sheila Gurrie
Invite Rep from Coastal Community Social Procurement	Governance Excellence	9-DEC-19	Laura Mercer
Engineering Standards/Complete Streets	Livability	9-DEC-19	Bill Sims
Public Safety	Community Wellness and Livability	25-NOV-19	Multi Departmental

Governance and Priorities Committee – Agenda Planning

Scheduled Topics			
Review of Governance and Priorities Committee	Governance Excellence	20-JAN-20	Sheila Gurrie
Strategic Planning Session	ALL	27-JAN-20	Multi Departmental
Arts and Culture	Community Wellness and Livability	10-FEB-20	Richard Harding

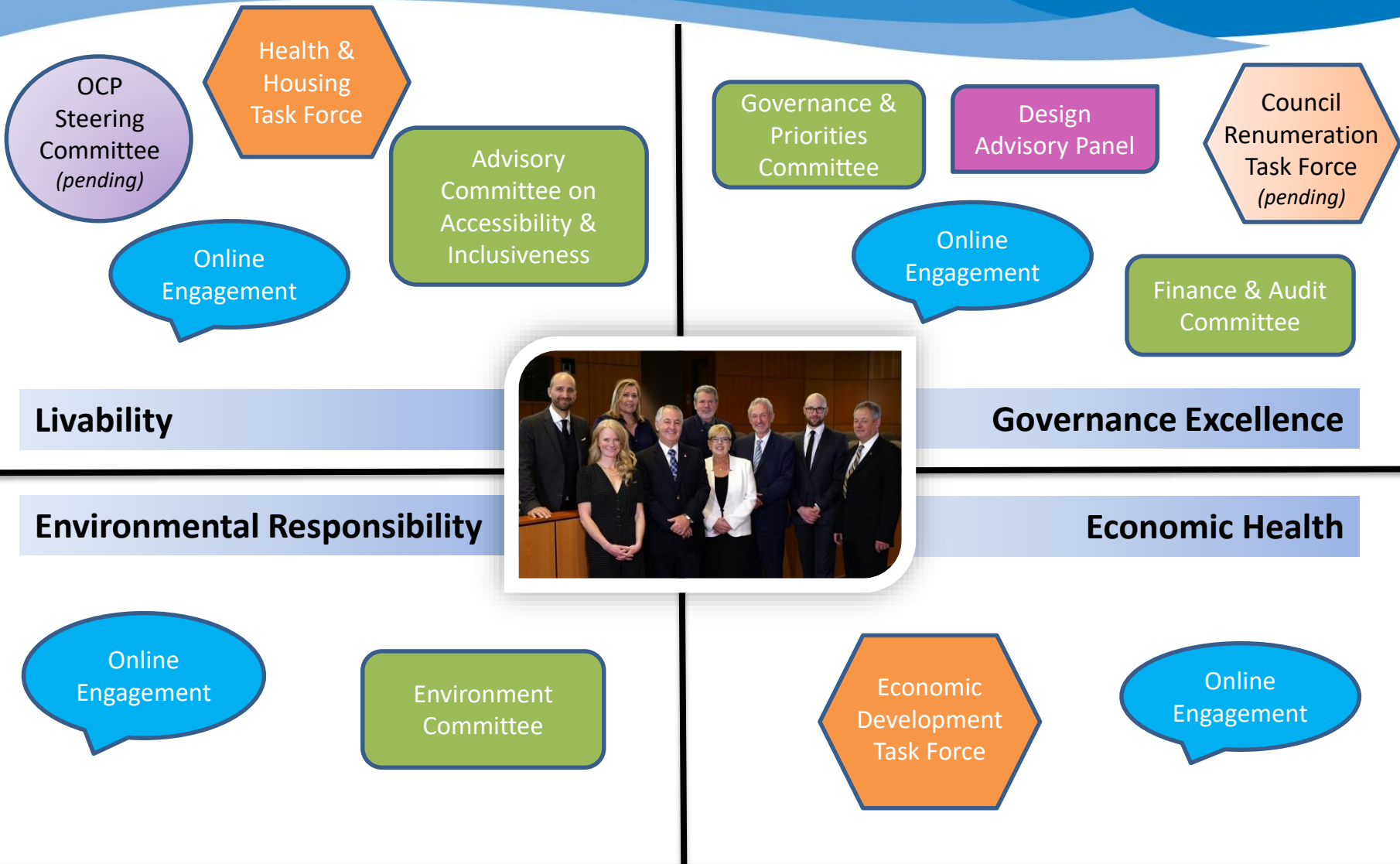
GPC Agenda Planning

MEETING DATE	TOPIC	BACKGROUND	FORMAT	OUTCOMES
February 10, 2020	Arts & Culture - <i>invite members from the arts & culture community to discuss engagement and communication</i> - <i>process for issuing grants related to the arts</i> - <i>an update to the Cultural Plan for a Creative Nanaimo</i>	Brought forward through Council discussion and motion made at the GPC meeting held 2019-OCT-7	- Staff Report - PowerPoint - Round Table discussion - Engagement from external stakeholders	- Discussion - Recommendation to Council - Defer to other committee

Governance and Priorities Committee – Agenda Planning

Future Items

- Civic facilities – conditions, issues, plans and objectives
- Sports venues & tourism strategies
- Capital planning process
- Vancouver Island Regional Library Overview
- Arts and Culture
- Engagement w/ an update on different emerging issues and focus on neighbourhood associations.
- Women's Participation on the City of Nanaimo Committees and Task Forces and Childminding Reimbursement for Members of Council and City Committee Members
- Effective Advocacy Strategy – Health and Housing
- Social Procurement Part two
- Sponsorship
- Fees and Charges



Legend:

Committees

Steering Committee

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Advisory Board

Task Force

Online Engagement