

DATE OF MEETING FEBRUARY 25, 2019

AUTHORED BY SHEILA GURRIE, CITY CLERK AND CORPORATE OFFICER

SUBJECT GOVERNANCE AND PRIORITIES COMMITTEE

OVERVIEW

Purpose of Report

To provide Council with a Draft Terms of Reference for the establishment of a Governance and Priorities Committee.

Recommendation

That the Committee of the Whole recommend that Council establish a Governance and Priorities Committee and adopt the associated Terms of Reference as presented in the report titled "Governance and Priorities Committee" dated 2019-FEB-25.

BACKGROUND

During Council's orientation session with Mr. George Cuff on 2018-NOV-23, Mr. Cuff introduced the idea of a Governance and Priorities Committee (GPC) as a good governance tool to assist Council in their oversight and accountability while discharging their duties as a Council for the City of Nanaimo. Following this session with Mr. Cuff, Staff have been attempting to provide Council with the opportunity to exercise this committee model with a series of afternoon Committee of the Whole working sessions. These working sessions have allowed Council to delve into one or two matters of interest and importance for the City in a less formal and more involved manner.

At Council's 2019-JAN-14 Regular Meeting of Council, the following motion was made:

"It was moved and seconded that Council direct Staff to develop a Terms of Reference for a Governance and Priorities Committee by March 1, 2019, with the following considerations:

- 1. the Committee will include all members of Council;*
- 2. the Committee is intended to be an open forum for more robust discussion and debate on select priority topics, with recommendations provided to Council for consideration; and,*
- 3. the Committee is intended to be a forum where guests and subject matter experts can be invited to participate in discussion."*

Staff have produced the attached Draft Terms of Reference (ToR) for a Governance and Priorities Committee based on the motion above. Additionally Staff have considered relevant sections of the *Community Charter* (Council is permitted to create a committee under Sections 141 and 142), other adopted reports and policies/procedures in place such as: the Committee Operating Guidelines; the Watson Report; Council Procedure Bylaw; and, reports done by Mr. Cuff with respect to this committee.

The purpose of the GPC, as outlined in the ToR 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 GPC will include all members of Council and will be in a format that is less formal in order to adequately delve deeper into arising issues and matters of importance to Council and the community.

In order to support the GPC topics on the agenda, an informal ad hoc committee/working group consisting of the Mayor, Acting Mayor, CAO and City Clerk, will meet to review a list of emerging topics and work together to place them on the Agenda in a manner that supports Council’s mandate and direction. The GPC, unlike a Regular Meeting of Council, does not have the agenda driven by items that have either existing legislation/regulation or policy in place; therefore, this manner of working group would be ideal for the GPC. Items that are placed on a Regular Council Meeting, have required regulatory or legislated rules (bylaws, rezoning, development matters, contracts, etc.) and the agenda is driven by these rules.

The GPC is meant to replace the existing Committee of the Whole Meeting of Council (COW). Currently, the COW meetings are part of the existing Council Procedure Bylaw and replacing these meetings with the new GPC will require an amendment to this bylaw. After a few months time, the Council Procedure Bylaw can be amended to reflect the changes. This recommendation allows for the necessary continuance of the COW Meetings as set out in the bylaw and once the Council Procedure Bylaw has been amended, the GPC can meet bi-weekly on opposite weeks to Regular Council Meetings.

OPTIONS

1. That the Committee of the Whole recommend that Council establish a Governance and Priorities Committee and adopt the associated Terms of Reference as presented in the report titled “Governance and Priorities Committee” dated 2019-FEB-25.
 - **Budget Implication:** None. GPC would replace the Committee of the Whole.
 - **Legal Implication:** *Community Charter* sections 141 and 142 outline the process for Council to strike a committee.
 - **Policy Implication:** None.
 - **Engagement Implication:** The Governance and Priorities Committee will enhance engagement with administration, members of the public and other stakeholders.
 - **Strategic Priorities Implication:** The Governance and Priorities Committee agenda will align with Council’s strategic plan.
 - **Political Implication:** Good Governance and in depth reviews of emerging and important issues should have positive political impacts.

2. That the Committee of the Whole provide Staff with alternate direction.

SUMMARY POINTS

- Council has participated in a series of afternoon Committee of the Whole working sessions similar to the expected outcome of the Governance and Priorities Committee.
- Staff have drafted a Terms of Reference for the Governance and Priorities Committee based on a motion from Council on 2019-JAN-14.
- The Governance and Priorities Committee will eventually replace Council's Committee of the Whole after an amendment is done to the Council Procedure Bylaw.
- Council can create a committee in accordance with Sections 141 and 142 of the *Community Charter*.

ATTACHMENTS

Attachment A – Draft Governance and Priorities Committee Terms of Reference

Submitted by:

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