

DATE OF MEETING APRIL 29, 2019

AUTHORED BY SHEILA GURRIE, CITY CLERK AND CORPORATE OFFICER

SUBJECT COUNCIL COMMITTEES, BOARDS, ROUNDTABLES AND TASK FORCES

OVERVIEW

Purpose of Report

To provide the Governance and Priorities Committee with an overview of their proposed Committees, Boards, Roundtables and Task Forces.

Recommendation

That the Governance and Priorities Committee provide clarification regarding the creation of committees, boards, roundtables and taskforces including:

- a. Environmental Committee;
- b. Intersectional Urbanism Advisory Board;
- c. Arts, Culture and Heritage Advisory Board;
- d. Grants Advisory Committee;
- e. Homelessness and Social Issues Task Force;
- f. Economic Development Round Table; and,
- g. any other committee.

BACKGROUND

At the 2019-APR-08 Governance and Priorities Committee Meeting, members of Council proposed striking four committees or boards, a round table and a task force.

The committees or boards proposed by members of Council were as follows:

- Environmental Committee with the following terms of reference and mandate proposed:
 - That the Board be chaired by a member chosen by the Board;
 - That membership be comprised of a combination of individuals from select agencies and the public at large with technical expertise in environmental protection, environmental engineering, ecosystem health, biodiversity, climate science, asset management, urban planning, transportation and sustainability;
 - That two members of Council be appointed to the Board; and
 - That the mandate of the group be to provide advice to staff and decision-makers on action-oriented strategic environmental sustainability initiatives, review relevant plans and policies as they're developed, and bring forward new strategies that could be initiated to meet the City of Nanaimo's overall sustainability goals as identified in the Community Sustainability Action Plan.
- Intersectional Urbanism Advisory Board with the following terms of reference and mandate proposed:

- That the Board be chaired by a member chosen by the Board;
 - That the membership be comprised of a combination of individuals from select agencies and the public at large representing demographics and communities within the City which are typically underrepresented in planning decisions, such as seniors, youth, newcomers, First Nations, urban indigenous, LGBTQ2+ communities, and people with disabilities;
 - That two members of Council be appointed to the Board; and,
 - That the mandate of the Advisory Board be to review and make recommendations to Council on plans, policies, and parks and facility development from the perspective of specific user groups, as well as the broader community.
- Arts, Culture and Heritage Advisory Board with the following terms of reference and mandate proposed:
 - That the Board be chaired by a member chosen by the Board;
 - That membership be comprised of individuals with experience in delivering and/or promoting Nanaimo's Arts, Culture & Heritage sectors;
 - That two members of Council be appointed to the Board; and
 - That the mandate of the group be to explore ways to increase the profile and support of Nanaimo's Arts, Culture & Heritage sectors by:
 - Facilitating collaboration between organizations and individuals;
 - Supporting the review and update of the Cultural Plan for a Creative Nanaimo; and,
 - Reviewing all Arts, Culture & Heritage grant applications and making recommendations to Council.
- Grants Advisory Committee with the following terms of reference and mandate proposed:
 - That the Board be chaired by a member selected by the board;
 - That the membership be comprised of members of the general public; and,
 - That the mandate of the Board be to review and make recommendations to Council on the following grants:
 - Parks and Recreation;
 - Social Planning; and,
 - Permissive Tax Exemptions.

The Task Force proposed as follows:

- Homelessness and Social Issues with the proposed terms of reference and mandate:
 - That the Mayor serve as the Chair of the Task Force, with one other Council member appointed to the Task Force by Council;
 - That membership be comprised of individuals appointed by select agencies;
 - That the mandate of the group be strategic in focus, providing leadership and facilitation across jurisdictions as well as between individuals and organizations on homelessness and the contributing factors of homelessness; and,
 - That the group formalize communication structures with the Nanaimo Homelessness Coalition to ensure efforts are aligned and not duplicated.

The Roundtable proposed as follows:

- Economic Development Roundtable with the following proposed terms of reference and mandate:
 - That membership be comprised of city staff and Council, business leaders, educational institutions, local First Nations, small business representatives, the Chamber of Commerce, etc.
 - That the mandate of the group be to:
 - Review micro and macro economic trends;
 - Facilitate connection and leverage opportunities to attract, retain and grow the mid island business community; and,
 - Identify opportunities for collaboration and innovation on common goals.

With the above proposed Committees/Boards/Roundtables and Task Forces, some further clarification and direction from Council to Staff is recommended prior to their implementation. Some considerations for Council to assist in forming the discussion prior to Council making a decision are:

Strategic Plan:

Council is currently working toward adopting their 2019-2022 Strategic Plan and when considering Council Committee/Board/Roundtable and Task Forces, it is important that they align with the vision and work that Council plans to carry out with this plan. Council may wish to have a Committee or Board for all four of the Strategic Themes outlined in their Draft Strategic Plan, or strike task forces to undertake the action items that come from these Strategic Themes.

For the Committee on Environment, Staff propose that after the 2019-MAY-13 Governance and Priorities Committee Meeting that will be focused on the Environment, there may be a more specific mandate that will focus this committee/board to align with Council's Strategic Plan. At this Governance and Priorities Committee Meeting, Council could make a recommendation to strike a committee on the environment, as they will have a more clear perspective of where the focus should be after hearing of the City's initiatives (current and future), as well as Staff's work plans in this area.

The Intersectional Urbanism Committee proposed mandate is to have those that are usually under-represented sit on a committee/board and make recommendations on City's plans, policies, parks and facilities development. Staff recommend that Council provide some additional feedback and clarification to Staff for this committee.

The Arts, Culture and Heritage Advisory Board proposed mandate is to explore ways in which the profile and support of the sector can be improved. Suggestions for this by Council include; facilitating collaboration between organizations and individuals; supporting the review and update of the Cultural Plan for a Creative Nanaimo; and, reviewing all Arts, Culture & Heritage grant applications and making recommendations to Council. Arts, Culture and Heritage were discussed during the Strategic Planning Sessions; however they were not specified as a Focus Area.

Governance Model:

The Governance and Priorities Committee was established by this Council to implement a model of governance outlined by Mr. Cuff at one of Council's orientations sessions. The GPC was established to align with Council's Strategic Plan and act as a "parent" type committee to other committees or engagement models. This committee and governance model should be contemplated by Council when forming other committees, boards, etc., in order to achieve good governance.

Efficiencies/Redundancy:

The Grants Advisory Committee recommended by Council proposes a mandate of reviewing and making recommendations to Council on grants for Parks and Recreation; Social Planning; and, Permissive Tax Exemptions. Currently, the Finance and Audit Committee does this function and having a separate Committee making recommendations to Council that the Finance and Audit Committee already does, may be redundant. Historically, until 2016, there was a Grants Advisory Committee. This Committee reviewed Grant applications using criteria and guidelines in place, and made recommendations to Council based on these. In 2016, Council struck the Finance and Audit Committee that looked at all budget and financial matters for the City of Nanaimo, including grants. Using this same criteria and guidelines, the Finance and Audit Committee makes recommendations to Council on these grants, and Permissive Tax Exemptions. Adding an additional step in the process may be inefficient, as well as redundant.

The Economic Development Round Table that is proposed by Council could be implemented after the Economic Development – Terms of Reference Consultation process that is outlined in a report to Council at the 2019-APR-29 Regular Meeting of Council. Outlined in the terms of reference is the hiring of a consultant to work with and consult with user groups and determine the model going forward for Economic Development. A Roundtable, with these user groups and stakeholders, could commence after this process has been completed.

The Task force on Homelessness and Social Issues proposed by Council could align all of the current committees and working groups that are currently working on this city-wide issue and provide the coordination and support outlined in the proposed mandate. A Task Force should have a time-line or specific task to perform. Staff are currently working on a Terms of Reference for this Task Force and will bring it back to Council at a meeting in May or June.

Resources:

The 2019-APR-08 Staff Report titled "Committees", Staff outlined considerations that must be made with respect to resources. During her review of committees in 2016 Lisa Zwarn noted that: *"for every one hour that a committee meets, the administrative support staff person will typically spend between two to three hours before the meeting in preparation and two to three hours after the meeting in follow-up"*. This is a rough estimate, but it must be noted that for every committee that lasts two hours in duration, that there is ten hours of Staff time put in. This does not include the Staff liaisons that must do the research and report writing as required; rather, this is the administrative (meeting logistics) costs.

Currently, Legislative Services is doing a minimum of eight meetings/month with an estimated 200 hours of meeting logistic Staff time. Meetings of Council is a fraction of the many functions that Legislative Services is responsible for at the City of Nanaimo and additional resources may be required depending on the number of additional hours needed to carry out all of the other duties the department must do. |

OPTIONS

|That the Governance and Priorities Committee provide clarification regarding the creation of committees, boards, roundtables and taskforces including:

- a. Environmental Committee;
- b. Intersectional Urbanism Advisory Board;
- c. Arts, Culture and Heritage Advisory Board;
- d. Grants Advisory Committee;
- e. Homelessness and Social Issues Task Force;
- f. Economic Development Round Table; and,
- g. any other committee.
 - **Budget Implication:** depending on the amount of Committees, Boards, Roundtables and task forces, additional funds for resources may be required and a request would be brought forward to Council for these funds.
 - **Engagement Implication:** Committees, Boards, Roundtables and Task Forces are a form of engagement and would add additional engagement opportunities for the citizens of Nanaimo.
 - **Strategic Priorities Implication:** Council Committees, Boards, Roundtables and Task Forces should align with the Strategic Plan and the Theme “Good Governance”.

2. That the Governance and Priorities Committee provide alternate direction to Staff.
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SUMMARY POINTS

- |At the 2019-APR-08 Governance and Priorities Committee Meeting, members of Council proposed striking four committees or boards, a round table and a task force.
- With the proposed Committees/Boards/Roundtables and Task Forces, further clarification and direction from Council to Staff is recommended prior to their implementation.
- Some considerations for Council to assist in forming the discussion prior to Council making a decision are the Strategic Plan, governance model, efficiencies/redundancies, and resources. |

ATTACHMENTS

PowerPoint diagram for Committees/Boards/RoundTable/Task Forces |

Submitted by:

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