

MINUTES

**GOVERNANCE AND PRIORITIES COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2019-APR-29, AT 9:00 A.M.**

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

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, Director, Parks and Recreation (arrived 9:04 a.m.)
D. Lindsay, Director, Community Development
J. Van Horne, Director, Human Resources
L. Mercer, Acting Director, Financial Services (vacated 12:01 p.m.)
B. Sims, Director, Public Works and Engineering
P. Rosen, Senior Manager, Engineering (arrived 11:28 a.m.)
J. Elliot, Senior Manager, Public Works (arrived 11:40 a.m.)
P. Rosen, Senior Manager, Engineering
P. Stewart, Manager, Engineering Projects (arrived 11:43 a.m.)
D. Myles, Manager, Roads & Traffic Services (arrived 11:40 a.m.)
J. Rose, Manager, Transportation (arrived 11:28 a.m.)
A. Fipke, Capital Project Management Specialist (arrived 1:04 p.m.)
F. Farrokhi, Manager, Communications
D. Blackwood, Client Support Specialist (vacated 9:40 a.m.)
S. Gurrie, City Clerk
J. Vanderhoef, Steno (arrived 10:14 a.m., vacated 11:46 a.m.)
G. Whitters, Recording Secretary

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

The Governance and Priorities Committee Meeting was called to order at 9:00 a.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 5(a)(1) - Add Report Titled "Strategic Plan Update"

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Governance and Priorities Committee Meeting held in the Boardroom, Service and Resource Centre, Nanaimo, BC on 2019-APR-08 at 12:00 p.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) GOVERNANCE AND MANAGEMENT EXCELLENCE:

(1) Strategic Plan 9:00 a.m. - 10:30 a.m.

Introduced by Jake Rudolph, Chief Administrative Officer.

R. Harding entered the Boardroom at 9:04 a.m.

D. Blackwood vacated the Boardroom at 9:05 a.m.

Committee discussion took place regarding the top strategic priorities which included the following information:

- New technology developed to deal with carbon dioxide
- Waterfront walkway and downtown improvements and development
- Housing
- Environment and Environmental Leadership
- Derelict buildings including the A&B Sound and Jean Burns buildings
- Decision making
- Facilities renewal inventory
- Homelessness, mental health and addictions strategy
- Active transportation
- Safe communities
- Public engagement
- Updating the Official Community Plan (OCP)
- Arts and culture
- Economic development strategy
- Infrastructure and asset management
- Food security

The Governance and Priorities Committee meeting recessed at 9:25 a.m.

The Governance and Priorities Committee meeting reconvened at 9:33 a.m.

S. Gurrie returned to the Boardroom at 9:36 a.m.

D. Blackwood returned to the Boardroom at 9:38 a.m.

D. Blackwood vacated the Boardroom at 9:40 a.m.

Committee discussion continued regarding:

- Environmental considerations given to all decisions
- Funding of arts and culture
- Making the Strategic Plan more action oriented
- Making decisions based on regulation and capital expenditure
- Providing public with details of the Strategic Plan
- How to engage with the public and move forward
- Operations is not Council's responsibility
- Decreasing the number of strategic focus areas
- Categorizing Livability and Economic Development under Environment

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to narrow down the key focus areas of the Strategic Plan from 21 focus areas to approximately 10 focus areas and return to a future Governance and Priorities Committee meeting with the results. The motion carried unanimously.

J. Vanderhoef entered the Boardroom at 10:14 a.m.

Jake Rudolph, Chief Administrative Officer, introduced the new Manager of Communications, Farnaz Farrokhi.

J. Van Horne vacated the Boardroom at 10:18 a.m.

(2) Committees, Boards, Roundtables, and Task Forces 10:30 a.m. - 12:00 p.m.

Introduced by Sheila Gurrie, City Clerk.

Sheila Gurrie, City Clerk, provided a presentation regarding Committees, which included the following information:

- Design Advisory Panel and the Board of Variance are technical and legislated
- Current meetings and engagement processes available to the public
- Committees, task forces, boards and roundtables should fit into the four strategic themes
- Consideration of which engagement process adds the most value to the tasks that Council undertakes
- The momentum of a committee enthusiasm

D. Lindsay vacated the Boardroom at 10:26 a.m.

L. Mercer vacated the Boardroom at 10:30 a.m.

Committee discussion took place regarding:

- Resources and Staff capacity for meetings
- Effectiveness of past Committees
- The purpose of the Governance and Priorities Committee (GPC)
- Community engagement through committees

- Potential committees including the Social Planning Advisory Committee (SPAC), Environmental Committee and Grants Advisory Committee
- Online engagement advancements

D. Lindsay returned to the Boardroom at 10:36 a.m.

- Assigning specific tasks and timelines to task forces
- Clarifying the role of the Finance and Audit Committee
- The purpose of the Grants Advisory Committee
- Keeping all fiscal decisions at Finance and Audit Committee meetings
- Changing Finance and Audit Committee name to Finance Committee
- The concept of the “Intersectional Committee” and creating a terms of reference that includes all voices
- Public calendar for upcoming GPCs
- Quarterly roundtables or Committee of the Whole meetings

L. Mercer returned to the Boardroom at 11:00 a.m.

- Creation of an Arts and Culture Task Force that meets quarterly
- Community Engagement Task Force
- Committees born out of task forces
- Challenges with chairing meetings
- Potential Task Forces including Official Community Plan, Economic Development and Active Transportation
- Success of the Cannabis Task Force and the Transportation Masterplan Task Force
- Grants Advisory Committee allowing for a more robust discussion of subjective Permissive Tax Exemptions
- Creating a task force to identify focus areas

J. Rose and P. Rosen entered the Boardroom at 11:28 a.m.

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to strike an Environmental Committee with the Terms of Reference to be determined after the 2019-MAY-13 Governance and Priorities Committee Meeting. The motion carried unanimously.

Committee discussion continued regarding:

- Potential legal implications of the Intersectional Advisory Board
- Location of meetings
- Engage with all members of the community
- Recruitment of members for the committees

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to strike an Intersectional Advisory Board and create the Terms of Reference.

It was moved and seconded that the following motion be deferred to a future Governance and Priorities Committee Meeting:

“It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to strike an Intersectional Advisory Board and create the Terms of Reference.”

The motion carried unanimously.

J. Elliot and D. Myles entered the Boardroom at 11:40 a.m.

P. Stewart entered the Boardroom at 11:43

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to provide a report on the grants approval process. The motion carried unanimously.

J. Vanderhoef vacated the Boardroom at 11:46 a.m.

F. Farrokhi and S. Gurrie vacated the Boardroom at 11:49 a.m.

By unanimous consent, the Governance and Priorities Committee began the presentation regarding Transportation in Nanaimo.

(b) COMMUNITY WELLNESS/LIVABILITY:

(1) Transportation in Nanaimo 1:00 p.m. - 3:30 p.m.

Introduced by Bill Sims, Director, Engineering and Public Works.

F. Farrokhi entered the Boardroom at 11:54 a.m.

Poul Rosen, Senior Manager, Engineering, and Jamie Rose, Manager, Transportation, provided a presentation regarding transportation in Nanaimo, which included the following information:

- Authority and legislation that governs transportation in the City of Nanaimo
- Demographics of Nanaimo
- The functional Road Classification Plan
- Aiming to keep traffic on major roads
- Truck routes

S. Gurrie returned to the boardroom at 11:56 a.m.

- Transportation asset value and amount invested in asphalt
- Development and system fragmentation

(c) PROCEDURAL MOTION:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter* Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,
- (c) labour relations or other employee relations.

The motion carried unanimously.

The Governance and Priorities Committee Meeting moved “In Camera” at 12:01 p.m.

The Governance and Priorities Committee Meeting moved out of “In Camera” at 1:04 p.m.

Staff present: J. Elliot, A. Fipke, S. Gurrie, D. Lindsay, D. Myles, J. Rose, P. Rosen, J. Rudolph, B. Sims, P. Stewart, J. Van Horne and G. Whitters.

(1) Transportation in Nanaimo 1:00 p.m. - 3:30 p.m. (continued)

Poul Rosen, Senior Manager, Engineering, and Jamie Rose, Manager, Transportation, continued the presentation regarding transportation which included the following information:

- Responsibilities of the Planning, Engineering and Public Works departments
- Historical approach has been to build bigger roads and current approach is planning for growth
- Providing sustainable options for commuting
- The Transportation Masterplan
- The long and short-term infrastructure goals
- Changing targets and the possibility of reaching more aggressive environmental goals
- Future major road improvement projects
- Long Term Cycling Network (bike highway)
- Complete Streets

R. Harding returned to the Boardroom at 1:33 p.m.

J. Rudolph vacated the Boardroom at 1:38 p.m.

Committee discussion took place regarding:

- Layout and space required for bike lanes and considerations for e-bikes
- Bike lanes on Bowen Road
- Encouraging walking with better infrastructure and neighbourhood design
- Including the cost of maintenance into plans

D. Lindsay vacated the boardroom at 1:42 p.m.

Daniel Pearce, Director, Transportation and Emergency Services, Regional District of Nanaimo, provided a presentation regarding transportation, which included the following information:

- Transit exchanges and future plans for exchanges
- Rapid bus route is using Highway 19A
- Partnership between Regional District of Nanaimo and Ministry of Transportation and Infrastructure working on two bus pull offs on Highway 19A
- BC Transit has a 3 year budget process
- Continuously building transit
- Transit Signal Priority and cue jumper lane as accommodations for people walking and biking
- Strategies to encourage ridership
- Fare box technology
- The number of riders that the system could accommodate

J. Rudolph entered the boardroom at 1:56 p.m.

Committee discussion took place regarding:

- Days that the buses don't operate
- Crowding of buses during pickup

B. Sims vacated the Boardroom at 2:09 p.m.

F. Farrokhi entered the Boardroom at 2:11 p.m.

Poul Rosen, Senior Manager, Engineering, and Jamie Rose, Manager, Transportation, continued the presentation regarding transportation which included the following information:

- Top transportation calls from the public
- Transportation safety through engineering, education and enforcement
- Traffic calming
- Education and enforcement through events such as Bike to Work Week, Active & Safe Routes to School program and Pedestrian Safety Day

D. Lindsay returned to the Boardroom at 2:17 p.m.

J. Van Horne returned to the Boardroom at 2:25 p.m.

- Area Parking Plans
- Summary of violations and number of serious and fatal crashes
- 2018/2019 School Year Enforcement
- Maintenance of roads bridges, signals, sidewalks, signs and lines

The Governance and Priorities Committee Meeting recessed at 2:34 p.m.

The Governance and Priorities Committee Meeting reconvened at 2:41 p.m.

Staff Present: J. Elliot, A. Fipke, R. Harding, D. Lindsay, D. Myles, J. Rose, P. Rosen, J. Rudolph, B. Sims, and G. Whitters.

Poul Rosen, Senior Manager, Engineering, and Jamie Rose, Manager, Transportation, continued the presentation regarding transportation which included the following information:

- The asset management cycle
- Remaining service life of infrastructure
- Asphalt condition assessment conducted in 2017
- Pavement quality index of 79; dropped in 2017 to 75
- Asset deterioration curve
- Rehab of roads before repairs become too costly

S. Gurrie returned to the boardroom at 2:43 p.m.

J. Van Horne returned to the Boardroom at 2:45 p.m.

Committee discussion took place regarding:

- Different types of asphalt
- Asphalt currently made from bitumen and plans to switch to other sources
- Currently repurposing existing materials
- Database collection of quality of roads

The presentation continued regarding:

- Budget for road rehab
- Levels of service provided by Public Works and Engineering
- Public Works currently runs two large sweepers and one sidewalk sweeper
- Sweeping priorities for cyclist lanes
- Historic and projected transportation infrastructure spending

Committee discussion took place regarding:

- Increasing active transportation funding
- Staff capacity to deliver projects
- Project carry forwards

The presentation continued regarding:

- The cost for upgrades at the E&N Rail crossways are expensive
- Extension of the E&N Trail South

S. Gurrie vacated the boardroom at 3:17 p.m.

- Capital project types include: condition deficiency, growth, capacity efficiency, strategic, operational deficiency and when the opportunity presents itself

- Current projects include: Bastion Street Seismic Upgrade, Port Drive/Wellcox Access, Wakesiah Corridor – Phase 1, Metral Drive Corridor, Stewart Avenue Complete Street, Boxwood Connector, Off Bowen Bike Route and the Downtown Mobility Project
- Opportunities: Downtown cycling loop, Parking Management Strategy, redevelopment potential and the Albert Street bike route
- Future projects include: Cranberry connector planned for 2023, LED Conversions, Traffic Signal Management System, Wellcox Secondary Access, Norwell Road, Townsite Bike lanes, fifth street, various sidewalks and bike lane infill projects and annual pedestrian unallocated funding

S. Gurrie returned to the boardroom at 3:28 p.m.

- Getting feedback from the public for Complete Streets and incorporating it into the street standards bylaw
- The future of transportation
- Future Studies: Active and sustainable transportation, transit integration, mobility HUB plan and area parking strategy
- Potential Future Actions include: road rehab, transportation level of service, develop a vision zero toolkit 2022 and update transportation master plan
- Council actions and considerations include: Funding levels, policy, and prioritization

It was moved and seconded the report titled “Transportation in Nanaimo” dated 2019-APR-29, be received for information. The motion carried unanimously.

(d) ECONOMIC HEALTH:

(1) Project Management Framework and Policy 3:30 p.m. - 4:00 p.m.

Introduced by Poul Rosen, Senior Manager, Engineering.

Poul Rosen, Director, Senior Manager, Engineering, provided a presentation regarding the Project Management Framework and Policy which included the following information:

- Undertaking to be consistent with City policy, best practices and follows the recommendations from the Deloitte report
- The key chapters in the Project Management Framework
- How to determine a significant project from a routine project

F. Farrokhi returned to the boardroom at 3:44 p.m.

- The policy ensures that Staff follow the procedure of the Project Management Framework
- The Project Management Framework provides confidence for public

Committee discussion took place regarding:

- Public access to the policy
- The framework is a living document
- Provides consistency on the delivery of projects
- If the cost of maintenance is included in Project Management Framework

It was moved and seconded that the Governance and Priorities Committee recommend that Council adopt the Capital Project Management Policy 11-5210-01. The motion carried unanimously.

6. QUESTION PERIOD:

No one in attendance wished to ask questions.

7. ADJOURNMENT:

It was moved and seconded at 3:54 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER