

MINUTES
GOVERNANCE AND PRIORITIES COMMITTEE MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2019-MAY-21, AT 9:00 A.M.

Present: Councillor 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 (arrived 9:02 a.m.)
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer (arrived 9:02 a.m.)
R. J. Harding, Director of Parks and Recreation
D. Lindsay, Director of Community Development (vacated 11:01 a.m.)
B. Sims, Director of Engineering and Public Works
J. Van Horne, Director of Human Resources
K. Fry, Fire Chief
D. Mousseau, Manager, Engineering and Environment (vacated 10:27 a.m.)
F. Farrokhi, Manager of Communications
W. Fulla, Manager of Business, Asset and Financial Planning
D. Blackwood, Client Support Specialist (vacated 9:22 a.m.)
S. Gurrie, City Clerk
S. Snelgrove, 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. APPROVAL OF THE AGENDA:

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

J. Rudolph entered the Boardroom at 9:02 a.m.
Councillor Thorpe entered the Boardroom at 9:02 a.m.

3. REPORTS:

a. GOVERNANCE AND MANAGEMENT EXCELLENCE:

(1) Draft Strategic Plan

Jake Rudolph, Chief Administrative Officer, advised:

- Discussions this morning will bring some closure to the strategic planning process
- After discussions this morning Council will be in a better place for the e-Town Hall meeting on Thursday
- Public input on strategic plan will be received on Thursday
- Strategic plan will be brought back to Council in June for approval or adoption

John Van Horne, Director, Human Resources, provided a brief overview of the Strategic Plan updates including:

- Discussions at the last Governance and Priorities Committee (GPC) Meeting and narrowing down topics
- Some key focus areas could fit under more than one strategic theme
- Some movement of action items in order to make sense in shortened version of strategic plan
- Statements are broadly worded to capture concepts
- Removed descriptions

D. Blackwood vacated the Boardroom at 9:09 a.m.

Committee discussion took place regarding:

- Timelines not identified and may be needed for clarity
- Keep actions under one heading to avoid duplicates
- Potentially add food security and agriculture
- Timelines may transcend 2-3 years, some will be ongoing
- Strategic Plan is general and a collective reflection of what Council discussed during planning sessions

D. Blackwood returned to the Boardroom at 9:20 a.m.

D. Blackwood vacated the Boardroom at 9:22 a.m.

- Food security encompassed within the Official Community Plan
- May not be reasonable to attach specific timelines to most action items

It was moved and seconded that the Governance and Priorities Committee recommend Council add the following action item under Environmental Responsibility “If requested the City of Nanaimo work with the Regional District of Nanaimo to develop food security for the region”. The motion carried. Opposed: Councillor Brown

Committee discussion continued regarding:

- Strategic plan will have annual review to ensure it reflects business plans and to keep it current
- Departure Bay Walkway may be better served under the heading Livability rather than Economic Health
- Potentially support some form of fast ferry under economic development
- Development of connectivity in the City of Nanaimo

It was moved and seconded that the Governance and Priorities Committee recommend that Council advocate for a fast ferry service or other forms of transportation improvements for connectivity, as action items under Economic Health in the draft Strategic Plan. The motion carried unanimously.

Committee discussion continued regarding:

- Options Council can use for economic development
- Potentially adjust section that says focus on businesses that align with the City's strategic direction
- Implementation of economic development model
- Strategic direction versus strategic plan

It was moved and seconded that the Governance and Priorities Committee recommend that Council amend the fifth bullet under Environmental Sustainability Actions on the draft Strategic Plan to read "Update and resource Community Sustainability Action Plan". The motion was defeated.

Opposed: Mayor Krog, Councillors Armstrong, Bonner, Hemmens, Maartman, Thorpe, Turley

Committee discussion continued regarding:

- Alignment of annual report, business plans and strategic plan
- Identify timelines for projects at future Council or GPC meeting
- Annual reports will refer to strategic plan
- Not everything in strategic plan will be achieved

It was moved and seconded that Governance and Priorities Committee recommend that Council amend the sixth bullet under Governance Excellence on the draft Strategic Plan to read "Advocate for the Provincial and Federal governments to take responsibility for mental health, affordable housing and social disorder issues". The motion carried unanimously.

Committee discussion continued regarding:

- Strategic plan to be discussed at GPC meeting on June 10th then June 17th Council Meeting for adoption
- Emergency disaster resources
- Provincial regulation regarding emergency preparedness
- Emergency response and recovery plan
- Fire service delivery plan touches on emergency management
- Community wildfire protection plan coming forward to Council
- Business continuity plans primarily internal documents and are on internal intranet but not shared with community

(2) Continued Committee Discussion

Introduced by Sheila Gurrie, City Clerk.

Committee discussion took place regarding:

- Separating Finance and Audit Committee into two different committees:
 - Finance Committee
 - Audit Committee
- Auditors provide oversight in their role
- Composition of audit committee including a citizen with a Chartered Professional Accountant (CPA) designation could be a conflict
- Question need for citizen appointees to audit auditors
- Prior composition of finance and audit committee
- Frequency of audit meetings
- Potential audit committee providing recommendations to Council
- Role of audit committee to audit department projects
- Intent of audit committee to meet with auditors prior to audit starting, provide oversight, have CPA present so Council can have discussion with someone who does audit work regularly
- Clear terms of reference required for audit committee/finance committee
- Processes auditors undertake are regulated
- Basic scope and materiality of audit is set by auditors
- Auditors are independent
- Council and Staff can ask auditors to increase scope of audit
- Council could provide direction around individual areas regarding scope of audit
- Use GPC for audit reporting or a potential sub-committee to review audit and report back to Council

Dean Mousseau vacated the Boardroom at 10:27 a.m.

- Potentially maintain Finance and Audit Committee and understand audit portion will appear on agendas as needed
- Staff can provide direction to increase scope but not materiality or decrease scope
- Auditors chosen through Request for Proposals process
- Current contract is for 3 years with 2 year option to renew and the City has chosen to exercise our 2 year option
- Community sustainability action plan update by environment committee
- Committees completing projects versus task forces
- Staff to develop general terms of reference for environment committee including composition, mandate and appointment by Council
- GPC is main mode to review topics in depth
- Suggestion for a liveability committee with focus on arts and culture and health and wellness
- Taskforce for health and housing

- Potentially abandoning the intersectionality committee and focussing on inclusion of underrepresented individuals in the Official Community Plan and parks master planning process
- How to resource neighbourhood networks/associations to help with governance and have dialogue regarding development
- Use task forces to move projects forward
- GPC structure allows issues to be brought forward

Councillor Thorpe vacated the Boardroom at 10:55 a.m.

- Public messaging regarding GPC role in governance
- Councillors assigned to neighbourhoods to work with neighbourhood associations
- Engagement options workshop in June or July
- GPC requests time allotted specifically to neighbourhood associations session
- Potential formalization of neighbourhood association process

Councillor Thorpe returned to the Boardroom at 11:00 a.m.

D. Lindsay vacated the Boardroom at 11:01 a.m.

- Staff have regularly advertised summaries of GPC and Council meeting decisions which are published the day after the meeting
- A separate session will follow regarding communications

Jake Rudolph, Chief Administrative Officer, spoke regarding the eTown Hall Meeting scheduled for Thursday, 2019-MAY-23 and advised of the question and answer process.

Committee discussion took place regarding:

- Strategic plan and four themes
- Explanation of budget process for the public
- Summary number of GPC meetings
- New positions approved by Council

(3) Recommendation from the Environmental Information Session

Introduced by Jake Rudolph, Chief Administrative Officer.

It was moved and seconded that the Governance and Priorities Committee receive the report titled “Recommendations from the Environmental Information Session” dated 2019-MAY-21, and accompanying presentation slide, for information. The motion carried unanimously.

4. QUESTION PERIOD:

- There were no members of the public in attendance to ask questions.

5. ADJOURNMENT:

It was moved and seconded at 11:15 a.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER