



Governance & Priorities Committee

September 30, 2019



Agenda Overview

1. Governance Engagement, Transparency & Administration
2. Procedure Bylaw Amendments
3. Agendas Committee
4. Notice of Motion Procedure
5. Additional Committees & Meeting Resources



CITY OF NANAIMO
THE HARBOUR CITY

Governance Engagement

Two types of public engagement:

- 1** Community Engagement
 - ❖ Ways the City engages with and informs the community
- 2** Governance Engagement
 - ❖ Ways residents can engage with Council
 - ❖ Opportunities for participation (digital & traditional)
 - ❖ Resources available for informing on Council decisions
 - ❖ Access to Information



CITY OF NANAIMO
THE HARBOUR CITY

Governance Engagement

...what we already do

- ✓ Provide contact information for Mayor & Council (email/phone)
- ✓ Council, Committee and Task Force meetings
- ✓ Meeting resources (agendas, video recordings, minutes, presentations, reports, etc.)
- ✓ Council and Committee meeting summaries
- ✓ Hearing from delegations
- ✓ Website
- ✓ News Releases
- ✓ Social media
- ✓ Newsletters
- ✓ Project pages
- ✓ Newspaper and radio ads
- ✓ Open houses, surveys, engagement sessions, etc.
- ✓ eTown Halls



The graphic shows a cityscape with a blue and orange diagonal split. On the orange side, it says 'Public Engagement Sessions' with a Facebook icon and the website 'www.nanaimo.ca/gov/PublicEngagement'.

CITY OF NANAIMO
THE HARBOUR CITY

Governance Engagement

...what's new

- ✓ Closed captioning of Council meetings
 - working on fine tuning service through our provider
- ✓ Health and Housing Task Force
 - First meeting held July 17
 - Councillor Bonner Chair, Councillor Hemmens alternate Chair
- ✓ City of Nanaimo Instagram account
 - Launched new platform on August 15
 - New way of engaging residents of a younger demographic & keeping them informed
- ✓ My Nanaimo This Week
 - First edition of this weekly e-newsletter published on September 9



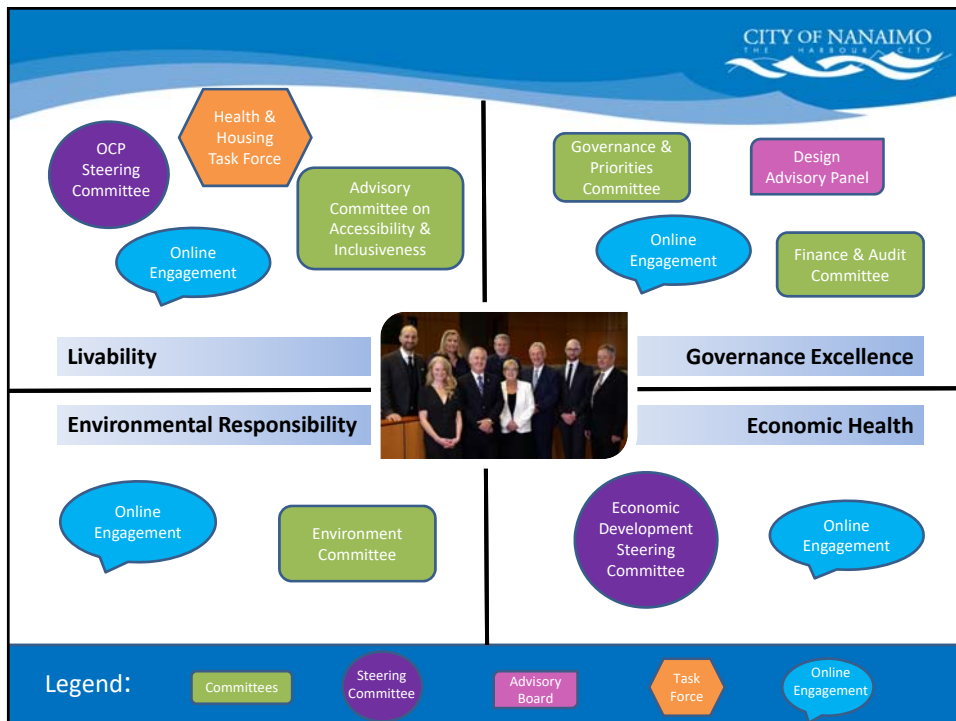
The graphic features a blue sky and water scene with two kayakers. The text 'MY NANAIMO THIS WEEK' is written in white on a blue banner at the top.

CITY OF NANAIMO
THE HARBOUR CITY

Governance Engagement

...what's coming next


- ✓ **Environment Committee**
 - Members have been selected
 - Councillor's Brown and Geselbracht appointed as co-chairs
 - Meetings will commence this fall
- ✓ **Other Committees**
 - OCP Steering Committee
 - Economic Development Steering Committee
 - Advisory Committee on Accessibility & Inclusiveness
- ✓ **Public Engagement Software**
 - Bang the Table was successful proponent for RFP
 - Staff training begins October 1, 2019



CITY OF NANAIMO
THE HARBOUR CITY

Governance Transparency

FOI Releases



CITY OF NANAIMO
THE HARBOUR CITY

Governance Transparency

FOI Releases on website

- Previously released FOI's will soon be available on the City's website (sample image below)

File #	Topic	Date Received	Response Date
2018-01	Neck Point Park Master Plan Update	2018-12-01	2019-01-01
2018-02	Heritage Action Plan	2018-03-02	2019-05-15

- Information will be arranged by year
- Release package will include response letter with personal information redacted and responsive records attached

CITY OF NANAIMO
THE HARBOUR CITY

Governance Transparency

FOI Releases on website

- 2018 files are compiled and undergoing final review prior to release
 - 135 out of the 420 files are potentially releasable
- Certain categories of requests will not be released
 - Requests for personal information
 - Nanaimo Fire Rescue incident reports and photos
- Currently developing FOI release procedures
 - Document preparation will be part of closing each file
 - Files will be reviewed by Records Information & Privacy Coordinator on a monthly basis and posted accordingly

CITY OF NANAIMO
THE HARBOUR CITY

Governance Transparency

Flowchart for FOI Releases to Website

```

    graph TD
      A[Is the FOI request from the media?] -- Yes --> B[Release to Website]
      A -- No --> C[Is the request for a Fire Incident Report?]
      C -- Yes --> D[Do not release to website]
      C -- No --> E[Did the applicant request their own information ?  
(i.e. their own property info, bylaw complaints, etc.)]
      E -- Yes --> F[Do not release to website]
      E -- No --> G[Prepare for website release review process]
    
```

The flowchart starts with the question: "Is the FOI request from the media?". If "Yes", the action is "Release to Website". If "No", it asks "Is the request for a Fire Incident Report?". If "Yes", the action is "Do not release to website". If "No", it asks "Did the applicant request their own information? (i.e. their own property info, bylaw complaints, etc.)". If "Yes", the action is "Do not release to website". If "No", the action is "Prepare for website release review process".

Governance Transparency

In Camera Releases



Governance Transparency

Release of "In Camera" Information

Overview:

- Council Policy "Routine Release of "In Camera" Agenda" was amended July 22, 2019
- This policy provides for the routine release of "In Camera" agendas, which include reports and minutes.
- Routinely releasing "In Camera" information supports Council's strategic plan related to Governance Excellence, openness and transparency.
- The provision of this information does not limit a person's right to access records under the *Freedom of Information and Protection of Privacy Act*.


CITY OF NANAIMO
THE HARBOUR CITY

Governance Transparency

Release of "In Camera" Information

Website:

- The In Camera Release of Information page can be found on the City's website here:
<https://www.nanaimo.ca/goto/InCameraReleases>
- The webpage provides documents from 2010 – 2017 (3rd Quarter) arranged in bundles.
- 2018 and 2019 documents are being prepared in accordance with the amended policy.



CITY OF NANAIMO
THE HARBOUR CITY

Governance Transparency

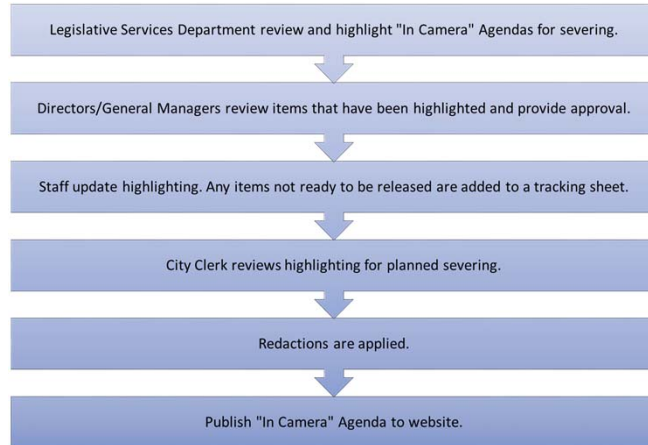
Release of "In Camera" Information

Process:

- "In Camera" documents are reviewed to ensure items still needing to be kept confidential are severed.
- Where items have been severed, there will be a blank space and in some cases reports have been removed entirely.
- Commonly severed items:
 - o 3rd party information
 - o Personal information
 - o Law enforcement
 - o Litigation
 - o Negotiations

Governance Transparency

Release of "In Camera" Information



Governance Administration




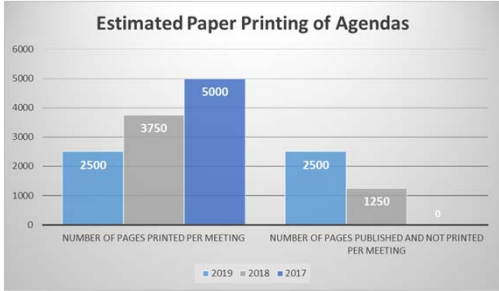
CITY OF NANAIMO
THE HARBOUR CITY

Governance Administration

Escribe:

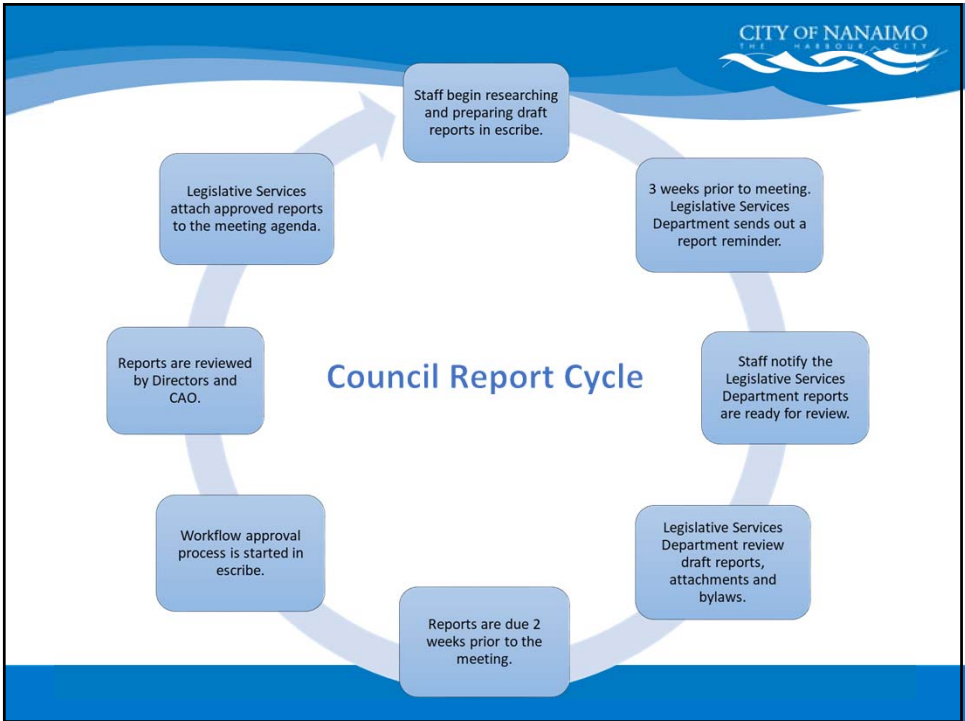
- Cloud-based meeting management software to prepare reports, agendas and livestream meetings.
- In 2016, 57,600 pages printed for Council agendas.
- Estimate printing of paper agendas has been reduced by half.
- Goal of 100% paperless agendas.

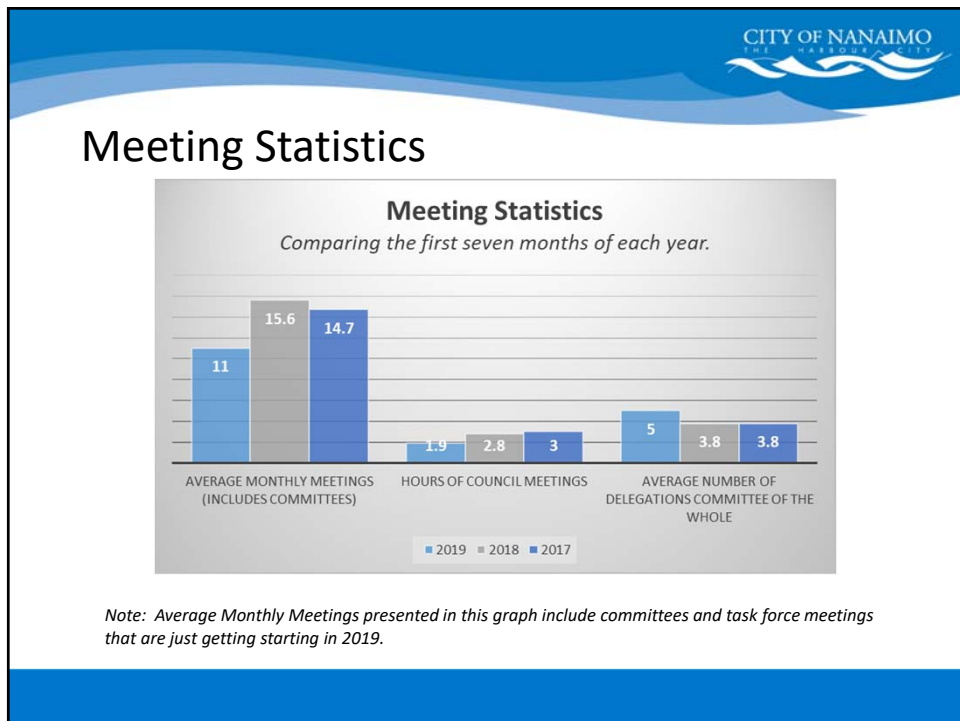
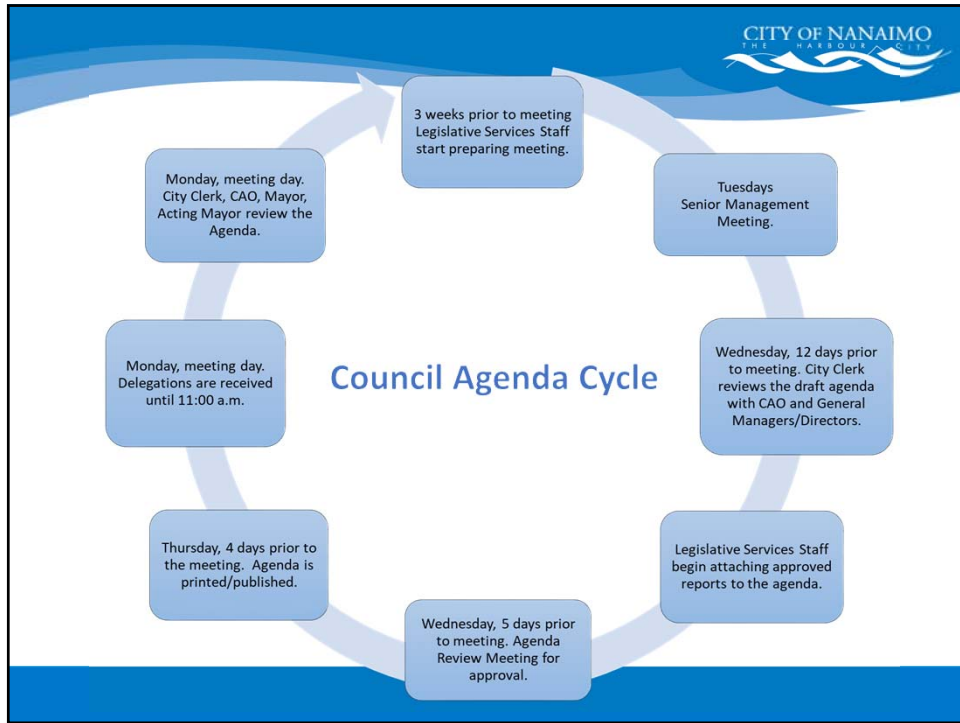




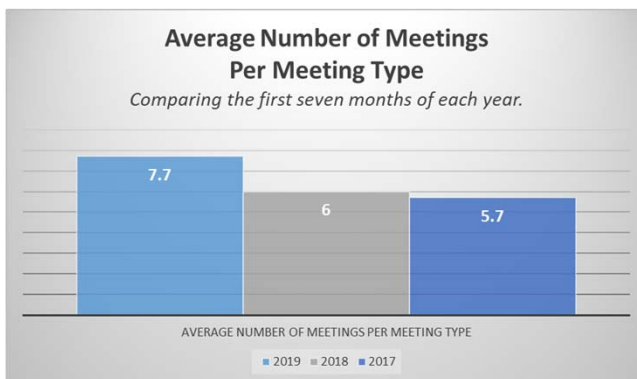
Year	Number of Pages Printed per Meeting	Number of Pages Published and Not Printed per Meeting
2017	3750	1250
2018	5000	0
2019	2500	0

- The Legislative Services Department promotes the use of paperless agendas to reduce our environmental footprint.





Meeting Statistics



Note: This chart represents the average number of meetings held by each type of meeting during this time frame.

Procedure Bylaw Amendments



Procedure Bylaw - Background

- “Council Procedure Bylaw 2007 No. 7060”
- Identified need for updated bylaw:
 - 2013 Watson Report
 - Staff working with the bylaw
 - Public suggestions
- Facilitated Engagement Session – August 2018
- “Council Procedure Bylaw 2018 No. 7272” effective November 2018



Overview of Proposed Amendments

Since the adoption of “Council Procedure Bylaw 2018 No. 7272” in November 2018, Staff have identified a number of amendments that are necessary in order to:

1. Streamline the administrative process related to meeting preparation; and,
2. Reflect Council’s direction regarding the conclusion of the Committee of the Whole

A summary of the significant changes is outlined in this presentation.

Staff recommend that only these specific amendments be considered at this time.

Amendment #1

Remove all references to the Committee of the Whole

Rationale:

- The Governance and Priorities Committee (GPC) was created to “enable members of Council to review upcoming and important issues with members of City Staff”.
- With GPC meetings underway, providing an avenue for deeper discussion on a number of topics, the Committee of the Whole is no longer needed.
- Delegations not related to agenda items could apply to speak at a Council meeting, with the proposed change recommending that Council use the “Delegations” heading on the Regular Council meeting agenda.

Amendment #2

Add definition “Task Force”

Rationale:

- The current Council Procedure Bylaw does not include a definition of Task Forces.
- Council has expressed an interest in using task forces as a means to accomplish Council directed projects within a specific time frame.
- Including Task Forces in the Procedure Bylaw will allow Council to assign these groups with a specific task and time frame.
- Task Forces are currently treated as Committees in many ways - including this definition in the Procedure Bylaw will help to legitimize the processes already in place for these meetings.

Amendment #3

Change In Camera Council Meeting Start Time

Rationale:

- In Camera Council meetings are currently scheduled to commence at 4:00 pm but often times meetings are held later (see table below).
- Changing the start time to 4:30 p.m. will reduce the amount of staff time spent preparing meeting time change notices.
- If Council requires a meeting to start earlier than 4:30 p.m., a time change notice can be prepared to allow for the earlier meeting time.

IC Start Time	Total meetings*
5:30 pm	5
5:00 pm	5
4:30 pm	8
4:00 pm	4

Table data is from Regular & Special Council meetings held since the adoption of the Procedure Bylaw (November 2018) to September 2019

**meetings that started before 4:00 p.m. or after 5:30 pm are not included in this data*

Amendment #4

Add clause that no Regular Council Meetings will be held in August

Rationale:

- The current practice is for meetings in August to be cancelled to allow for a summer break.
- The Key Date Calendar will reflect this change.
- This change aligns with the Regional District of Nanaimo’s regular board meeting schedule.
- Special meetings could still be held, if needed.

Amendment #5

Change Agenda/Addendum Publishing Days

Rationale:

- Currently, agendas for regular Council meetings are published Thursday by 4:00 pm and addendums are published Monday by 11:00 am. The proposed change would have agendas published on Wednesdays and the addendum on Fridays.
- The current practice of publishing the addendum by 11:00 am on the day of the meeting provides Staff with very little time to prepare all necessary documentation.
- Adjusting the addendum publishing date allows Staff more time to review documentation and will result in fewer errors on the agenda.
- Council will have more time to prepare for the meeting with the proposed change to Wednesday and Friday.

Amendment #6

Change deadline for delegations related to items on agendas

Rationale:

- To align with the proposed changes of the Agenda/Addendum publishing days, the deadline for delegation requests would be changed from 11:00 am Monday to 11:00 am Friday.
- This adjustment would align with Staff processes to include delegation requests in the addendum.
- Late delegations would still be able to send a request through to Council directly.

Amendment #7

Change process for delegations not related to agenda items

Rationale:

- Currently, delegations not related to agenda items can apply to speak at a Committee of the Whole (COW) meeting.
- With the proposed change eliminating COW's, Staff recommend that Council use the "Delegations" heading on the Regular Council meeting agenda.
- Staff propose allowing up to a maximum of four delegations unrelated to agenda items at each meeting, on a first-come-first-serve basis.
- Delegations from the same organization will be given five minutes total to present.

Amendment #8

Delegations speaking to consent items

Rationale:

- In this proposed amendment, when a delegation is permitted to speak to a consent item the item will be removed from the list of consent items, the delegation heard, and then the item will be voted on separately from other consent items.
- There are certain matters to which delegations will not be permitted to speak (ie – of a legal or personal nature).

Amendment #9

Consent Items

Rationale:

- Changes to the City's financial plan, annual municipal report or strategic plans are commonly dealt with at the committee level prior to being presented to Council.
- As Committee recommendations are included in the consent items section of the agenda, Staff recommend changing the bylaw so that changes to these items may be considered.
- Adoption of these items would still not be considered under consent items.
- For example, recommendations from the Finance and Audit Committee to add an item to the Financial Plan would be included in Consent Items, but adoption of the Financial Plan would not be included.

Amendment #10

Committee Delegation Timelines

Rationale:

- There is currently no process in place for addressing delegation requests for committees.
- With this amendment, delegation requests for committees will be reviewed by the Corporate Officer and placed on the agenda of the appropriate committee based on content.
- Requests must be received by 11:00 am ten (10) days prior to the meeting.

Amendment #11

Public Hearing Process

Rationale:

- The Procedure Bylaw current does not include guidelines for Public Hearings.
- The addition of Public Hearing guidelines will provide direction and clarity regarding the public hearing process.
- Future amendments regarding public hearings may be brought forward at a later date.

Procedure Bylaw - Next Steps

Recommendation:

That the Governance and Priorities Committee recommend that Council proceed with three readings and adoption of "Council Procedure Amendment Bylaw 2019 No. 7272.01" as presented.

- Three readings October 7th
- Public Notice
- Adoption October 21st
- Effective November 1st



Questions?



Agendas Committee






Agendas Committee

Council agendas

- Committee recommendations
- Legislated items with a specified timeframe
- Reports requested by Council
- Emerging issues of an urgent nature

Finance & Audit agendas

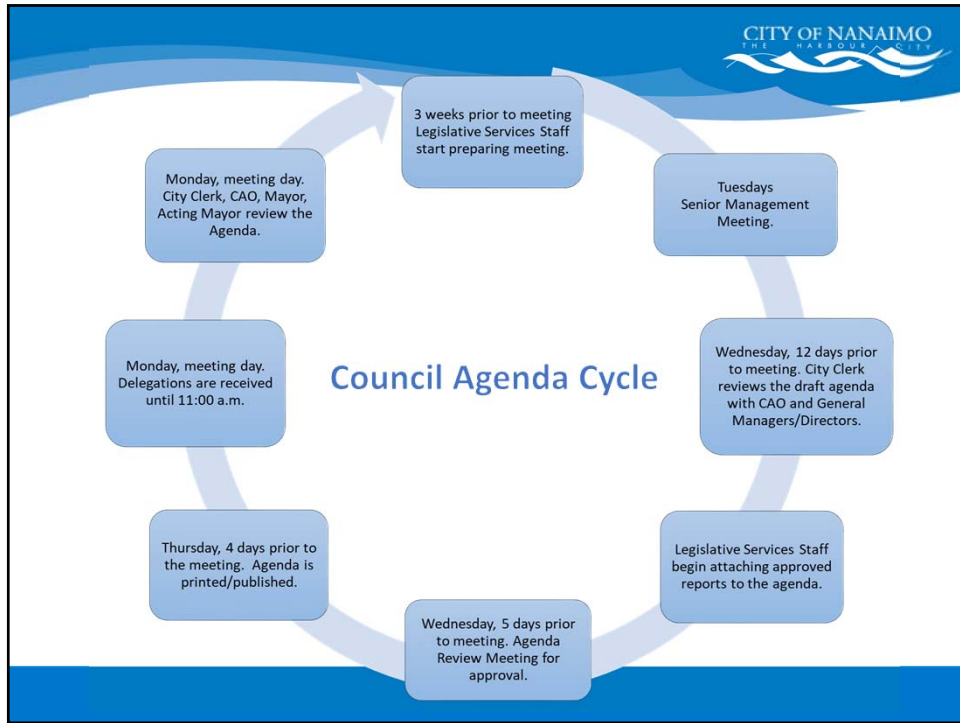
- Increases to project budgets
- Funding requests for City projects
- Funding requests to community organizations
- Recommendations of best practices
- **Time sensitive**



Agendas Committee

Potential Challenges:

- Would overlap responsibilities between the Agendas Committee and the GPC.
 - The GPC is required to “act as an advisory to Council by discussing and considering all governance issues prior to being placed before Council”
- Legislative & administrative requirements of committees would apply and result in a backlog of reports and unnecessary delays
- The *Community Charter* does not allow Staff to take direction from individual Council members through an “informal” committee
- An unintended consequence of striking an agendas committee may be that items members of Council on the committee do not want brought forward, for which ever reason, would be deferred.



CITY OF NANAIMO
THE HARBOUR CITY

Agendas Committee

Recommendation

- Continue to review list of potential topics for discussion at each GPC meeting
- Items not on the list can be proposed by the GPC via motion
- Recommendations can be made regarding the order of topics and the corresponding meeting dates

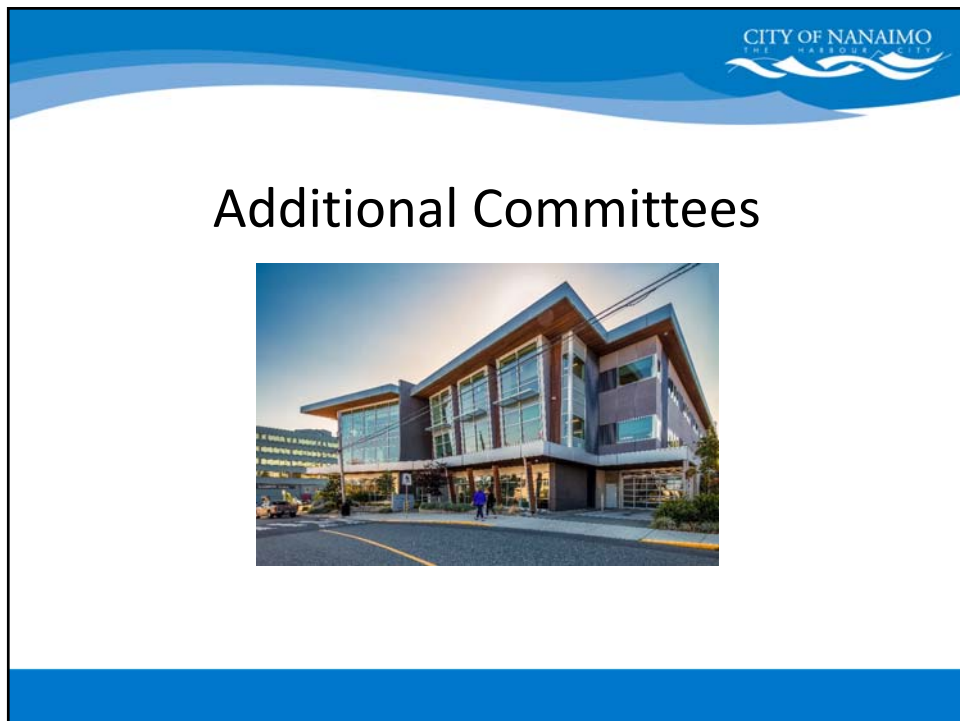
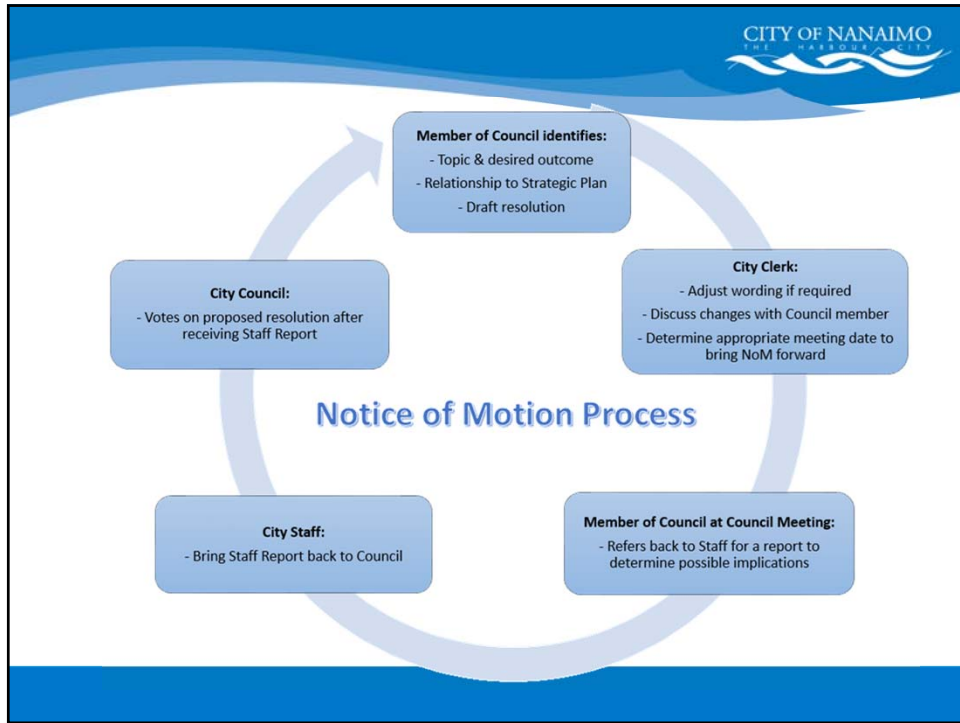
As all members of Council sit on the GPC, this allows all of Council to participate in the discussion regarding issues they would like to see come forward

Notice of Motion Policy



Notice of Motion Policy

- Notice of Motion
 - Parliamentary tool used to introduce a motion to Council
 - “Council Procedure Bylaw 2018 No. 7272” outlines process to follow at a meeting
- Policy
 - Intended to be used prior to introduction of a notice of motion at a meeting
 - Focuses on pre-meeting preparation
 - Provides guidelines to identify and assess intended and unintended implications of a motion and report on implications through a staff report
 - Outlines duties of:
 - Members of Council
 - City Clerk
 - City Staff



Committees to Come...

1. Economic Development Steering Committee
2. Official Community Plan Steering Committee

Terms of References for both Committees will be brought forward at a future meeting



Nanaimo Youth Advisory Council

- History of the Council:
 - Formed in 2014
 - Youth perspective on municipal issues
 - Currently not meeting
- Current engagement opportunities:
 - Direct community programming
 - Leadership development opportunities
 - Advocacy
 - Events



Nanaimo Youth Advisory Council

- **Challenges:**
 - Consistent meeting date
 - Current members appear to be drawn from youth with higher access to resources and support
 - Youth may not be fully representative of diversity of youth in our community
- **Recommendation:**
 - Dissolve Nanaimo Youth Advisory Council
 - Continue to engage youth in the methods noted

Advisory Committee on Accessibility & Inclusiveness

Mandate

To identify potential barriers within existing and proposed City plans, policies, bylaws and infrastructure and make recommendations to ensure that they are inclusive and accommodating to citizens of all ages, abilities and walks of life.

- ✓ Identify barriers and best practices
- ✓ Make recommendations for improvements
- ✓ Review City plans, policies and procedures
- ✓ Assist in developing a strategy for increased engagement & public awareness



Advisory Committee on Accessibility & Inclusiveness

- New Committee proposed with a Terms of Reference provided for Council’s consideration
- Membership consisting of two Council members plus two citizens-at-large and key representatives from various agencies/groups including:

✓ Child Development Centre	✓ Nanaimo Association for Community Living	✓ Nanaimo Youth Services Association
✓ Island Health	✓ Nanaimo Pride Society	✓ School District 68
✓ Multicultural Society	✓ Nanaimo Seniors Task Force	✓ United Way of Central Vancouver Island

Meeting Resources



Committee Meeting Resources

Administrative Support:

- Every 1 hour that a committee meets equals approximately 2-3 hours of pre-meeting prep and 2-3 hours of follow up work for administrative support staff.
- Typically committee/task force meetings are scheduled outside of regular work hours.
 - Accommodates committee members schedules
 - Additional costs as Staff are paid overtime rates to attend
 - Daytime meetings take Staff away from other workload



Committee Meeting Resources

Locations and Catering:

- 2 Boardrooms available – Services and Resource Centre and Human Resources (HR) Training Room.
 - These rooms are frequently used and availability is limited
 - HR Training Room is not wheelchair accessible
- Coffee and snacks provided for most meetings at additional costs.



Committee Meeting Resources

- Committees require at least one member of Council in their membership.
- Due to scheduling conflicts between the following:
 - *Council*
 - *Committee*
 - *Regional District of Nanaimo (RDN) Board meetings*
 - *RDN Committee meetings; and,*
 - *Chamber of Commerce luncheons*only 5 meeting times are available each month for additional committees to meet.
- Meeting dates and times for the new Environment Committee and the following proposed committees will be based on the availability within those 5 times:
 - Economic Development Steering Committee
 - Official Community Plan Steering Committee
 - Advisory Committee on Accessibility and Inclusiveness



Questions?

