

**MINUTES**  
SPECIAL GOVERNANCE AND PRIORITIES COMMITTEE MEETING  
BOARDROOM, SERVICE AND RESOURCE CENTRE,  
411 DUNSMUIR STREET, NANAIMO, BC  
MONDAY, 2020-JAN-20, AT 12:30 P.M.

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Present: Acting Mayor, D. Bonner  
Mayor L. Krog  
Councillor S. D. Armstrong  
Councillor T. Brown (vacated 4:09 p.m.)  
Councillor B. Geselbracht  
Councillor E. Hemmens  
Councillor Z. Maartman  
Councillor I. W. Thorpe  
Councillor J. Turley (vacated 4:17 p.m.)

Staff: J. Rudolph, Chief Administrative Officer  
R. J. Harding, General Manager, Parks, Recreation and Culture  
S. Legin, General Manager, Corporate Services  
D. Lindsay, General Manager, Development Services  
B. Sims, General Manager, Engineering and Public Works  
J. Van Horne, Director, Human Resources  
K. Fry, Fire Chief  
L. Mercer, Director, Finance  
F. Farrokhi, Manager, Communications  
D. Blackwood, Client Support Specialist (vacated 12:39 p.m.)  
S. Gurrie, City Clerk  
S. Snelgrove, Steno Coordinator  
N. Sponaugle, Recording Secretary

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

The Special Governance and Priorities Committee Meeting was called to order at 12:31 p.m.

2. APPROVAL OF THE AGENDA:

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

3. REPORTS:

a. GOVERNANCE AND MANAGEMENT EXCELLENCE:

1. GPC Structure – Governance and Priorities Committee First Quarter Planning

Introduced by Jake Rudolph, Chief Administrative Officer.

1. Introduction

Jake Rudolph, Chief Administrative Officer, spoke regarding the goal of today's session to exchange ideas to clarify how Council would like to see Governance and Priorities Committee (GPC) meetings work going forward, including consideration of the agenda format, list of topics, meeting outcomes and priorities.

2. Round Table

Committee discussion took place regarding:

- The informal and open format of GPC's allowing for deeper discussion and reviewing details of issues
- Needing to let Staff know what Council's goals and outcomes are including why issues are being brought forward and should professionals be invited to a meeting
- More community involvement at the GPC, especially on issues that are important to the public

D. Blackwood vacated the Boardroom at 12:39 p.m.

Sheila Gurrie, Director, Legislative Services, spoke regarding:

- Updated GPC Agenda Planning document which includes meeting dates, topics, background format and outcomes
- Intention of the document being to provide Staff with clarification regarding what Council's desired outcomes of a meeting are
- Format and outcomes could change depending on topic

Committee discussion took place regarding:

- Time set aside at GPC meetings to bring forward topics for discussion
- Not making the format too formal but allowing time for open conversation and free-flow of ideas
- Encouraging Staff to bring forward ideas and innovations when determining topics to allow time for Council to consider those when prioritizing topics
- Not relying on GPC as an engagement tool, as sometimes there may be a better avenue or process aside from the GPC
- Enjoying the flexibility of GPC's which sometimes allow for training from staff and other times are an opportunity to bring forward important topics for discussion
- Inviting community members with specific content knowledge and stakeholders to be a part of the conversation
- Clarification and direction on what Council would like to see from Staff – i.e. whether it be information only or new policy
- GPC as an opportunity for Council to do their homework ahead of time and have a fulsome discussion, prior to an item going to a Council meeting for adoption

- Challenges in regards to inviting community members in terms of determining who is invited and whether this could cause issues with those not invited
  - For operational items, ensuring the appropriate staff with history and knowledge are invited to contribute in an informal setting
  - Challenge in having GPC's immediately followed by Council meetings
  - Clarification regarding recommendations from other Committees being sent directly to Council - Council can request for an item to be sent back to GPC for further discussion
  - Clarification regarding consent items on Council agendas and the process for pulling an item out to be discussed and voted on separately
3. Structure moving forward

Committee discussion took place regarding:

- New format of agenda planning document
- Council providing direction when bringing a topic forward so staff know what to prepare for the meeting and what the expectation is from Council
- Informal dialogue and two-way discussion between Council and Staff beneficial as it provides managers and others an opportunity to share information, hear from Council regarding their priorities, helps keep respect and language elevated and builds a level of trust with Staff
- The first year of GPC meetings being largely informational and year two an opportunity to experiment so years three and four can build on productivity
- Importance of considering the financial impact of ideas coming out of the GPC and forwarding to Finance and Audit Committee for further discussion when needed

J. Van Horne vacated the Boardroom at 1:54 p.m.

- Dedicating a half hour at the end of each GPC meeting to bring forward ideas and provide direction regarding format and outcomes
- New format still allows for emerging issues to be brought forward and the agenda schedule will be adjusted to accommodate
- Fulsome discussion to happen on agenda items only – potential topics, along with desired format and outcomes, can be identified at the end of the meeting but detailed discussion would not take place at that time
- Notices of motion at Council meetings that get deferred would be added to the topic section of the GPC agenda planning document

The Special Governance and Priorities Committee Meeting recessed at 2:09 p.m.

The Special Governance and Priorities Committee Meeting reconvened at 2:18 p.m.

J. Rudolph returned to the Boardroom at 2:19 p.m.

2. GPC Topics

Sheila Gurrie, Director, Legislative Services, advised that this was an opportunity to develop a list of topics for future GPC meetings. The Governance and Priorities Committee - Agenda Planning Future Items list was developed through previous conversations around the GPC table. There are four scheduled GPC's in the first quarter of 2020. Special GPC's can be scheduled but should be based on need, so as not to overload days that Council meetings are scheduled.

Committee discussion took place regarding First Quarter Topics and Future Topics (Q2 – Q4):

- Civic facilities and an overview of building conditions. Certain buildings needing more attention than others (i.e. – Public Works)
- Motions that were previously deferred re: ground water protection and plastic bags coming to GPC prior to the Environment Committee
- Arts and Culture topic moving to March to coincide with the start day of the new Manager of Culture and Events
- Desire for a better understanding of the Official Community Plan (OCP) process and neighbourhood associations' involvement

Council determined the following list of priority topics to assist in planning the next four sessions:

TOPIC	COUNT
Effective Advocacy Strategies	7
Neighbourhood associations	7
Sponsorships	6
Civic facilities – conditions, issues, plans and objectives	4
Arts and Culture	(already planned)
Capital planning process	3
Transit	3
1 Port Drive	3
Sports venues and tourism strategies	1
Women's Participation on the City of Nanaimo Committees and Task Forces and Childminding Reimbursement for Members of Council and City Committee Members	1
Vancouver Island Regional Library Overview	0
Social Procurement Part two ( <i>send to Finance and Audit</i> )	F&A
Fees and Charges ( <i>send to Finance and Audit</i> )	F&A

The following topics were identified as First Quarter Topics, based on Council's determination:

- Effective Advocacy Strategies
- Neighbourhood Associations
- Sponsorships
- Civic Facilities – conditions, issues, plans and objectives

Committee discussion took place regarding:

Advocacy:

- Imbedded in Council's Strategic Plan and Health and Housing Task Force's mandate but has not yet been brought forward to Council for discussion.
- Format: Advocacy strategies to address issues involving Provincial and Federal governments. Communications strategy to be part of the format, to report on what has taken place so far
- Outcome: Develop an advocacy strategy for implementation

J. Van Horne returned to the Boardroom at 2:50 p.m.

Neighbourhood Associations

- Format: Information report informing how many neighbourhood associations the City has including how many members and what locations
  - Current policies and information on associations.
  - Values currently and values moving forward for engaging with neighbourhood associations re: developments
  - How to leverage current processes to obtain valuable input through neighbourhood plans during the OCP process
  - Potential to invite chairs from some neighbourhood associations to attend to find out how they want to be engaged with and what their expectations are
- Outcome: Formal process for acknowledging neighbourhood associations. Desire for a clean slate with a new policy and criteria for neighbourhood associations moving forward so they can be officially recognized.
- Likely two meetings would be required – first step would be collecting information and briefing Council with engagement with neighbourhood associations and an action plan to follow in step two.

S. Gurrie vacated the Boardroom at 3:25 p.m.

Sponsorships

- Format: Potential to bring in a speaker to advise and/or a staff report for information on how to move forward
- Outcome: An inventory of potential assets to fund (i.e. public facilities and events). Develop a sponsorship policy on moving forward or not moving forward.
- It was determined that the topic of sponsorships should be brought forward to a Finance and Audit Committee meeting rather than a GPC.

S. Gurrie returned to the Boardroom at 3:29 p.m.

Civic Facilities (could include capital projects and financing/borrowing):

- Format: Background from Staff on current facilities that are known to be in need of replacing.

- Outcome: Direction on RCMP building expansion and Public Works building replacement as well as other facilities in need to replacement, expansion or renovations. Develop strategies for moving forward with these items

Committee discussion took place regarding:

- Timing of the meetings and determining appropriate meeting dates
- Topic of advocacy ideally would follow the upcoming throne speech and budget deliberations

### 3. AVICC Resolutions

Sheila Gurrie, Director, Legislative Services, advised that the topics forwarded from today's GPC would be voted on at the 2020-FEB-03 Council meeting

Committee discussion took place regarding:

- Association of Vancouver Island Coastal Communities (AVICC) Committee regarding Transportation on Vancouver Island – Connecting Vancouver Island Communities was recently dealt with at the Regional District of Nanaimo (RDN) and as a result would not be brought forward
- Whistleblower Legislation and attempting to address it with City policy

It was moved and seconded that the Governance and Priorities Committee recommend that Council forward a resolution regarding Whistleblower Legislation to the Association of Vancouver Island and Coastal Communities for consideration. The motion carried unanimously.

- Expanding the mandate of the AVICC Committee on Solid Waste to include “circular economy”
- Opportunity to expand the Committee to look at new market opportunities for items that would otherwise end up in the waste and broaden their mandate to look at the larger economic potential of expanding waste management

It was moved and seconded that the Governance and Priorities Committee recommend that Council forward to the Association of Vancouver Island and Coastal Communities for consideration, a resolution to expand the mandate of AVICC Committee on Solid Waste to include “circular economy”. The motion carried unanimously.

Committee discussion took place regarding:

- Potentially bringing forward a motion to the Union of BC Municipalities for the provincial or federal governments to pay for outstanding holiday pay for RCMP members, rather than the municipal government
- The cost of living, consumer price index (CPI) and standardization for municipalities

It was moved and seconded that the Governance and Priorities Committee recommend that Council forward to the Association of Vancouver Island and Coastal Communities a resolution to lobby for the Province to identify a Municipal Price Index. The motion carried.

Opposed: *Councillors Brown, Thorpe and Turley*

Councillor Brown vacated the Boardroom at 4:09 p.m.

4. Discussion re: Governance

1. Committees and Task Forces

Introduced by Sheila Gurrie, Director, Legislative Services

Committee discussion took place regarding:

- Continuing to use GPC meetings as an avenue for discussions rather than developing more committees
- Keeping Council in the loop with decisions being made at stakeholder meetings such as the Protocol Agreement Working Group and Tribal Journeys Committee

Councillor Turley vacated the Boardroom at 4:17 p.m.

- Concerns regarding more committees potentially being brought forward given limited staff capacity
- Potential to use the GPC in such a way where certain groups or demographics, such as youth or the arts and culture community, are invited to come forward to speak on issues affecting them
- In regards to the Youth Advisory Committee, Staff are currently working on Council's motion regarding youth engagement and will be reporting back
- Importance for community being able to engage on issues in the absence of committees
- Next week's GPC on strategic planning is Council's opportunity to confirm or tweak their Strategic Plan and prioritize some items

4. QUESTION PERIOD:

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

5. ADJOURNMENT:

It was moved and seconded at 4:26 p.m. that the meeting terminate. The motion carried unanimously.

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER