



**TERMS OF REFERENCE**  
**NANAIMO MAYOR'S LEADERS' TABLE**  
**(April 2021)**

**BACKGROUND**

Establishing the Mayor's Leaders' Table (the "Table") is a key recommendation of the 2020 Mayor's Task Force on Recovery and Resilience. The specific recommendation is to: Establish a Mayor's Nanaimo Leaders' Table to:

Immediately:

- i. Be informed by findings and recommendations from the various task forces and committees and other entities plans to create an aligned approach and collaborate on a multi-levels of government "ask for capital infrastructure" for Nanaimo.
- ii. Establish a working group consisting of representatives from SD68, VIU, venture and technology incubators, youth services, cultural organizations and major employers to develop a plan to:
  - a. address youth (18-34 years) attraction and retention;
  - b. provide input on major issues and opportunities facing the City; and,
  - c. build collaboration among key community entities.

**PURPOSE**

Consistent with the 2020 Mayor's Task Force on Recovery and Resilience Recommendations, establish a Mayor's Leaders' Table to advise, inform and collaborate across the community to further Nanaimo's opportunities and address challenges. This broad community engagement at the Table, leveraging community-wide resources under the leadership of the City, constructs a forum to align the community strategically for multi-level government capital infrastructure asks, establish a youth attraction and retention strategy, build collaboration across entities, garner timely input, and, create an opportunity for broader implementation of the Doughnut Economics philosophy.

The specific focus areas have been identified according to the following documents:

- 2020 Mayor's Task Force on Recovery and Resilience Report titled, *Building a Healthy and Connected Community*.
- 2019 - 2022 Strategic Plan.

## **MEMBERSHIP**

The Mayor's Leaders' Table members shall be the most senior employee (Executive Director, President, Chief Executive Officer, Chief, etc.) or Chair of the Board of the identified entities. No delegates will be permitted.

In addition to the Mayor and two Council members (appointed by the Mayor), members representing the following (member entities):

- John Howard Society
- Nanaimo Family Life
- United Way
- Nanaimo Ladysmith Schools Foundation
- Nanaimo Regional General Hospital
- Nanaimo Airport Commission
- Port of Nanaimo
- Petroglyph Development Group, SFN
- VIU
- RDN
- SD68
- Innovation Island
- Labour Organizations
  - Nanaimo/Duncan District Labour Council
- Arts and Culture Organizations
  - Port Theatre
  - Museum
  - Art Gallery
- Tourism and Hospitality Associations
  - Nanaimo Hospitality Association
- Nanaimo Chamber of Commerce
- Mid-Island Business Initiative (MIBI)
- Business Improvement Associations (BIAs)
- Major Employers
  - Harmac Pacific (Forestry)
  - Save-on Foods (Retail)
- Nanaimo Multi-Cultural Centre
- Nanaimo Youth Services Association
- 1 non-voting Staff liaison recommended by the CAO
- Others as determined by founding membership

## **ELIGIBILITY**

The Table will be convened by invitation from the Mayor. The member representing the entity shall be the most senior representative of the entity and the seat at the Table cannot be delegated.

## MEETING FREQUENCY

Table meetings will occur quarterly.

Committee meetings not constituting quorum can occur as required to progress initiatives. All committees will have a Chair voted in by the voluntary committee members and all committee meetings must have a Staff liaison present. NOTE: The Chair is expected to have access to non-City resources such as administrative assistance to convene the committee meetings and appropriate meeting space and supporting technologies.

All committees in addition to the inaugural committees will be established by the Table for the specific purpose of progressing an identified initiative which addresses an issue or an opportunity.

Inaugural Table Committees:

1. Infrastructure Ask
2. Youth Attraction and Retention
3. Doughnut Economic Philosophy Awareness

## STAFF SUPPORT

In addition to the CAO appointed Staff Liaison, the following City Departments will provide support to the Table in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Legislative Services
- Other Staff as required

## TERM

The term of the Table is at the discretion of Mayor and Council but is initially assumed to be June 2021 to June 2022 with optional annual extensions of one year. Each member is expected to serve consecutive terms in accordance with applicable employment within the member entity.

## GOVERNANCE STRUCTURE

The Mayor will Chair the Table and appoint both Councillors as Alternate Chairs.

The Mayor will initiate a *Call for Agenda Items* 30 days in advance of the quarterly meeting and produce and distribute an Agenda and associated package at least 7 days in advance.

## OBSERVERS & COMMUNITY SUPPORTS:

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular Table meetings are open to the public.