



## **TERMS OF REFERENCE**

### **NANAIMO MAYOR'S LEADERS' TABLE – WORKING GROUPS**

**(May 2021)**

#### **OVERALL PURPOSE**

The Nanaimo Mayor's Leaders' Table (the "Table") was established consistent with the 2020 Mayor's Task Force on Recovery and Resilience Recommendations, 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.

Three initial working groups will be established by the Table for the specific purpose of progressing each of the following:

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

#### **ELIGIBILITY FOR WORKING GROUP MEMBERSHIP**

All members of the Table will be eligible to participate on the working group of their choosing with a goal to balance membership approximately 1/3<sup>rd</sup>, 1/3<sup>rd</sup>, and 1/3<sup>rd</sup>. The same individual participating at the Table is the eligible working group member. All Table members are encouraged to join a working group. Participation on the working group can be delegated.

#### **WORKING GROUP MEETING FREQUENCY**

Table meetings will occur quarterly with working group meetings occurring between quarterly meetings. It is anticipated that working group meetings will have a maximum frequency of once per month with a maximum duration of 2 hours. A minimum of one working group meeting should occur between quarterly Table meetings.

The objective for the working group meetings is to progress initiatives. All working groups will elect a Chair voted in by the voluntary members and all 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 working group meetings and appropriate meeting space and supporting technologies.

## **WORKING GROUP CHAIR RESPONSIBILITIES**

The Chair will initiate a *Call for Agenda Items* 10 days in advance of the meeting and produce and distribute an Agenda and associated package at least 3 days in advance. The Chair will be provided with contact information for each of the members, applicable City staff liaison and elected City of Nanaimo officials.

Formal minutes will not be taken, however, it is anticipated that the Chair (or mutually agreed to working group member) will report working group progress at the Table meetings. These reports will form part of the Table agenda quarterly. Note: To facilitate reporting, maintaining an action log or list of informal action items and status would suffice.

Working groups can collectively respond to a *call for Table agenda items* through the Chair or act independently and propose agenda items directly to the Mayor at each call for agenda items. It is anticipated that the Table and working groups will function collaboratively and there will be a mix of working group and individual agenda items.

## **STAFF SUPPORT**

In addition to the CAO, an appointed Staff Liaison will attend all working group meetings.

## **TERM**

The term of the working groups 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.