

Mayor's Leaders' Table

June 18th, 2021

Project Planning Overview

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Mayor's Leaders' Table "Table" - Terms of Reference

- 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
- **Table** members are the most senior or Chair (delegates are not permitted)
- It is a virtual round table – like the O in NanaimO.
- Eligibility is by invitation from Mayor Krog

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Table TORs, con't

- Quarterly meeting frequency
- City staff will support Table meetings
- Term of the Table is June 2021-2022 with optional annual extensions
- Governance structure is Mayor as Chair and two Councillors as alternate Chairs
- Non-voting representatives may be invited to attend specific to topics of shared interest
- All regular Table meetings are open to the public

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Legislation

Community Charter

- All meetings are open to the public unless Section 90(1) or 90(2) of the *Community Charter* apply.
 - *Community Charter* provides specific rules for moving to closed session
 - All documents (handouts, presentations, PowerPoints, charts, graphs) provided to members at a meeting are public documents
 - Posted to www.nanaimo.ca
 - Record in Legislative Services
 - Not audio/video recorded

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Council Procedure Bylaw 2018 No. 7272

What does this Bylaw Cover?

- The procedure for all City of Nanaimo meetings

Who does it apply to?

- All members of Council, Committees, Boards, Task Forces and Tables

What if something isn't covered by the Bylaw?

- Roberts Rules of Order apply in cases not provided for under the Procedure bylaw.

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Mayor's Leaders' Table Meeting Proceedings

- City of Nanaimo Committee Operating Guidelines
 - Role of Members
- What "Council Procedure Bylaw 2018 No. 7272" covers:
 - Meeting Proceedings
 - Meeting Basics
 - Presentations and Delegations
 - Motions
 - Minutes
 - Notice of Motion

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Role of Table Members

- Prepare for and attend Table meetings;
- Complete any tasks assigned by the Table;
- Be accountable for all actions taken in the name of the Mayor's Leaders' Table;
- Contribute to the direction and work of the Table to the best of his or her ability; and,
- Adhere to the *Code of Conduct*.

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Mayor's Leaders' Table Working Groups - Terms of Reference

- In addition to other agenda items, three initial working groups will be established by the Table for the specific purpose of progressing the following:
 1. Infrastructure Ask
 2. Youth Attraction and Retention *Strategy*
 3. Doughnut Economic Philosophy *Awareness*
- Objective is to progress initiatives
- Eligibility – preference is for Table member, however, seat may be permanently or occasionally delegated
- Targeting a 1/3, 1/3 and 1/3 balance of membership

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Working Group TORs, con't

- Working group meetings to occur between quarterly Table meetings
 - maximum frequency of once per month with a maximum duration of 2 hours
 - minimum of one working group meeting should occur between quarterly Table meetings
- Each working group will elect a Chair voted in by the voluntary members:
 - all meetings must have a City staff liaison present
 - Chair needs access to non-City resources such as administrative assistance to convene the working group meetings and meeting space / supporting technologies (Zoom, etc.)

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Working Group TORs, con't

- **Working group chair responsibilities:**
 - initiate a *Call for Agenda Items* 10 days in advance of the meeting
 - 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
 - Chair the meetings
 - formal minutes not required
 - 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 Table agenda items.
- Term is aligned with the Table or at the discretion of Mayor and Council

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Motion to adopt the Working Group TORs

Recommendation: That the Mayor's Leaders' Table approve the Working Group Terms of Reference.

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Infrastructure Ask – Strategic Investment

Objective:

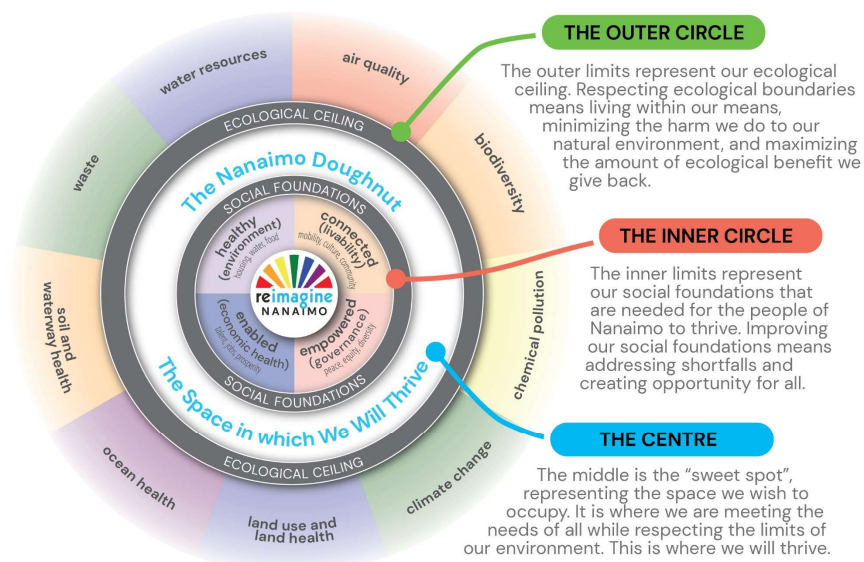
“leverage broad community engagement at the Table to align strategically for multi-level government capital infrastructure asks”

- Determine drivers of criteria?
 - reconciliation
 - socio-economic recovery & resilience
 - community amenity
 - operational effectiveness/efficiency, etc
- Sources of funding?
 - grants
 - philanthropic
 - taxation (city capital budgets)
 - entity contributions (0-100%)
- Preparation and progress
- Ready and aligned



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Doughnut Economics Philosophy



Youth Retention and Attraction Strategy

Objective:

"leverage broad community engagement at the Table to develop a strategy for retention and attraction of youth"

15 – 34 age group is an important demographic:

- Lowest average growth of any age group (0.8%, compared to 1.4%)
- 2016: 23,206 people in Nanaimo
- 2046: 30,390 people in Nanaimo (high growth)
- Jobs, housing, arts, culture & recreation
- Transitioning talent from post-secondary
- Community vibrancy

VISION Economic Development Strategy

- Nanaimo is THE city of choice, a vibrant, globally connected gathering place at the forefront of innovation in economic and community development.



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Working Group Breakouts

15 Minutes to:

- Elect a Chair
- Determine date, time and place of first working group meeting
- Take a written attendance list in breakout

