



Neighbourhood Association – Governance Options 2021-DEC-13



Key Focus Areas

- Neighbourhood Association Governance Options.
- Implementation of new supports structure for neighbourhood associations through Council Policy, including existing supports, as well as new ones.



Direction Provided at the 2021-APR-26 GPC Meeting

- That Council refer the Neighbourhood Association Organizational Review, Support and Engagement topic to Staff to provide the minutes and a summary report to share with the neighbourhood associations, asking them to provide further comment, and return to a GPC meeting at least two months following the 2021-APR-26 meeting, potentially in September.
- That Council direct Staff to develop a detailed Partners in Community (PIC) Program and annual budget for consideration.



Additional Engagement with Neighbourhood Associations

- Staff provided additional information to the associations, including a short summary of the process to date, and a request to provide additional input.
- “Continuing the Conversation” meetings held in July and August, 2021.



Themes from Summer Engagement

- Concerns about the accuracy of Staff's summary provided at the 2021-APR-26 GPC meeting with respect to the level of neighbourhood association support for the implementation of organizational criteria.
- Concern about how the proposed PIC Program would be implemented and supported, and which projects and priorities will remain in future capital plans.



Themes from Summer Engagement

- Concern about the status of the City's existing neighbourhood plans and the creation of future neighbourhood plans.
- Concern over lack of formalization of the City's existing relationship with neighbourhood associations, and more specifically, reluctance to implement engagement recommendations contained in the Community Engagement Task Force: Final Report received by Council in early 2019.



Governance Options:



1. Organizational Criteria for Neighbourhood Associations (Recommended):

- Have an elected executive that meets on a regular basis (at least once a year);
- Have a membership structure (not necessarily fee paying);
- Hold an annual general meeting (AGM), and provide a copy of the minutes to the City with updated membership numbers;
- Keep minutes for executive and general membership meetings;
- Engage with its neighbourhood for input prior to responding to City development referrals, such as rezoning, OCP amendments, and development permits; and
- Provide periodic updates to members related to the activities of the group.



Governance Options:

In addition:

- Prepare a policy for Council consideration on neighbourhood association recognition and supports as identified in the report "Neighbourhood Association – Governance Options" received on 2021-Dec-13.

2. Maintain the status quo and continue to support active neighbourhood associations in the City, regardless of organizational capacity.

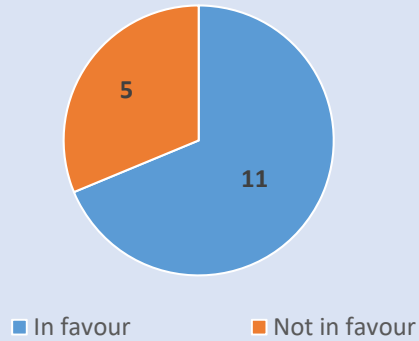
3. That the Governance and Priorities Committee provide alternative direction.



Governance Options Support:

1. Neighbourhood Association Re-Survey (August 2021):

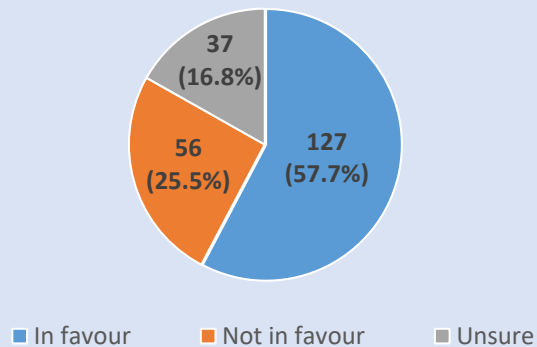
Groups in favour of organizational criteria

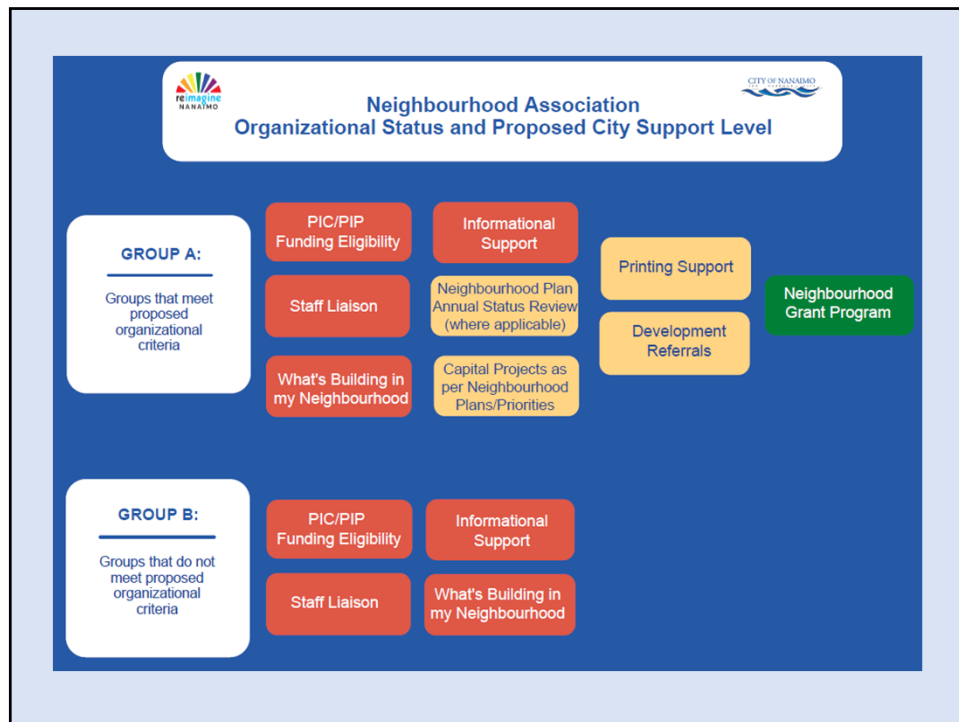


Governance Options Support:

2. Public Neighbourhood Association Survey (Oct/Nov 2021):

Individuals in favour of organizational criteria





Existing Neighbourhood Association Supports



1. Four Staff Liaison Planners from Community Planning Section (one assigned to each association, primarily for communication and information purposes);
2. One Staff Liaison Planner attends Nanaimo Neighbourhood Network (NNN) meetings (three times a year) as resource person (primarily for communication and information purposes);
3. Staff Liaison Planner available to attend neighbourhood association meeting/AGM upon request;
4. Printing support on request (primarily to print mail outs or hand outs produced by the associations);
5. Provide NNN a meeting space (e.g. SARC Boardroom);



Existing Neighbourhood Association Supports

6. Annual review of Neighbourhood Plan implementation progress with relevant neighbourhood association executive, where plan exists;
7. Neighbourhood Association informational webpage on City website (provides neighbourhood associations contact list and boundary map, as well as Nanaimo Neighbourhood Network mandate and contact person);
8. Official Community Plan (OCP) amendment and rezoning development related reports going to Council and Committees include a section on community input received;
9. Development permits are referred to neighbourhood associations for information;
10. Developers requiring a rezoning or OCP amendment are encouraged to establish early contact with a relevant neighbourhood association (where active) for awareness and to open a dialogue (ideally at pre-application stage); and
11. Project/Event based funding support through existing programs such as Social Planning and Culture/Heritage Grants.



New Proposed Neighbourhood Association Supports

Administrative:

1. Ensure that a standard communication and engagement process is applied consistently by the City to all active neighbourhood associations.
2. Ensure adequate time is given to neighbourhood associations to respond to rezoning and Official Community Plan amendment application referrals.
3. When development referral response is received from a neighbourhood association, confirm in writing that the response has been received.
4. Expand the Neighbourhood Association web page on the City website to be a more comprehensive communications portal.

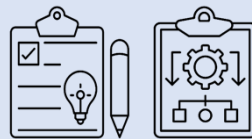


New Proposed Neighbourhood Association Supports



Engagement:

5. Hold an annual Neighbourhood Issues/Solutions Workshop with Council.
6. Ensure that any rezoning or OCP amendment application submitted to the City includes a summary of community engagement undertaken by the developer.
7. For information purposes, include neighbourhood associations in stakeholder management plans for City capital projects within their boundaries.



New Proposed Neighbourhood Association Supports

Educational:

8. Provide annual “Planning and Development 101 Session” to Nanaimo Neighbourhood Network, or individual Neighbourhood Associations upon request. Also, create a Development Tool Kit for citizens that provides a user-friendly understanding of the City’s development approval process.
9. Create a how-to kit on how to start up and maintain a neighbourhood association.

Funding:

10. Create a dedicated Neighbourhood Grant Program to provide grants for neighbourhood associations (or directed through the Nanaimo Neighbourhood Network) to offset costs for operational needs, such as liability insurance, printing, Zoom platform, organizational software, website development, community events. Set annual program budget at \$10,000.





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