

MINUTES
GOVERNANCE AND PRIORITIES COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2021-DEC-13, AT 1:00 P.M.

Present: Councillor E. Hemmens, Chair
Mayor L. Krog
Councillor D. Bonner
Councillor T. Brown (joined electronically)
Councillor B. Geselbracht
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Councillor S. D. Armstrong

Staff: J. Rudolph, Chief Administrative Officer
A. Groot, A/General Manager, Parks, Recreation and Culture
D. Lindsay, General Manager, Development Services
B. Sims, General Manager, Engineering and Public Works
B. Corsan, Director, Community Development
K. Lindsay, Manager, Emergency Program
C. Sholberg, Community Heritage Planner
S. Gurrie, Director, Legislative Services
N. Sponaule, Legislative Communications Clerk
K. Lundgren, Recording Secretary

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

The Governance and Priorities Committee Meeting was called to order at 1:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 6(d)(1) – Neighbourhood Association – Governance Options – Add delegations:

1. Bill Manners, Dover Community Association
2. Nancy Mitchell, Newcastle Community Association
3. Tim McGrath, Nanaimo Neighbourhood Network
4. Barry Lyseng, Stephenson Point Neighbourhood Association

3. APPROVAL OF THE AGENDA:

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

4. ADOPTION OF THE MINUTES:

It was moved and seconded that the Minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2021-NOV-22 at 1:00 p.m. be adopted as circulated. The motion carried unanimously.

5. AGENDA PLANNING:

(1) Governance and Priorities Committee Agenda Planning

Sheila Gurrie, Director, Legislative Services, advised the Committee that this is the last Governance and Priorities Committee (GPC) meeting of 2021, REIMAGINE Nanaimo Phase Three is scheduled for January 2022, and noted several upcoming topics for January.

6. REPORTS:

(a) COMMUNITY WELLNESS/LIVABILITY:

1. Neighbourhood Association - Governance Options

Introduced by Dale Lindsay, General Manager, Development Services.

Presentation:

1. Chris Sholberg, Community Heritage Planner, provided a PowerPoint presentation. Highlights included:
 - Report is focused on two key areas: Neighbourhood association governance options and implementation of new support structure for neighbourhood associations through Council Policy
 - Direction provided at the 2021-APR-26 GPC meeting was to share minutes and summary report with the neighbourhood associations
 - Partners in Community (PIC) Program and annual budget will be upcoming in a separate report
 - A series of meetings, for additional input from the neighbourhood associations, were held in July and August 2021
 - Concerns brought forward through the engagement process include:
 - The accuracy of Staff's summary provided at the 2021-APR-26 GPC meeting
 - The proposed PIC program
 - The status of the City's existing neighbourhood plans and the creation of future neighbourhood plans

- The lack of formalization of the City's existing relationship with neighbourhood associations

Committee discussion took place regarding the Community Engagement Task Force final report received by Council in 2019 and no direction has been given to Staff regarding the recommendations in the report.

Chris Sholberg, Community Heritage Planner, continued the presentation. Highlights included:

- Outlined the recommended organizational criteria for neighbourhood associations to be formally recognized
- Alternative option is to maintain the status quo and continue to support active neighbourhood associations regardless of organizational capacity
- Neighbourhood association re-survey, conducted August 2021, indicated 11 out of 16 groups in favour of an organizational criteria
- Public Neighbourhood Association Survey, conducted October and November 2021, indicated 58% of individuals were in favour of criteria being put in place
- Outlined the proposed level of support the City would provide neighbourhood associations based on their organizational status
- Groups that do not meet proposed organizational criteria (Group B) would receive base level support and additional support would be provided for groups that meet proposed organizational criteria (Group A)

Committee discussion took place. Highlights included:

- Neighbourhood associations being registered as non-profits
- The Neighbourhood Plan Annual Status Review
- Further details regarding the Neighbourhood Grant Program will be coming forward at future meeting

Chris Sholberg, Community Heritage Planner, continued the presentation. Highlights included:

- Provided an overview of the existing neighbourhood association support
- New proposed neighbourhood association support include administrative, engagement, educational and funding support

Committee discussion took place. Highlights included:

- Process to form a new neighbourhood association
- Community engagement summaries undertaken by a developer are attached to rezoning or Official Community Plan (OCP) amendment applications submitted to the City

- Neighbourhood Grant Program budget set at \$10,000 intended to provide grants for neighbourhood associations to offset costs for operational need
- Current spending on neighbourhood association support, such as printing and Staff support

Delegations:

1. Bill Manners, Dover Community Association, spoke in favour of formalizing their association; however, noted that it had been perceived by the association that their input had been ignored. He expressed concerns regarding notice of agenda items coming forward and that the deadline to appear as a delegation does not give enough time to consult with members.
2. Nancy Mitchell, Newcastle Community Association, spoke in support of ensuring that neighbourhood associations are credible. She noted concern regarding the current process in consultation with neighbourhood associations on rezoning and OCP amendment applications as well as the need to identify indicators for Political Voice through REIMAGINE Nanaimo.
3. Tim McGrath, Nanaimo Neighbourhood Network (NNN), spoke regarding the NNN being an umbrella organization for various neighbourhood associations. The NNN has not yet come to a decision on the recommendation listed on the report.
4. Barry Lyseng, Stephenson Point Neighbourhood Association, via Zoom, spoke regarding not having the opportunity to consult with members on the report due to the limited time, and does not support the two-tiered system of Group A and Group B.

Committee discussion took place. Highlights included:

- Neighbourhood association's means of communication with residents
- Role of neighbourhood associations include both encouraging a sense of community as well as advocating on behalf of the people in that area
- Assurance that an association is speaking on behalf of the neighbourhood
- Neighbourhood association's feedback on the two-tiered approach

Barry Lyseng, Stephenson Point Neighbourhood Association, advised the Committee that the main function of the association is to disseminate information from the City to it's members, and the association itself has had no recent contact with Council.

Nancy Mitchell, Newcastle Community Association, spoke regarding means of communication to members as well as the importance of credibility.

Tim McGrath, Nanaimo Neighbourhood Network (NNN), spoke regarding organizations within the NNN that don't want to go through regulations and that everyone should be treated equally. He noted hesitancy regarding the two-tiered system as well as the difficulty in getting input from members in time for the delegation request deadline.

Committee discussion took place. Highlights included:

- The City's responsibility in notifying neighbourhood associations regarding what is going on in their neighbourhood
- Concern for delegations that claim to represent a neighbourhood association without a way to confirm their credibility
- Treating every speaker as an individual unless they bring a petition with a list of names

Bill Manners, Dover Community Association, spoke regarding the difficulties in getting a list of names to form a petition.

Nancy Mitchell, Newcastle Community Association, spoke regarding the City of Victoria's Community Association Land Use Committee (CALUC).

Barry Lyseng, Stephenson Point Neighbourhood Association, emphasized the difficulties in speaking on behalf of the majority of the association and determining the merits on each case coming forward to Council.

Tim McGrath, Nanaimo Neighbourhood Network (NNN), spoke regarding the limited time and resources available to encourage a petition. Neighbourhood associations are mostly volunteers who have other commitments as well.

Nancy Mitchell, Newcastle Community Association, spoke regarding development applications and the importance of neighbourhood associations being consulted earlier in the process.

Committee discussion took place. Highlights included:

- Neighbourhood associations are each unique in their mandates and how they are organized
- Timeline of when neighbourhood associations are notified of a development application
- Neighbourhood associations do not need to carry general liability insurance
- The City of Victoria's Land Use Committee

Chris Sholberg, Community Heritage Planner, spoke regarding the purpose of City of Victoria's Land Use Committee as well as some of the criticism it has received.

Dale Lindsay, General Manager, Development Services, noted that the "Development Approval Procedures and Notification Bylaw 1991 No. 3892" is in need of review and anticipate that a review will come back to Council in 2022.

Committee discussion took place. Highlights included:

- Putting pressure on the developer to engage with the community by indicating on reports if a developer did not engage with the community
- The City dividing up the neighbourhoods in order to encompass all areas

Bill Manners, Dover Community Association, spoke regarding neighbourhood associations forming in response to a need, discussions often taking place with City Staff as oppose to Council and concerns with the current process for the timeliness of receiving notice of items coming forward.

Nancy Mitchell, Newcastle Community Association, recommended that the Neighbourhood Association Policy be done in concert with the “Development Approval Procedures and Notification Bylaw 1991 No. 3892”. She noted concern for the public hearing process and concerns for the City implementing the neighbourhood boundaries.

Tim McGrath, Nanaimo Neighbourhood Network (NNN), recommended that associations have directors insurance as well as individual event insurance. He acknowledged that progress was made today, but does not feel ready yet for a decision to be made.

Barry Lyseng, Stephenson Point Neighbourhood Association, spoke regarding the City of Victoria’s CALUC and noted the value of having Council members involved in the neighbourhood associations. He spoke regarding neighbourhood association boundaries and concerns regarding the City setting new boundaries.

The Governance and Priorities Committee recessed the meeting at 3:23 p.m.
The Governance and Priorities Committee reconvened the meeting at 3:37 p.m.

Committee discussion took place. Highlights included:

- Supportive of the recommendation as the organizational criteria are minimal and there needs to be some accountability
- Encouraging citizens to participate in their neighbourhoods and share their views when it comes to City proposals that will impact them or their neighbours
- Gratitude to all those who have participated in the engagement
- When the policy returns to Council it will provide another opportunity for neighbourhood associations to provide feedback

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to:

1. Continue to support active neighbourhood associations that meet and maintain the following organizational criteria:
 - 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, 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 membership for input prior to responding to City development referrals, such as rezoning and Official Community Plan amendments; and
 - Provide periodic updates to members related to the activities of the group.
2. 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.

The motion carried unanimously.

2. Emergency Preparedness Briefing

Introduced by Jake Rudolph, Chief Administrative Officer.

Presentation:

1. Karen Lindsay, Manager, Emergency Program, provided a PowerPoint presentation. Highlights included:
 - The City is continuously looking at ways to reduce impacts resulting from emergencies
 - Significant rainfall in Nanaimo during the month of November
 - Four phases of emergency management include mitigation preparedness, response, local authority and business recovery and community recovery
 - Noted that the community recovery phase can be long
 - Hazard Risk and Vulnerability Analysis (HRVA) Matrix
 - City of Nanaimo Emergency Response and Recovery Plan provides plans by hazard from HRVA on how the City responds
 - Methods that the City seasonally prepares for emergencies
 - Refreshing regional agreement with the Regional District of Nanaimo
 - Great efforts from Public Works Department during the rain events and flooding in November
 - Nanaimo supporting other smaller communities
 - Recently conducted Emergency Coordination Centre (ECC) exercises with City staff
 - Sharing information with the Senior Leadership Team

- The importance on personal preparedness and encouraging community and individual preparedness

Committee discussion took place regarding ways to encourage households to have emergency kits prepared.

7. QUESTION PERIOD:

- Les Barclay, re: Agenda Item 7(a)(1) Neighbourhood Association - Governance Options.

8. ADJOURNMENT:

It was moved and seconded at 4:08 p.m. that the meeting adjourn. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER