



Governance Update

Governance & Priorities Committee – February 14, 2022



Overview

- ▶ Governance Update & Overview
- ▶ Committees and Committee Operating Guidelines
- ▶ Electronic Meeting Management
- ▶ 2022 General Election
- ▶ Questions?



Governance Excellence

Examples of Good Governance

- ▶ Average of 6 or more **Council & Committee Meetings**/month
 - ▶ Complete Council & Committee Agendas to ensure Council is informed
 - ▶ Accurate **Meeting Minutes** ensuring accuracy and transparency
 - ▶ **Meeting processes** following the legislation and proper meeting procedures (Council & Staff)
- ▶ **Electronic Document & Records Management System (EDRMS)**
- ▶ **Bylaw & Policy Renewal**
- ▶ **Freedom of Information & Privacy Management**
 - ▶ Complying with legislation
 - ▶ Ensuring success of Privacy Management Program

Governance Excellence

Examples of Good Governance (continued)

- ▶ Finance
 - ▶ Fulsome **budgeting sessions** with Council to build annual budget & capital project plans
 - ▶ **Business Planning**
- ▶ Information Technology
 - ▶ Corporate-wide advancements and maintenance of **current & future technology**
 - ▶ **Security & Risk Management** of Information Technology Infrastructure
- ▶ Human Resources
 - ▶ **Labour Relations**
 - ▶ **Recruitment**
 - ▶ **Health & Safety**

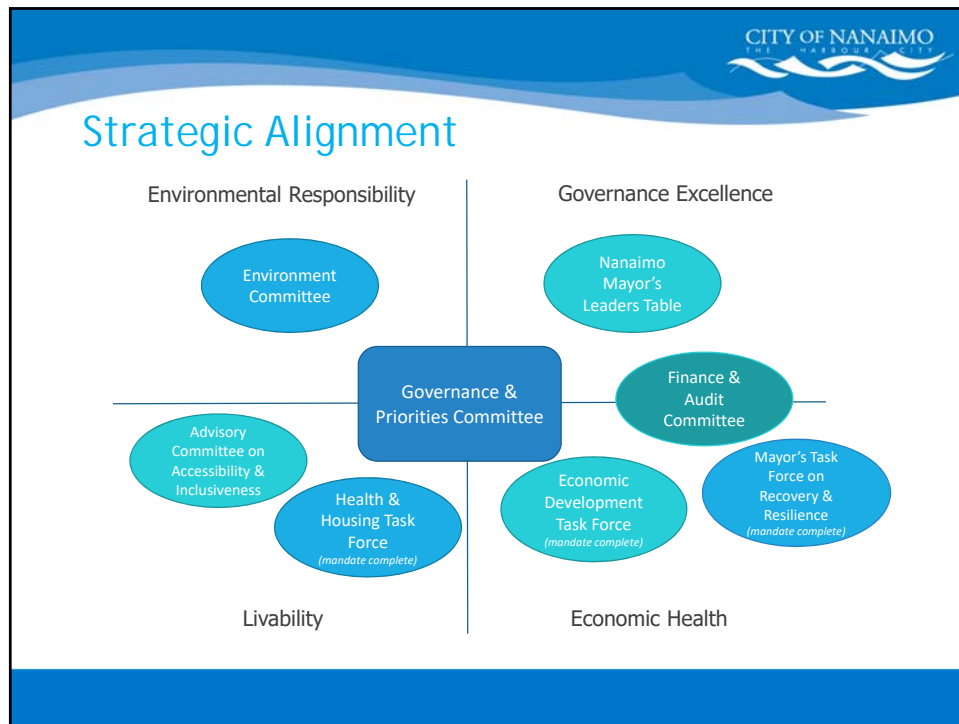


Governance Excellence

Bylaws & Policies

- ▶ Bylaw & Policy Renewal Project
 - ▶ Over **6,000 bylaws** entered into the registry and status updated
 - ▶ Next steps - bringing forward bylaws that need to be abandoned or repealed and replaced
 - ▶ Bylaws reviewed and renewed throughout project
- ▶ 100% of Council Policies entered into the registry
 - ▶ Council **repealed over 100 policies** that were no longer relevant
 - ▶ Next steps - bringing forward current policies for amendment and renewal (Council spending & Amenities Policy; Renewed Council Code of Conduct Policy)
- ▶ Administrative Policies have had initial review
 - ▶ **100% have been put into new standardized template**
 - ▶ Review underway to have CAO repeal redundant or no longer relevant Admin Policies
 - ▶ Remainder will be reviewed and amended as necessary

Committees & Committee Operating Guidelines



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Governance & Priorities Committee

- ▶ GPC established to allow for **in-depth discussion** and debate on a **variety of topics**
- ▶ GPC intended to be the **"focal"** Committee of Council
- ▶ Committees should only be created based on need and in accordance with **Council's Strategic Plan**





Current Committees

- ▶ Advisory Committee on Accessibility and Inclusiveness
- ▶ Environment Committee
- ▶ Finance and Audit Committee
- ▶ Governance and Priorities Committee
- ▶ Nanaimo Mayor's Leaders' Table

Legislated bodies/Other

- ▶ *Design Advisory Panel*
- ▶ *Board of Variance*
- ▶ *Special District 68 Sports Field & Recreation Committee*



Other Committees

- ▶ Economic Development Task Force
Mandate completed - last meeting held January 19, 2021
- ▶ Health & Housing Task Force
Mandate completed - last meeting held February 10, 2021
- ▶ Mayor's Task Force on Recovery & Resilience
Mandate completed - last meeting held October 16, 2020



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Committee Operating Guidelines

- ▶ First approved November 28, 2016
- ▶ Outline common expectations for all City Committees and Task Forces
- ▶ Details of Operating Guidelines **assist in the governance** of Council's Committees
- ▶ Features unique to a committee are outlined in that committee's Terms of Reference
- ▶ Staff have reviewed and refreshed operating guidelines **to better reflect current practices**





Electronic Meeting Management

Council Guidelines

Authority

- ▶ Council members are granted the authority to join meetings electronically though the Community Charter and Council's procedure bylaw

Video/Audio Requirements

- ▶ Members participating electronically must have their video on while participating
- ▶ Members must participate with audio
- ▶ Virtual backgrounds are permitted and members are recommended to use a neutral background

Responsibilities of the Chair

- ▶ After the meeting is called to order, the Chair will verbally name members participating electronically
- ▶ Conflict of interest process



Electronic Meeting Management

Council Guidelines

Joining meetings

- ▶ Members must notify legislative.servicesoffice@nanaimo.ca ahead of the meeting if they intend to participate in a meeting electronically
- ▶ Members must verbally advise the chair if they join a meeting after the scheduled start time

Requesting to speak

- ▶ Members must raise their virtual hand and physical hand in order to notify the chair they have requested to speak
- ▶ Members must remain muted during the meeting until the chair has permitted them to speak

Leaving meetings

- ▶ Members must verbally advise the chair prior to disconnecting from the meeting

Voting

- ▶ Members must clearly state if they are opposed to a vote by raising their hand and verbally stating they are opposed

General Election - October 15, 2022





General Election - Accountability

"Running a local election is the most important and vital task a member of staff can perform as it is the foundation of government operations"
- LGMA training

Before assuming duties, an election official must make a solemn declaration that the person will, among other duties:

"faithfully and impartially exercise the powers and perform the duties of the position"


- Community Charter

- ▶ Staff have a fiduciary duty to their employer
- ▶ Officers of the City have a duty higher than that of just their employer - their duty is first and foremost to the Council and organization as a whole



General Election - Accountability (cont'd)


- The Chief Election officer and all other appointed election officials have a strong duty to be neutral and not display their views one way or another with respect to the candidates participating (running) or any topic that may become an election issue with the candidates
 - ▶ This includes social media posts/comments and general participation
 - ▶ Working for or supporting Candidates during the Election
 - ▶ Promoting and/or nominating candidates
- Staff are encouraged to participate in the Election by voting and encouraging others to vote
- Staff have freedom to participate in activities and programs unrelated to the City as long as they are not representing themselves as a City employee




General Election - Milestones

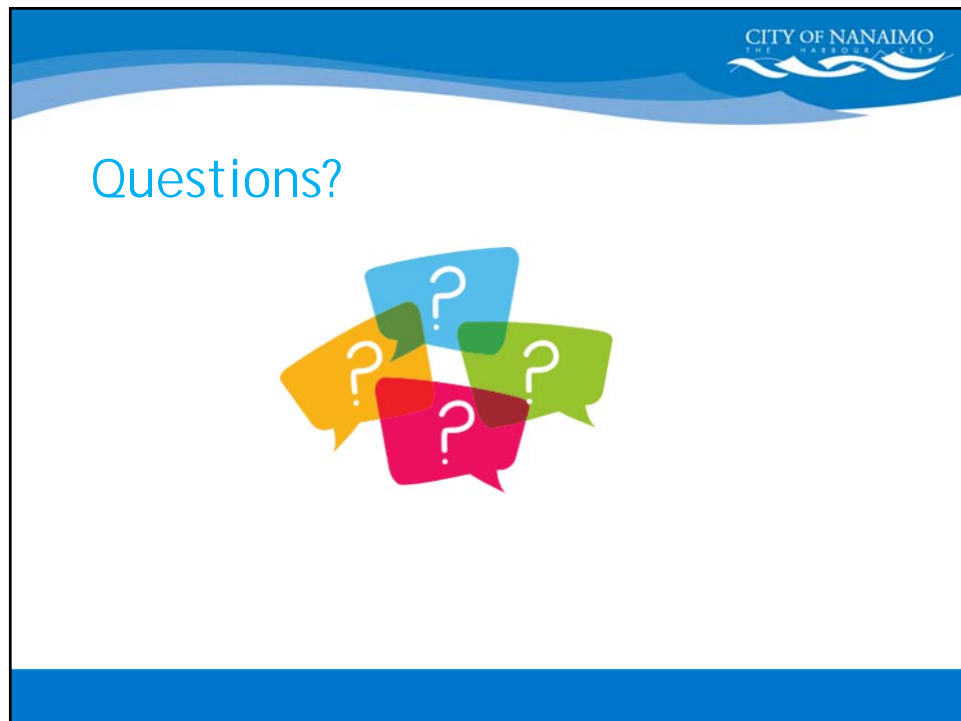
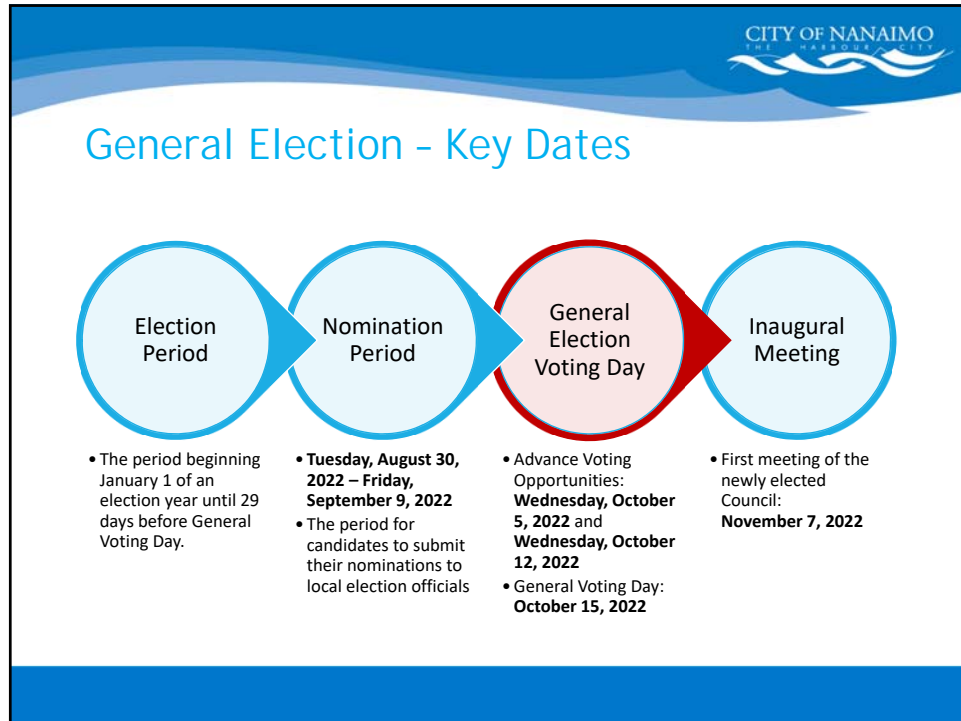
Election Work Plan	Election Budget
Election Bylaw	Voting Places
Nomination Packages	Nomination Period
Candidate Sessions	Election Staff
Staff Training	Voting Machines & Ballots
Mail Ballots	Communications Strategy

Inaugural Council Meeting
New Council Orientation



General Election - Voting Places





References

- [Existing Committee Operating Guidelines](#)
- [Board & Committees page - City of Nanaimo Website](#)
- [Community Charter online](#)
- [Council Procedure Bylaw No. 7272](#)
- [Strategic Plan](#)
- [City of Nanaimo Election page on Website](#)
- [Elections BC Website](#)

Governance Sessions:

- George Cuff: November 23, 2018 and January 25, 2021
- Gord McIntosh (Strategic Alignment) March 29, 2021
- Governance Orientation sessions November 2018

Other Governance Initiatives:

- Council Procedure Bylaw amendments
- Electronic Meeting Management
- Council Voting Dashboard

Links to meetings:

- [September 30, 2019 – Governance Engagement, Transparency and Administration](#)
- [February 8, 2021 – Governance & Priorities Committee Agenda Planning Session](#)

