

MINUTES
GOVERNANCE AND PRIORITIES COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2022-DEC-12, AT 1:02 P.M.

Present: Councillor E. Hemmens, Chair
Mayor L. Krog
Councillor S. Armstrong
Councillor H. Eastmure
Councillor B. Geselbracht
Councillor P. Manly
Councillor J. Perrino
Councillor I. Thorpe (vacated 4:19 p.m.)

Absent: Councillor T. Brown

Staff: J. Rudolph, Chief Administrative Officer
D. Lindsay, General Manager, Development Services/Deputy Chief
Administrative Officer
B. Sims, General Manager, Engineering and Public Works
T. Doyle, Fire Chief
B. Corsan, Director, Corporate and Business Development
L. Mercer, Director, Finance
T. Webb, Manager Communications
S. Gurrie, Director, Legislative Services
N. Sponaugle, Legislative Communications Clerk
S. Snelgrove, Steno Coordinator
A. Mac Coll, Recording Secretary

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

The Governance and Priorities Committee Meeting was called to order at 1:02 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 6(a)(2) Committees and Task Forces - Add the following delegations:

1. Michael Ribicic
2. Tim McGrath

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, Nanaimo, BC, on Monday, 2022-SEP-26 at 1:00 p.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

a. GOVERNANCE AND MANAGEMENT EXCELLENCE:

(1) Procedure Bylaw Orientation

Introduced by Sheila Gurrie, Director, Legislative Services. Highlights included:

- The Council Procedure Bylaw applies to all members of Council and committees; if anything is not covered in the bylaw, Roberts Rules of Order applies
- The *Community Charter (CC)* has to be followed during City meetings
- All meetings are open to the public which is a requirement of the CC with section 90(1) or 90(2) applying to meetings closed to the public
- All paper copy meeting minutes must be kept and held secure as per the CC, and they are stored in the Legislative Services Department
- Agendas are approved by the Chief Administrative Officer and the Corporate Officer before being distributed to the public with items ordered as per the Procedure Bylaw
- The items ordered on the agenda can be rearranged by the Mayor or the Corporate Officer and it does not require a motion
- The Chair will always call the meeting to order which requires quorum, and if there is no quorum, Staff will wait 15 minutes until adjourning the meeting until the next scheduled meeting

Committee and Staff discussion took place. Highlights included:

- The Governance and Priorities Committee has the Acting Mayor chair the meeting, which is based on the Acting Mayor Schedule
- Council has the ability to add late items, and once the agenda is approved it is Council's agenda to adjust
- Late items should be kept to a minimum as late items don't provide an opportunity for the public to ask questions or apply to be a delegation
- A motion is required to go past the 2-hour limit at a committee meeting
- The presentation heading in the agenda is reserved for outward facing presentations, and Staff presentations should be listed under reports
- Outward facing presenters are generally allowed 15-20 minutes to present
- Delegations are allowed 5 minutes each to present, and Council is not to debate with delegations
- Motions made at Committees are recommendations to Council and Council makes the final decision

- Motions from councillors should be reviewed by the Corporate Officer to ensure that the motion stands alone, and that the motion's intent is still able to be identified in the future
- Motions require a mover and seconder and then debate can follow
- The Chair is able to call the question once all members who wished to speak have spoken, and then the vote is taken on the motion
- Council has the ability to make a motion to refer consideration of the item to another time, and that motion must be voted on
- Point of order is used to question if the rules are being followed correctly, and the point of order can be ruled on by the chair and it can also be challenged
- Councillors are limited to the number of times they may speak and the length of time once the motion is on the floor, but it is up to the discretion of the chair
- Friendly amendments are discouraged, and formal amendments are encouraged to ensure the intent of the motion is clear to all the councillors before voting
- Motion pitfalls often occur with negatively worded motions as double negative wording can cause issues with the motion
- A motion to receive a report is not required as the reports are already received by approving the agenda
- Council minutes are action based with high level overview notes, and Committee minutes are detailed and in depth
- The ability for Staff to record verbatim written minutes would cause many more hours of work and all meetings, including in camera, would have to be recorded
- Recording in camera meetings can cause other issues as recordings would be then subject to the *Freedom of Information Act* which would be an intensive process for videos
- Motions are not recorded if they are put on the floor but not seconded
- Draft minutes are distributed and posted on the website by Staff before they are adopted
- Motions are distributed through a Council summary document posted online to show to the public what happened at the meeting without having to read the minutes
- Procedurally it is not necessary to record the mover and the seconder of a motion
- To bring an item to the table, Council could make a motion at any time or provide a notice of motion
- Once a notice of motion is declared at a meeting, it would appear on the following agenda under other business
- The past discussed GPC meetings could be brought forward to Council and discussed as well as the outcomes of those discussions
- The other business heading on the agenda is for items from the agenda added as late items by Council or a notice of motion that was listed on the previous meeting
- Question period is for the public to ask a question about an item on an agenda
- The original intent of question period was for the media to ask questions of Council on why they voted a certain way or seek clarification

- Rules were placed around question period as members of the public had been using it as a platform to express their views
- Council could check in once a year to review procedures and decide if any amendments are needed for the Council Procedure Bylaw
- Procedurally it is set out in the order of proceedings to hear the report from Staff and then hear from the delegations
- At any time Council could change the agenda order if they wished to move a delegation up to the beginning of the meeting

(2) Committees & Task Forces

Introduced by Sheila Gurrie, Director, Legislative Services. Highlights included:

- Council can strike a committee with a Council member appointed to sit on the committee
- Council could establish a bylaw that gives powers to a committee to have motions pass without going to Council
- Committees are struck to follow Council's priorities and strategic plan
- The strategic plan should define what Council would like to accomplish in 4 years
- The purpose of a committee is to help create policies, provide feedback and advice to Council, create in depth conversation, recommendations to Council and fulfill legal obligations
- The GPC was created to be a new and enhanced way to do governance as a focal committee to debate a variety of topics and to replace the Committee of the Whole

Committee and Staff discussion took place. Highlights included:

- The Finance and Audit Committee and the GPC both have Staff reporting and updating projects happening in their departments
- The old Committee of the Whole became a second council meeting as it had delegated powers by bylaw
- George Cuff suggested the City create the GPC as a focal committee instead of striking multiple committees for each item or idea Council needed to work on
- The 2013 Watson report gave Council recommendations on how to align committees with Council's priorities and to not strike committees on an ad hoc basis, but based on need
- The GPC was thought to be struck to achieve more community involvement and it has done the opposite
- The GPC has been a very useful and flexible committee depending on the initiatives from Council and it had the ability to focus on larger policies before they go before Council for approval
- A task force is exactly the same as a select committee, but a task force is created to complete a specific task
- In 2016 there was an attempt to put the Watson report recommendations into place by rescinding committees and combining others with 11 committees amalgamating into 6

- In 2019, the committees established by the previous Council were dissolved and the GPC was created
- The Finance and Audit Committee has been one of the most successful committees of Council
- The Design Advisory Panel includes members of the general public and design professionals to review a variety of developmental tasks such as form and character of development permits
- Special District 68 Sports Field and Recreation Committee provides formal communication and collaboration between the City and other stakeholders and works within the SD68 Sports Field and Recreation Services Agreement
- The Board of Variance is a legislated board that is an independent body to grant variances to relax zoning regulations, requirements and regulate nonconforming uses
- The Advisory Committee on Accessibility and Inclusiveness is now a legislated body through the *BC Accessibility Act*

Delegations:

1. Michael Ribicic spoke regarding the Nanaimo Youth Advisory Council (NYAC) and requested that Council reinstate it to provide a voice for young citizens in municipal affairs. The previous goals of the committee were to alleviate child poverty, increase public transportation, and promote youth engagement with municipalities. The committee's accomplishments included raising \$1,000 for Nanaimo Food Share, hosting round tables, successfully lobbying the RDN to allocate 5,000 hours to the busiest transit routes and presenting at the Union of BC Municipalities (UBCM).

Committee discussion took place. Highlights included:

- Many other Mayors commented at the UBCM that they wanted to copy the NYAC idea, and that the presentation was well received
- 12 positions were available on the NYAC with two reserved for Snuneymuxw First Nation with ages between 15-24 years

Sheila Gurrie, Director, Legislative Services, spoke regarding the NYAC being in a state of abeyance as the previous Council did not rescind it. Council had requested Staff to engage with youth regarding how they would like to be engaged, but the pandemic halted this work. Through the Reimagine Nanaimo process Staff heard from youth that they wanted communication from Council to youth and to not have a committee as there were social and equitable barriers to youth participating on such committee.

Committee discussion continued. Highlights included:

- There was a recruitment process completed for the previous NYAC
- Youth representation should be on every committee as well as having a NYAC as the topics and initiatives would be youth led
- The City structure for a NYAC is important as well as the youth having the opportunity to be heard civically
- Opportunity could be created to recruit for the NYAC with SD68 and Vancouver Island University to create a broader spectrum of members

2. Tim McGrath spoke regarding security and safety of the community being a priority of Council and that a committee is needed for public safety. Critical participation from the community is not happening and having meetings during the day eliminates working citizen's ability to participate.

Committee discussion took place. Highlights included:

- The previous Public Safety Committee (PSC) was efficient as community members went to the meetings to have their problems resolved or to receive advice
- The public are more comfortable to speak at a committee as it is informal, and they are more likely to come forward with problems
- The committee was interested in having the Neighbourhood Associations come to the meetings to discuss their problems

Sheila Gurrie, Director, Legislative Services, advised the Committee that the PSC had recommendations go forward to Council regarding the Community Safety Office. Committees don't have the authority to direct Staff to get work done as committee work would have to be recommendations that go forward to Council and then Council would direct Staff.

Committee discussion continued. Highlights included:

- The PSC was involved in the drafting of the marijuana bylaws for the City and it also completed reference work
- Many recommendations did not go forward from PSC to Council as items were completed by other groups at the table such as SD68 picking up more needles left on school grounds after complaints were received
- Direction to Staff from Council was not needed as items at the PSC were already part of their mandate and a reallocation of resources was used to address the complaints as it was an operational issue
- The Royal Canadian Mounted Police (RCMP) attended the PSC and were able to help citizens by giving suggestions

The Governance and Priorities Committee recessed at 2:47 p.m.

The Governance and Priorities Committee reconvened at 3:01 p.m.

General discussion of Committees & Task Forces continued. Highlights included:

- There is an expectation for the Mayor's Leaders Table to continue
- Alignment between the City Plan and Council's Strategic Plan is important for the Committees
- Engagement, accountability, transparency and input are important for successful committees
- The previous Council did not get to see the full potential of the GPC
- A clear mandate and focused work are required for successful committees

- Every 3 hours of a meeting creates 7-10 hours of administrative work for Legislative Services, and this does not include Staff time for completion of reports and presentations
- GPC's can be used to bring forward issues from Staff and Council members
- There was not enough public engagement with the GPC as the time of day the meeting is held is an issue
- The Committee of the Whole was mentioned to be missed by members of the community as it had more public engagement
- Quarterly sessions in the evening could be scheduled around specific topics such as public safety to create more public engagement and to receive feedback and debate from the community
- Successful committees are ones that create tangible results and give opportunity for those to contribute
- The Committee of the Whole (COW) was redundant and confusing to the public
- The GPC had primarily been used as a workshop for Council, and it may not be needed every two weeks, but could be done as required
- Every meeting conducted has costs associated with it
- Education is a helpful piece to show the public what the City has been doing and what it can and cannot do
- The City has the ability to advocate to senior levels of government on behalf of its constituents
- Having the acting Chair lead the GPC provides an opportunity for leadership and initiative
- The PSC was useful from an RCMP perspective and a Council member perspective
- The largest budget item in 2022 was the 80 new positions related to public safety, but public safety was not a pillar in the Reimagine Nanaimo City Plan
- A report from Staff will be provided regarding options for Council around different committees, times, days and structure
- The Strategic Plan is where Council can make a public safety pillar
- The City Plan was built around land use and merging multiple master plans into one
- Councillors have different views on how the GPC is meant to function and what its purpose is
- The GPC could function as a workshop and invite members of the public to attend, but should not be used as a forum for complaints
- Interpretation can be widely varied from Staff when asking Staff to report back to Council without a motion
- The Finance and Audit Committee has continued to serve its purpose and it should continue

Sheila Gurrie, Director, Legislative Services advised the Committee that Legislative Services Staff can handle more committees with support from other departments for committees like the Board of Variance and the Design Advisory Panel. More committees mean an increased workload on the report writing side for Staff liaisons and committees should only be created if they have a clear purpose and mandate.

General discussion of Committees & Task Forces continued. Highlights included:

- Staff at the next available GPC meeting will bring forward a report with recommendations regarding the discussion today around committees
- An Arts, Culture, Parks and Recreation Committee is important to look at and potentially bring forward
- The Environment Committee did heavy policy work in the Reimagine Nanaimo City Plan, but its work could be too technical for some members, and the committee could use restructuring or a broader scope
- The Mayor's Leaders Table could benefit from reducing the number of members
- The PSC needs a clear point and purpose to be effective to provide recommendations to Council, provide policies, or bring the public safety community together
- A Transportation Committee for the City could cover pedestrians, cyclists, walkability, trail systems, buses, and transportation in and out of the community
- On 2023-JAN-23 Council will review the City Plan and be able to see alignment issues regarding committees
- George Cuff recommended fewer standing committees and more Task Forces, but that reduced public participation
- Economic health as a pillar is covered with the Nanaimo Prosperity Corporation and the Finance and Audit Committee
- Cultural Vitality and Active Lifestyle both currently have a gap that could be filled with a committee
- The Environmental Responsibility pillar in the strategic plan had the Environment Committee filling the gap, but could also include sustainability
- The Social Equity pillar used the Advisory Committee on Accessibility and Inclusiveness committee, but could expand to have safety included
- Adjusting the terms of reference for the committees could help the committees cover more than one topic
- There is a lack of social infrastructure in the community due to a lack of funding from senior levels of government
- The City needs spaces for community members to bring forward ideas and solutions to problems the City is facing

Councillor Thorpe vacated the Shaw Auditorium at 4:19 p.m.

- The Protocol Agreement Working Group is an important group to continue building a strong relationship with Snuneymuxw First Nation

Sheila Gurrie, Director, Legislative Services advised the Committee that external committees and groups will be coming forward to a separate meeting for Council's review as today's meeting was for discussion on internal committees and task forces.

6. QUESTION PERIOD:

Council received one question from the public regarding agenda item 6(a)(2) Committees and Task Forces.

7. ADJOURNMENT:

It was moved and seconded at 4:31 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

CORPORATE OFFICER