

DATE OF MEETING APRIL 26, 2023

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SUBJECT COUNCIL COMMITTEES AND TASK FORCES

OVERVIEW

Purpose of Report

To provide the Governance and Priority Committee with highlights gathered from the Governance and Priorities Committee meetings in December 2022 and February 2023, as well as the Council Strategic Priorities meetings held to date, regarding Council committee and task force meetings and to seek direction on how to proceed. |

Recommendation

That the Governance and Priorities Committee provide recommendations on how Council proceeds with committees and task forces.

BACKGROUND

Committees and Task Forces are one of the tools that can be used by Council to accomplish priorities within their four-year term. Since 2022-DEC-12, staff have been gathering input from Council to present options for Council Committees during your 2022 – 2026 Council term. During the 2023-FEB-13 Governance and Priorities Committee (GPC) meeting staff provided the committee with a report titled “Other Committees, Task Forces and Next Steps” for information and feedback. Based on the discussion and Zoom polls that took place during that meeting, staff have outlined some potential options for Council moving forward regarding committees and task forces.

Currently Council has the following committees and task forces:

- Advisory Committee on Accessibility and Inclusiveness - (ACAI) supports the City Plan goal of **an Empowered Nanaimo** and meets the requirements put in place by the *Accessible B.C. Act*. Council recently adopted updated ACAI terms of reference on 2023-MAR-06 and this committee is currently out for membership.
- Finance and Audit Committee - (F&A) has been very successful and has a clearly defined mandate. The committee currently meets on the 3rd Wednesday of each month at 9:00 a.m. as a business meeting to review budget and financial considerations prior to Council approval.

- Environment Committee – purpose is to offer innovative ideas and provide advice (information, options, and recommendations) to Council on climate change, green technology, energy efficiency, urban forestry, and other topics associated with environmental sustainability in the City of Nanaimo.
- Governance and Priorities Committee – (GPC) separate report being provided.
- Mayor's Leaders Table – (MLT) the Table supports the City Plan goal of a **Prosperous Nanaimo**. Council recently adopted updated terms of reference for this committee 2023-FEB-27 and this committee is currently out for membership.

Other Committees/Boards that Council appoints members to and/or has a place at the table [Note Council does not sit on the Board of Variance]:

- Special District 68 Sports Field and Recreation Committee – purpose is to provide formal collaboration and communication between the City of Nanaimo, the District of Lantzville and Regional District of Nanaimo (RDN) Electoral Areas A, B and C in relation to the provision of Sport Field and Recreation Services within what is known as the Southern Community Recreation Services Area. This Committee supports a **Healthy Nanaimo**.
- Water Supply Advisory Committee – serves as an advisory body, responsible for making recommendations to Nanaimo City Council on matters related to the supply of water to the City of Nanaimo and South West area as defined in the Nanaimo and *South West Water Supply Act*. [Note: Committee has not met in several years]
- Design Advisory Panel - is an advisory committee to Council made up of design professionals and members of the general public. DAP reviews form and character development permits in relation to relevant design guidelines, good design principles, and conformance with the Official Community Plan and related documents. DAP also provides independent, objective recommendations to the applicant, City staff, and Council aimed at improving matters of design that affect the public realm.
- Board of Variance - The Board of Variance (BOV) is an independent body that consists of five members appointed by City Council.

In addition to Council committees and task forces the following external organizations are also worth noting as they support the City Plan:

- Nanaimo Prosperity Corporation – (NPC) is an economic development corporation through which business, government, First Nation, and community partners collaborate to build Nanaimo's economy and increase the level of shared prosperity by those who live here.
- Nanaimo Systems Planning Organization - (SPO) emerged from the 2021 Health and Housing Action Plan to help optimize the current resources and maximize return on existing investment related to health and housing through coordinated action and advocacy. |

DISCUSSION

2023-FEB-13 Discussions and Zoom Polls

Governance and Priorities Committee

A separate report is being provided regarding the GPC meeting format. One of the topics of discussion during the 2023-FEB-13 GPC meeting was an opportunity to use the GPC over establishing additional committees.

Ensuring Diverse Membership

A Zoom poll was launched asking if the Committee supported the concept of ensuring diverse membership (including a youth representative) embedded into the terms of reference for select committees and the result saw most committee members in favour of this. Should this committee choose to recommend the creation of new committees, staff would take this into consideration when drafting terms of reference for those committees.

Town Hall/e-Town Halls

During the 2023-FEB-13 meeting, the Committee discussed opportunities for public engagement. A Town Hall or e-Town Hall provides additional opportunities for participation both in person and online through the City's website, Facebook page, and Twitter feed.

A Zoom poll regarding quarterly town hall meetings received strong support with eight members in favour. The subsequent discussion stressed the importance of selecting topics that align with public interests and concerns.

Other

Additional topics of discussion that were noted during the 2023-FEB-13 GPC meeting include:

- Utilize GPC to address key policy areas related to the City Plan
- Using town halls to address key public topics such as arts and culture, sports tourism and public safety
- Public Safety Committee
- Monitoring committees for each City Plan category

As per the current GPC Terms of Reference which state the committee will "review Council's Committee structure and recommend changes to Committee mandate and role" committee members will have an opportunity to bring forward their suggestions regarding committees at this meeting. A committee-driven conversation resulting in direction for staff regarding committees and task forces is the goal for this report.

Some options for the Committee's consideration and discussion:

1. That the Governance and Priorities Committee recommend that Council:
 - a. Utilize the Governance and Priorities Committee in place of additional Committees for monitoring the City Plan and other matters that the Committee would like to have more focused time on;

- b. Implement Quarterly Town Hall meetings for emerging matters of interest to the public; and,
 - c. Dissolve the Environment Committee noting that matters considered by this committee would be identified and dealt with under the City Plan Integrated Action Plan - **Green Nanaimo**.
2. That the Governance and Priorities Committee recommend that Council:
 - a. Strike monitoring committees to meet bi-annually to monitor progress implementing the City Plan Integrated Action Plans; and/or,
 - b. Strike other Committees over and above existing Committees.]

OPTIONS

1. That the Governance and Priorities Committee provide recommendations on how Council proceeds with committees and task forces.
 - The advantages of this option:
 - This aligns with the purpose of the GPC and provides the committee with an opportunity to establish committees dedicated to specific topics with unique terms of reference or use the Town Halls and/or GPC format.
 - The disadvantages of this option:
 - Would depend on the outcomes selected.
 - Financial Implications:
 - Costs for meetings could increase if additional committees are created as there could be capacity issues with staffing and scheduling availability.
2. That the Governance and Priorities Committee provide alternate direction.]

SUMMARY POINTS

- Since 2022-DEC-12, staff have been gathering input from Council to present options for Council Committees during your 2022 – 2026 Council term.
- Council members will have an opportunity to review and discuss Council's committee structure at the April 26, 2023 GPC meeting and are encouraged to bring forward their suggestions at this time.
- Potential options for the Governance and Priorities Committee to consider would be to utilize the GPC in place of other committees and implement Quarterly Town Hall meetings.

Submitted by:

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Concurrence by:

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