

MINUTES
COMMUNITY ENGAGEMENT TASK FORCE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2018-APR-24, AT 4:30 P.M.

Present: Norm Smith, Chair
Councillor S. Armstrong
Les Barclay (vacated 5:40 p.m.)
Robert Fuller
Ian Gartshore
Erin Hemmens
Bill Manners (arrived 5:27 p.m.)
Rosemary Secord (vacated 5:37 p.m.)
Peter Urquhart

Absent: Nancy Mitchell

T. Loewen, Communications & Marketing Specialist
S. Gurrie, City Clerk (vacated 6:07 p.m.)
K. Gerard, Recording Secretary

1. CALL THE COMMUNITY ENGAGEMENT TASK FORCE MEETING TO ORDER:

The Community Engagement Task Force Meeting was called to order at 4:35 p.m.

2. ADOPTION OF AGENDA:

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

3. OTHER BUSINESS:

(a) Discussion Regarding Details of April 26, 2018, Engagement Session

Community Engagement Task Force discussion took place regarding the upcoming Public Engagement Session, 2018-APR-26, and included:

- how the flow of tables, councillors and the public will be arranged;
- Reed Botwright, the emcee, will be stationed at the live feed table to assist with the live feed and questions that come in via facebook from the public;
- suggestion that an experienced facilitator be placed at the live feed table;
- the Community Engagement Task Force members roles in the Public Engagement Session;
- time keepers will have coloured cards to display indicating the amount of time remaining a member of the public has to ask their question;
- suggestion of 3 rounds to provide extra time for questions and discussion and for participants and Councillors to learn the process;
- suggestion to have members of the public seated at the tables before Councillors;

- suggestion that Tracy Loewen, Communications & Marketing Specialist, send out a call to the public requesting volunteers to help with timekeeping via Facebook;
- Reed Botwright, emcee, will set the tone regarding the expectations of this public engagement session during his introduction: positive, working together and creating an atmosphere of trust;
- members asked if the facilitator should write down each question as asked to collect data on what types of questions are being asked and what are the common questions/topics; and,
- the purpose of this task force should be focused on “what is the best way for the public to engage and communicate with Council”.

It was moved and seconded that the primary purpose of the Community Engagement Session, April 26, 2018, is to enrich the relationship between citizens and citizens, and citizens and elected officials in light of the purpose of the Community Engagement Task Force. The motion carried.

Opposed: *Les Barclay, Bill Manners and Peter Urquhart*

Community Engagement Task Force discussion continued and included:

- suggestion to add the following question to the feedback form: “Based on your experience tonight would you be more willing to speak with an elected official again”; and,
- consideration of allotting an honorarium to the 6 facilitators.

Sheila Gurrie, City Clerk, suggested that a review of past practices and current policies would be required prior to payment of an honorarium.

Discussion took place regarding honorariums and if this could set a precedent for other committees and/or volunteers in the community.

It was moved and seconded that each facilitator receive a \$100 honorarium for assisting with and working at the Public Engagement Session subject to ensuring that this is acceptable within City of Nanaimo policies and procedures regarding honorariums. The motion carried.

Opposed: *Bill Manners and Robert Fuller*

Community Engagement Task Force discussion continued and included:

- Tracy Loewen, Communications & Marketing Specialist, will be handing out pamphlets and feedback forms as member of the public enter the engagement session; and,
- timelines for introductions, breaks and conclusion of the session.

4. ADJOURNMENT:

It was moved and seconded at 6:27 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER