AGENDA
SPECIAL COMMUNITY ENGAGEMENT TASK FORCE MEETING

July 10, 2018, 4:00 PM - 6:00 PM
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

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

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

4. ADOPTION OF MINUTES:

   a. Minutes — 2 - 5

      Minutes of the Community Engagement Task Force Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, on Tuesday, 2018-JUN-26, at 4:30 p.m.

5. PRESENTATIONS:

6. REPORTS:

7. OTHER BUSINESS:

   a. Discussion re: Engagement Ideas for Council's Procedure Bylaw

   b. Discussion re: Planning the Next Community Engagement Session

   c. Follow-up from Email Sent by Task Force Member to Council and Staff

   d. Continuation of Effective Meetings - Shared Principles

8. QUESTION PERIOD:

9. ADJOURNMENT:

MINUTES
COMMUNITY ENGAGEMENT TASK FORCE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2018-JUN-26, AT 4:30 P.M.

Present:	Norm Smith, Chair Les Barclay (arrived 4:51 p.m.) Robert Fuller Ian Gartshore Erin Hemmens Bill Manners Rosemary Secord (vacated 5:52 p.m.)
Absent:	Nancy Mitchell Peter Urquhart
Staff:	T. Loewen, Communications and Marketing Specialist S. Gurrie, City Clerk (vacated 5:32 p.m.) S. Snelgrove, Recording Secretary

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

The Community Engagement Task Force Meeting was called to order at 4:36 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Ian Gartshore advised he would be bringing forward two late Agenda Items 7(c) - Follow up from email sent by Task Force member to Council and Staff and 7(d) Continuation of Effective Meetings – Shared Principles.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Meeting of the Community Engagement Task Force held in the Board Room, Service and Resource Centre, Nanaimo, BC, on Tuesday, 2018-JUN-05 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. OTHER BUSINESS:

(a) Discussion re: Upcoming Changes and Public Engagement for Council's Procedure Bylaw

Introduced by Sheila Gurrie, City Clerk.

S. Gurrie, City Clerk, advised that she has developed a new Council procedure bylaw and would like the assistance of the Community Engagement Task Force in developing a community engagement plan prior to presenting the bylaw to Council for their input.

Task Force discussion took place regarding:

- Role of the facilitator
- Background regarding the reasons for the new procedure bylaw
- Purpose of the bylaw
- Efficiencies of the new bylaw
- Engagement session planned for August 28, 2018
- Input from Council members will be encouraged
- Average citizens knowledge of procedure bylaws and understanding of changes
- Rules and format of the session will be a collaboration between the facilitator, Legislative Services and the Task Force
- Format of session under development
- New council orientation and training will take place separately
- Bylaw contains the rules for how a meeting is run

Les Barclay entered the Board Room at 4:51 p.m.

- Public input is appreciated
- Outcome of event is to educate the public
- Main bylaw changes were discussed:
  - Consent agenda (grouping like items)
  - Time limits for speakers
  - Changes to purpose of Committee of the Whole
  - Decorum and conduct expectations

Task Force Discussion continued regarding:

- Limitations around public input and what the public can expect to have input on
- Education as to why ideas wouldn't work would be provided
- Consequences to changes will be discussed
- Opportunity to let the public know where they can or can't make changes
- Opportunity to be clear where the engagement session lies on the continuum of community engagement
- Limit expectations so the public comes prepared
- The task force would be able to get a broad spectrum of people interested
- Use the event as an educational platform
- Suggestion of hosting a mock meeting for new council to learn new processes

S. Gurrie advised of the process after public engagement is completed, which includes:

- Three readings of the bylaw October 1, 2018
- Adoption of the bylaw October 15, 2018

Task Force discussion continued regarding:

- Tailoring invitations to people who are interested in the topic
- Know the audience and know what Legislative Services wants to get out of the session
- A rough outline of the event includes:
  - A high level explanation of what a procedure bylaw is (education piece)
  - Residents grouped at tables to discuss sections of the bylaw
  - Residents address facilitator with their comments and facilitator advises what could/couldn't work and why.
- Provide clear understanding what is available for debate
- Potential discussions could be regarding:
  - timing of speakers,
  - decorum,
  - effectiveness of new procedure bylaw
- Session can be up to four hours maximum

S. Gurrie advised that the August Community Engagement Task Force meeting may be rescheduled or cancelled to accommodate the event.

By unanimous consent it was determined that at the July Community Engagement Task Force meeting, the Task Force will provide ideas for the City Clerk to consider regarding the format and structure of the engagement session for the new procedure bylaw.

S. Gurrie vacated the Board Room at 5:32 p.m.

(b) Discussion re: Planning for Next Community Engagement Session

Task Force discussion took place regarding:

- Results from public survey were emailed to the Task Force June 26, 2018
- Some overlap occurred between downtown Nanaimo and economic development
- Homelessness was the public's chosen topic

It was moved and seconded that the topic for next community engagement session be homelessness. The motion carried unanimously.

Task Force discussion continued regarding:

- Name for the session needs to be determined
- Need to determine who the experts will be
- Potential facilitators include John Horn, Social Planner, Signy Madden, United Way, Karin Kronstal, Social Planner, Dave LaBerge, RCMP, a health worker, resident of Uplands Walk
- Framing of the question and a working title will be determined at a later date
- Maximum of four panelists
- Expert panel will be assembled
- Have a person experiencing or who has experienced homelessness present at the event

- Need thorough opportunity to talk about current state of homelessness
- Need opportunities to discuss:
    - Homeless count
    - tent city
    - root causes of homelessness
    - chronic homelessness
    - episodic homelessness
    - at risk to be homeless
    - need to talk about opportunities
    - what are other communities doing and how can we learn from them

Rosemary Secord vacated the Board Room at 5:52 p.m.

- Potentially include a first responder perspective.
- Potentially include two experts on homelessness and two experts on possible solutions
- Frame session to note that the problem won't be solved but purpose is to engage each other in a civil, respectful way, to understand situation and move towards ideas that are hopeful or good
- Council members need to be at the tables
- Community Engagement Task Force members may facilitate

It was moved and seconded that the Community Engagement Task Force contact Dyan Dunsmoor-Farley to see if she will be facilitator for the July 24, 2018 community engagement session. The motion carried unanimously

By unanimous consent it was determined that the Task Force members will research articles to do with homelessness that could be shared prior to or during the public engagement event.

Due to time constraints, the following items were not discussed and will be placed on the next agenda for consideration:

(c) Follow up from email sent by Task Force Member to Council and Staff
(d) Continuation of Effective Meetings – Shared Principles

The Community Engagement Task Force requested an additional meeting to continue their business and preparation for the engagement event.

6. ADJOURNMENT:

It was moved and seconded at 6:30 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

_____
CORPORATE OFFICER