



AGENDA
SPECIAL COMMUNITY ENGAGEMENT TASK FORCE MEETING

November 6, 2018, 4:30 PM - 6:30 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 - 6

Minutes of the community Engagement Task Force Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2018-SEP-25, at 4:30 p.m.

5. **REPORTS:**
 - a. **Discussion re: Upcoming Public Engagement Session**
6. **QUESTION PERIOD:**
7. **ADJOURNMENT:**

MINUTES
COMMUNITY ENGAGEMENT TASK FORCE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2018-SEP-25, AT 4:30 P.M.

Present: Norm Smith, Chair (arrived 4:45 p.m.)
Les Barclay (entered 4:41 p.m.)
Robert Fuller
Ian Gartshore
Bill Manners (arrived 5:51 p.m.)
Nancy Mitchell
Rosemary Secord (vacated at 5:55 p.m.)

Absent: Erin Hemmens
Peter Urquhart

Staff: T. Loewen, Communications & Marketing Specialist
C. Sholberg, Community Heritage Planner (arrived 5:19 p.m., vacated 5:23 p.m.)
J. Vanderhoef, Recording Secretary

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

At 4:31 p.m. T. Loewen, Communications & Marketing Specialist, advised that the Community Engagement Task Force did not have quorum and they would wait fifteen minutes to gain quorum.

Les Barclay entered the Boardroom at 4:41 p.m.

The Community Engagement Task Force Meeting was called to order at 4:43 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Community Engagement Task Force Member, Robert Fuller advised that he would be bringing forward a late item under Agenda Item 6 – Reports, regarding Post Election Task Force Ramifications.

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 Community Engagement Task Force Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2018-AUG-07 at 4:30 p.m. be adopted, as amended, to change the word “confrontation” to “communication” on page 2 of the minutes. The motion carried unanimously.

5. REPORTS:

(a) Discussion Regarding Mid Year Report – Community Engagement Task Force

Tracy Loewen, Communications & Marketing Specialist, provided a brief summary of the report titled “Mid Year Report – Community Engagement Task Force” that was presented to Council during the 2018-SEP-24 Council Meeting.

Community Engagement Task Force discussion took place regarding the following:

- the Task Force’s report being attached to the Staff report;
- how expenses are presented going forward;
- fine tuning the size of venues for the engagement sessions;
- the cost of renting the Conference Centre for the first engagement session;
- the intended purpose of the Task Force and their progress so far; and,
- the number of people attending engagement sessions.

(b) Discussion Regarding Final Session of Pilot Program

Task Force discussion took place regarding the following:

- the timeframe to organize the fourth engagement session in November;
- potential dates for the fourth engagement session;
- inviting various neighbourhood associations to attend the session;
- using neighbourhood networks as a way to spread the engagement session idea;
- open topic again with focus on neighbourhoods;
- open space type session with break out sessions;
- abrupt ending of previous engagement sessions, and what happens after;
- attempt to turn the tables and have the communities present their ideas in a “bottom up” style session instead of the usual topic based public session;
- the Strategic Plan update;
- neighbourhood groups could provide suggestions on how they want to address Council and could improve the lines of communication;
- begin session with overview/history of the neighbourhoods then:
 - neighbourhood groups break away and discuss what the issues are within the neighbourhood (20 - 30 minutes);
 - phase two the neighbourhood groups merge together with another neighbourhood group to discuss their issues; and,

- phase three the groups separate again and prepare action plans (3 actions) and report on these plans (with timelines).
- assigning a member of Council to each table to be the representative for that neighbourhood/area;
- 19 neighbourhood groups listed on the City website; however, some are missing and could be asked to join with a neighbouring group;
- could increase awareness of the neighbourhood associations;

C. Scholberg entered the Boardroom at 5:19 p.m.

Chris Scholberg, Community Heritage Planner, advised that the Neighbourhood Group would be meeting on 2018-OCT-30 and suggested that the Community Engagement Task Force attend. He suggested that engaging with the Neighbourhood Group could bring attention to the various neighbourhood associations throughout Nanaimo.

C. Scholberg vacated the Boardroom at 5:23 p.m.

Task Force discussion continued regarding the following:

- suggested displaying the Neighbourhood Association Map during the session so that people can see all of the groups;
- a method for the new Council to connect to the community and vice versa;
- inviting Nanaimo Youth Advisory Council or Nanaimo Young Professionals as potential moderators and facilitators for the session, and potential training requirements;
- asking students from Vancouver Island University to facilitate again;
- not having a facilitator group that is associated with a specific neighbourhood group;
- strengths and weaknesses of using local facilitators and moderators;
- will there be a limit on how many people can attend the session;
- possible locations for the fourth session that have not already been used;
- potential start time for the session being 7:00 p.m. so that it is after dinner time and not on a weekend;
- Beban Park or John Barsby Secondary School as potential locations for the session;
- parking could be an issue at John Barsby Secondary School; whereas, Beban Park has plenty of parking and is in a central location;
- original desire to geographically cover all areas of the City and John Barsby Secondary School is located in the south end which has not been done yet; and,
- scheduling the fourth session for either November 21st or 22nd as long as no other conflicting events are scheduled.

It was moved and seconded that the Community Engagement Task Force direct Staff to reserve either John Barsby Secondary School, if parking is available, or Beban Park as a location, on the 21st or 22nd of November, for the fourth engagement session. The motion carried unanimously.

Task Force discussion continued regarding the following:

- potentially inviting a member from Nanaimo Young Professionals to act as moderator and inviting Chris Scholberg, Community Heritage Planner, to provide some background on the various neighbourhoods;
- possible alternate plan could be:
 - that each neighbourhood group would meet and discuss issues from the neighbourhood;
 - second phase merge neighbourhoods into 9 tables with Councillors at each table; Neighbourhood groups and representative Council member discuss their challenges and issues; and,
 - phase three the neighbourhood groups break away into their individual groups to create an action plan.
- Focus on common themes, or issues, that can apply to many different neighbourhoods.
- Have neighbourhood groups create their own action plan;
- anticipated types of issues: tagging, crime, garbage, transportation etc.
- any big issues coming up right before this session that would take over;

Bill Manners entered the Boardroom at 5:51 p.m.

- each Councillor becomes a representative for an area within the City and continues to liaise with that area group (or groups) after the session;

Rosemary Secord vacated the Boardroom at 5:55 p.m.

- grouping neighbourhood associations together in order to support each other after the session in achieving goals listed in action plans;
- groups could be selected geographically or across town;
- action plans could be posted to the City website;
- date of the next scheduled Community Engagement Task Force meeting 2018-OCT-09 conflicting with other events;
- need to organize a moderator and facilitators before October 30th;
- start networking with neighbourhood representatives before the Neighbourhood Groups meeting on October 30th;
- Bill Manners to contact the Neighbourhood Group regarding the proposed engagement session and email Jim Goldsack asking him to forward this information to members;
- Nancy Mitchell will draft a summary of the engagement session plan to be sent around to the Task Force members before being sent to Bill Manners and Jim Goldsack;
- Ian Gartshore will contact Nanaimo Young Professionals to ask who among them would be willing to act as table facilitators, and will ask Larissa Cosur to act as the Moderator;
- contacting Pam Shaw at Vancouver Island University as back up for moderators; and,
- timeframe for engagement session will be 7:00 p.m. – 9:30 p.m. with the option to end early.

(c) Post Election Task Force Ramifications

Robert Fuller spoke regarding the four members of the Task Force who are running for Council. He questioned how this could potentially affect the Task Force and asked the following questions:

- will this change the required number for quorum;
- will new members be appointed to replace elected members;
- would elected members continue as part of the Task Force or do they need to vacate their seat;
- does the number of Task Force members decrease;
- would the elected members still contribute to completing the final report and last engagement session.

Tracy Loewen, Communications & Marketing Specialist, stated that she would follow up with Sheila Gurrie, City Clerk, regarding these questions and report back to the Task Force.

6. OTHER BUSINESS:

- (a) The Community Engagement Task Force requested that Staff enquire into rescheduling the next Community Engagement Task Force on 2018-OCT-09 to another date during that week which will better accommodate member's schedules. It was noted that the following dates have conflicting events: October 3rd, 4th, 9th, 15th and 16th.

7. ADJOURNMENT:

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

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER