



## **AGENDA**

### **COMMUNITY ENGAGEMENT TASK FORCE MEETING**

December 11, 2018, 4:30 P.M. - 6:30 P.M.

Board Room, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Pages

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

**2. INTRODUCTION OF LATE ITEMS:**

**3. ADOPTION OF AGENDA:**

**4. ADOPTION OF MINUTES:**

**a. Minutes**

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Minutes of the Community Engagement Task Force Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, Tuesday, 2018-NOV-27 at 4:30 p.m.

**5. PRESENTATIONS:**

**6. REPORTS:**

**a. Discussion re: Session 4 Information Report**

Community Engagement Task Force discussion regarding the Public Engagement Session report.

**b. Final Report to Council**

Discussion regarding the final report to Mayor and Council.

**7. OTHER BUSINESS:**

**8. QUESTION PERIOD:**

**9. ADJOURNMENT:**

**MINUTES**  
COMMUNITY ENGAGEMENT TASK FORCE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
TUESDAY, 2018-NOV-27, AT 4:30 P.M.

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Present: Norm Smith, Chair  
Councillor Hemmens (vacated 4:57 p.m., returned 5:20 p.m.)  
Les Barclay  
Ian Gartshore (via teleconference 4:27 p.m., disconnected 6:14 p.m.)  
Nancy Mitchell  
Rosemary Secord (vacated 5:52 p.m.)  
Peter Urquhart

Absent: Bill Manners  
Robert Fuller

Staff: T. Loewen, Communications and Marketing Specialist  
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 4:33 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Member Les Barclay advised that he would be bringing forward an item under Agenda Item 5(a) – Presentations regarding recommendations to Council and the future of the Community Engagement Task Force.

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 Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, Monday, 2018-NOV-06, at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

(a) Recommendations to Council and the Future of the Community Engagement Task Force

Les Barclay spoke regarding the future of the Community Engagement Task Force and suggested that the final report to Council recommend that the Community Engagement Task Force continue.

Community Engagement Task Force discussion took place regarding:

- Concerns regarding timing and committee structures in 2019
- Final report will include recommendations for Council
- Final report should include the value of the Community Engagement Task Force and public engagement sessions
- Ensure that ideas/suggestions are included in the final report

6. REPORTS:

(a) Final Session of the Public Engagement Pilot Program – Empowering Neighbourhoods

Community Engagement Task Force discussion regarding the fourth and final Public Engagement Session took place and included:

- Many new participants took part, lots of good comments on how people enjoyed the session and the format of the session
- Residents felt heard and Council members enjoyed the session stating they came away with ideas and suggestions
- Additional training for the facilitators assisted in the event running smoothly
- All Neighbourhood Associations were represented and generated a lot of good information
- Suggested that one Councillor become a representative for each of the neighbourhood groups
- Not many feedback forms were handed in, and it was suggested to request a feedback form be filled out using the RSVP list

Councillor Hemmens vacated the Boardroom at 4:57 p.m.

It was moved and seconded that the Community Engagement Task Force provide each table facilitator, from the Public Engagement Session – Empowering Neighbourhoods, a \$100 honorarium and event facilitator, Larissa Coser, a \$200 honorarium. The motion carried unanimously.

(b) Final Report to Council

Community Engagement Task force discussion took place regarding the final report to Council and included:

- Date to present the Engagement Session #4 – Empowering Neighbourhoods and date for the final report to be completed and presented to Council
- Suggested layout of the final report:
  1. Introduction
  2. Evaluation of Task Force as a whole and each engagement session
  3. What we learned
  4. Data – summary of feedback and conclusions from each session
  5. Recommendations to Council
- Final report should be signed off as “The Task Force”
- Nancy Mitchell volunteered to do the summary of the final engagement session, Empowering Neighbourhoods, which will go to the Regular Council Meeting on December 17, 2018,
- Final report will be presented at the Committee of the Whole Meeting on January 28, 2019

Councillor Hemmens entered the Boardroom at 5:20 p.m.

- Suggestion to prepare answers to the evaluation questions from the engagement session feedback template as a way to gauge the Task Force’s successes and failures on the final report
- Final report should include a cost to benefit section: did the benefits of the Task Force outweigh the cost
- Does the Task Force feel that we met the goals of our mandate
- Les Barclay volunteered to do a rough outline of the final report and will use google documents to ensure other members can see the report and make suggestions or additions
- Nancy Mitchell volunteered to do the introduction for the final report to Council

Rosemary Secord vacated the Boardroom 5:52 p.m.

7. QUESTION PERIOD:

- Alexis Petersen spoke regarding Council representatives for each Neighbourhood Association and meetings with other City of Nanaimo committees every 3 months.
- Dorothy Houghton spoke regarding the final report and Council participation at engagement sessions.

8. ADJOURNMENT:

It was moved and seconded at 6:14 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER