



AGENDA
SPECIAL COMMUNITY ENGAGEMENT TASK FORCE MEETING

June 5, 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**

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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, on Tuesday, 2018-MAY-22, at 4:30 p.m.

5. **PRESENTATIONS:**
 - a. **Discussion re: Community Engagement Methods**
 - b. **Discussion re: Planning for July 28 Engagement Session**
6. **REPORTS:**
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-MAY-22, AT 4:30 P.M.

Present: Nancy Mitchell, Acting Chair
Les Barclay
Ian Gartshore
Bill Manners (vacated 5:52 p.m.)
Rosemary Secord (vacated 6:08 p.m.)
Peter Urquhart
Councillor S. D. Armstrong

Absent: Robert Fuller
Erin Hemmens
Norm Smith

Staff: S. Gurrie, City Clerk (vacated 5:45 p.m.)
T. Loewen, Marketing and Communications Specialist
S. Snelgrove, Recording Secretary

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

Nancy Mitchell, Acting Chair, called the Community Engagement Task Force Meeting 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. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Community Engagement Task Force Meeting held in the Board Room, Service and Resource Centre, Nanaimo, BC, on Tuesday, 2018-APR-24 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Special Community Engagement Task Force Meeting held in the Training Room, City Hall, Nanaimo, BC, on Tuesday, 2018-MAY-15 at 4:30 p.m. be adopted as amended as follows to show:

- Page two bullet 12 “Even though two councillors showed up with little notice the task force was pleased they attended;”
- Page two bullet 22 “Suggestion made that closing comments could have been done using both a prepared opening and prepared closing statement.”

The motion carried unanimously.

4. PRESENTATIONS:

(a) Discussion re: Planning for July 28, 2018, Engagement Session

Task Force discussion took place regarding various modes of engagement and potential formats for the next engagement event, which included:

Proposal #1

- Purpose of event is to demonstrate a collaborative type of community engagement where residents partner with the City in developing a strategy, or action plan, to address an issue of importance to Nanaimo.
- One professional facilitator
- One topic
- Open space technology
- Determine key issues
- Determine action plan for resolution
- Suggested topic is Community Engagement

Proposal #2

- Single topic themed session
- Take focussed approach with clear intentions
- Potentially determine community designed solutions
- Suggested topic is Community Engagement but supports community deciding topic as well
- Panel of experts followed by small group work
- Supports intentional data capture
- Does not support Council choosing topic
- Worry is attendance during summer months
- Not offer Council a solution to particular issue but test a model that Council could employ in circumstances where they have one big issue on which they require solid community input.

Proposal #3

- Expands on proposal #1
- Utilize Open Space methodologies
- Similar to first engagement session but with enhancements based on feedback already provided to the Task Force
- Use a focus panel
- Use breakout groups
- Include a wild card table
- Once topics gathered, use survey component for voting
- Fully engage with broad community, neighbourhood associations, rights holder and stakeholders during survey period
- Have tables that are single topic after the panel
- Create an itinerary that explains process in order to help people understand how it will work beforehand
- Number of tables is conceptual

Proposal #4

- Focus on the problem to solution
- A problem oriented topic
- Topic chosen by community by June 10th
- Panel discussion to provide expert opinion
- Have some material put on city website for public education
- Specific outreach to certain community groups
- Potential format could be:
 - Introductions
 - Panel discussion
 - Break out group 1
 - Coffee break
 - Break out group 2
 - Conclusion involving reporting.
- Variables would be based on number of participants
- Task groups with generating solutions
- 1st group makes clear what the problem is
- 2nd group generates a solution
- Council role would be to listen and participate as citizens
- Session would be 3.5 hours roughly

Task Force discussion took place regarding:

- July 28th room booking from 10 a.m. to 6 p.m.
- One topic or multiple topics
- General community versus a specific community
- Experts from community and outside community
- Roles of those in attendance
- Council/staff would participate in which ever table interested them
- Discussion of ground rules prior to commencement of event
- Ground rules can be included in part of marketing program.
- Criteria for choosing topic

It was moved and seconded that the Community Engagement Task Force decide on one topic, utilize an expert panel, breakout sessions and come up with an action plan. The motion carried.

Opposed: Bill Manners, Peter Urquhart

It was moved and seconded that the Community Engagement Task Force select the one topic for the July 28th session as community engagement.

The motion was defeated.

Opposed: Les Barclay, Ian Gartshore, Rosemary Secord, Peter Urquhart

S. Gurrie vacated the Board Room at 5:45 p.m.

Discussion continued regarding potential topics for the July 28th Community Engagement Session including topics not dealt with which were generated from a previous session:

1. Environment/parks and trail
2. Governance
3. Taxes/user fees

4. Tourism
5. Economic Development

Bill Manners vacated the Board Room at 5:52 p.m.

By unanimous consent the Task Force determined that at the June 5th meeting members will return with three topics of their choice to be distributed to the public, who will then determine the one topic that the engagement session will focus on.

Rosemary Secord vacated the Board Room at 6:08 p.m. and quorum was lost.

5. ADJOURNMENT:

The meeting adjourned at 6:09 p.m.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER