

MINUTES
COMMUNITY ENGAGEMENT TASK FORCE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2018-APR-16, AT 4:30 P.M.

Present: Norm Smith, Chair
Les Barclay
Robert Fuller
Ian Gartshore (vacated 5:02 p.m.)
Erin Hemmens
Rosemary Secord (vacated 5:31 p.m.)

Absent: Bill Manners
Nancy Mitchell
Peter Urquhart

Staff: Mayor McKay
Councillor Armstrong (vacated 5:31 p.m.)
Councillor Bestwick (vacated 5:03 p.m.)
Councillor Yoachim (vacated 5:03 p.m.)
R. Botwright, Sr. Applications Analyst
T. Loewen, Communications & Marketing Specialist
K. Gerard, Recording Secretary

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

The Special Community Engagement Task Force Meeting was called to order at 4:30 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 Meeting of the Community Engagement Task Force held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2018-MAR-27 at 4:30 p.m. be adopted as amended to change the bulleted item below from:

"Ian Gartshore and Bill Manners will work together to find nine experienced moderators to man the tables"

to:

"Ian Gartshore will locate nine moderators/facilitators and Bill Manners will locate nine time keepers for the Public Engagement Session"

The motion carried unanimously.

4. REPORTS:

(a) Public Engagement Session

Discussion took place regarding the upcoming Public Engagement Session, 2018-APR-26, which included:

- Tracy Loewen, Communications and Marketing Specialist, introduced Reed Botwright, Sr. Applications Analyst as emcee for the upcoming Public Engagement Session;
- discussed how the rotation of councillors, residents and questions will be asked and answered;
- moderators, time keepers and their function at each table;
- time limits will be: one minute to ask the question and a Councillor has 2 minutes to answer the question;
- each table will be timed and monitored to ensure respectful questions and dialogue;
- one table will include a live broadcast on the City of Nanaimo Facebook page and will be broadcast consistently throughout the session;
- the public will be able to ask questions through social media, questions will be typed in by the public on the Public Engagement Facebook page and then read aloud by the emcee; and,
- there are 3 options for the live broadcast of the session which include: using a laptop with webcams, "gamer" portable streaming device or a webcam device called the Blackmagic Web Presenter.

It was moved and seconded that the Community Engagement Task Force request that the City purchase the Blackmagic Web Presenter, to be used at the Public Engagement Session, April 26, 2018, and made available for all committees and City of Nanaimo Staff when needed. The motion carried unanimously.

Committee discussion continued:

- Ian Gartshore was willing to find time keepers from Toast Masters International; and,
- Ian requested a motion to formalize the use of the list of facilitators and the letter of introduction to the facilitators.

It was moved and seconded that the Community Engagement Task Force permit Ian Gartshore to contact those on the list of potential facilitators to see if they are interested in being facilitators at the Public Engagement Session and use the introduction to facilitators letter circulated earlier as the correspondence. The motion carried unanimously.

Committee discussion continued:

- promotion of the engagement session included distributing the poster throughout City of Nanaimo locations, Facebook, social media, City of Nanaimo website and the Woodgrove Mall Community page;
- suggestion was made to send the advertisement to the Neighbourhood groups in and around Nanaimo, Gabriola Island and Vancouver Island University;

- suggestion was made to have a sign-up sheet at each table asking if residents would like information regarding the upcoming sessions;
- suggestion was made that a member of the Community Engagement Task Force could do a short introduction along with Reed Botwright, the emcee;
- Erin Hemmens stated that her and Tracy Loewen are working on a pamphlet to be handed out at the Public Engagement Session;
- a member of the committee should go to the next Nanaimo Youth Advisory Council Meeting to be held on Wednesday, April 18, 2018, to invite the Nanaimo Youth Advisory Committee to the Public Engagement Session;
- introductions should take about 15 minutes and the committee plan to conclude the Public Engagement Session around 9:15 p.m.; and,
- it was suggested that the members and facilitators have lanyard name tags of different colours.

5. QUESTION PERIOD:

- Ron Bolin spoke regarding amount of information residents have access to online before the public engagement session and what types of questions can the public ask.
- Dorothy Houghton spoke regarding the RSVP section of the poster.

6. ADJOURNMENT:

It was moved and seconded at 5:37 p.m. that the meeting terminate. The motion carried unanimously.

 Norm Smith
CHAIR

CERTIFIED CORRECT:


CORPORATE OFFICER