



AGENDA
COMMUNITY ENGAGEMENT TASK FORCE MEETING

June 26, 2018, 4:30 PM - 6:30 PM
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 of the Special Community Engagement Task Force Meeting held in the Board Room, Service and Resource Centre, Nanaimo, BC, on Tuesday, 2018-JUN-05 at 4:30 p.m.**
5. **PRESENTATIONS:**
6. **REPORTS:**
7. **OTHER BUSINESS:**
 - a. **Discussion re: Upcoming Changes and Public Engagement for Council's Procedure Bylaw**

To be introduced by Sheila Gurrie, City Clerk.
 - b. **Disucssion re: Planning for Next Community Engagement Session**
8. **QUESTION PERIOD:**
9. **ADJOURNMENT:**

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MINUTES
SPECIAL COMMUNITY ENGAGEMENT TASK FORCE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2018-JUN-05, AT 4:30 P.M.

Present: Norm Smith, Chair
Les Barclay
Robert Fuller
Ian Gartshore (via telephone)
Erin Hemmens
Nancy Mitchell
Rosemary Secord (arrived 5:00 p.m., vacated 6:10 p.m.)
Peter Urquhart (arrived 4:37 p.m.)

Absent: Bill Manners

Staff: T. Loewen, Communications and Marketing Specialist
S. Snelgrove, Recording Secretary

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

The Special Community Engagement Task Force Meeting was called to order at 4:34 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Robert Fuller requested to add Agenda Item 4 (b) Announcement.
- (b) Ian Gartshore requested to add Agenda Item 5 (c) Reflections of our 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 Regular Meeting of the Community Engagement Task Force held in the Board Room, Service and Resource Centre, Nanaimo, BC, 411 Dunsmuir Street, on Tuesday, 2018-MAY-22 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

- (b) Robert Fuller re: Announcement

Peter Urquhart entered the Board Room at 4:37 p.m.

It was moved and seconded that the Community Engagement Task Force rescind the motion for adoption of the Minutes of the Regular Meeting of the Community Engagement Task Force held in the Board Room, Service and Resource Centre, Nanaimo, BC, 411 Dunsmuir Street, on Tuesday, 2018-MAY-22 at 4:30 p.m. The motion carried unanimously.

It was moved and seconded that the Community Engagement Task Force adopt the Minutes of the Regular Meeting of the Community Engagement Task Force held in the Board Room, Service and Resource Centre, Nanaimo, BC, 411 Dunsmuir Street, on Tuesday, 2018-MAY-22 at 4:30 p.m. as amended to read on page four “By unanimous consent the Task Force determined that at the June 5th meeting members will return with three topics of their choice for discussion.” The motion carried unanimously.

Robert Fuller announced he had released a City of Nanaimo document without authorization. Committee discussion took place regarding the release and any impact on the Task Force.

5. PRESENTATIONS:

(a) Discussion re: Community Engagement Methods

Discussion took place regarding community engagement methods which included:

- Time constraints the Task Force faces
- How to pick topics, the public picking or the Task Force picking topics
- Topics need to have an issue attached to them
- Topics may have sub issues to be addressed
- Potentially draw from topics not dealt with at the first session
- Avoid duplication of topic if other community engagement has taken place
- Process for determining examples

Rosemary Secord entered the Board Room at 5:00 p.m.

Round table discussion took place with each of the Task Force members sharing their favoured topics. Staff advised which topics had their own engagement. Topics included:

1. Active Transportation - what are the barriers and opportunities?
2. Community Engagement - how do we make Nanaimo the most engaged city ever?
3. Homelessness - how do we deal with chronic, temporary and those at risk?
4. Economic Development – How do we make Nanaimo more economically viable and inclusive?
5. Parks and Trails – how can we expand and maintain our parks and trails in a way that they are sustainable and inclusive?
6. Affordability – how do we make Nanaimo more affordable in terms of housing, transportation, food, city budget?

7. Governance – How to encourage better governance and what does that mean? How to encourage openness and accountability? What is good governance? Where are we going? Where do we want to go? How can we get there?

Task Force discussion continued regarding:

- Framing questions with the following format in mind:
 - Where are we going?
 - Where do we want to go?
 - How do we want to get there?
- Topics with problem statements
- Task Force mandate
- Engaging different segments of the community
- Pre topic and post topic forms of outreach
- Working with neighbourhood organizations and youth groups
- Tracking complaint metrics over time
- Processes to track metrics in other municipalities

It was determined that the most popular topics were:

- Governance – What is good governance?
- Economic Development – How do we make Nanaimo more economically viable and inclusive?
- Community Engagement - How do we make Nanaimo the most engaged city ever?

Erin Hemmens advised she will adjust the wording of the questions and distribute to the Task Force for approval.

(b) Discussion re: Planning for July 28 Engagement Session

Discussion took place regarding the upcoming Public Engagement Session, 2018-JUL-28, which included:

- Determination that the session will be held from 11 a.m. - 3 p.m.
- Lunch will be provided
- Incentives and motivation are needed to attend the session
- Topic needs to be determined by the beginning of July
- Broad advertisement of event is needed
- Purpose is to prepare identifiable action plan for Council
- Staff will work with the Task Force members on a message to the public in order for the public to be aware of the context
- Solutions determined at event may not be implemented by Council
- Members of the public will be given an opportunity to create an action plan
- After the event a report will be presented to Council

Peter Urquhart advised he will distribute a document on behalf of the Task Force to encourage community groups to participate.

Nancy Mitchell advised she will work on agenda for the day.

Rosemary Secord vacated the Board Room at 6:10 p.m.

(c) Reflections of our shared principles

Task Force discussion took place regarding shared principles, the role of the spokespersons, conduct of Task Force members and communication between the members of the Task Force, Council and Staff.

By unanimous consent it was determined that discussions regarding spokespersons will continue at a future meeting.

6. QUESTION PERIOD:

- Dorothy Houghton, re: Single solutions or multiple solutions for topics and issues raised.
- Ron Bolin, re: Metrics regarding the magnitude and topics of communications that are received by City Staff.

7. ADJOURNMENT:

It was moved and seconded at 6:33 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER