



AGENDA

COMMUNITY ENGAGEMENT TASK FORCE MEETING

November 28, 2017, 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**

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Minutes of the Community Engagement Task Force Meeting held 2017-NOV-10 at 4:30 p.m. in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, B.C.

5. **PRESENTATIONS:**

a. **Summary of Information and Feedback from 2017-NOV-23 Public Engagement Session**

Tracy Loewen, Communications and Marketing Specialist, to provide a summary of the feedback received and discussion highlights from the 2017-NOV-23 Public Engagement Session.

6. **REPORTS:**

7. **OTHER BUSINESS:**

a. **Discussion Regarding 2017-DEC-18 Presentation to Council**

Purpose: To discuss the presentation that Task Force members will be making to Council on 2017-DEC-18.

b. **Discussion Regarding Plans for Next Public Engagement Event**

Purpose: To begin a preliminary discussion regarding a possible date, venue, format and other details for the second public engagement pilot program event.

c. Finalizing List of Shared Principles for Effective Meetings

Purpose: To finalize and adopt the Community Engagement Task Force's list of Shared Principles for Effective Meetings.

d. Discussion Regarding Next Community Engagement Task Force Meeting Date

Purpose: To discuss a possible date and time for the next Community Engagement Task Force meeting.

e. Community Engagement Task Force 2018 Key Date Calendar

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Purpose: For the Community Engagement Task Force to adopt the 2018 Community Engagement Task Force Key Date Calendar.

8. QUESTION PERIOD:

9. ADJOURNMENT:

MINUTES
OPEN COMMUNITY ENGAGEMENT TASK FORCE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
FRIDAY, 2017-NOV-10, AT 4:30 P.M.

PRESENT: Members: Norm Smith, Chair
 Les Barclay
 Robert Fuller
 Ian Gartshore
 Erin Hemmens
 Bill Manners
 Nancy Mitchell
 Rosemary Secord
 Peter Urquhart

 Staff: Tracy Loewen, Communication and Marketing Specialist
 Natalie Sponaule, Recording Secretary

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

The Open Community Engagement Task Force Meeting was called to order at 4:33 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 Special Open Meeting of the Community Engagement Task Force held in the Training Room, 2nd Floor, City Hall, 455 Wallace Street, Nanaimo, BC, on Wednesday, 2017-OCT-25 at 3:00 p.m. be adopted as circulated. The motion carried unanimously.

4. OTHER BUSINESS:

(a) Discussion Regarding First Public Engagement Session

Discussion took place regarding plans for the public engagement session happening on 2017-NOV-23 at the Vancouver Island Conference Centre including:

- An interview that Erin Hemmens did with Coast FM that will air in the 5 days leading up to the event.
- A Facebook event has been created and advertised through the City's page.
- The suggestion was made to contact CHLY radio to speak about the event on air. Erin, Les & Nancy volunteered to speak on a radio show.

- A number of community groups and organizations were identified that Task Force members agreed to reach out to to help promote the event.
- Staff provided printouts of posters and arranged to have additional copies available for pickup the following week.

Discussion took place summarizing the meeting held on 2017-NOV-06 with Pam Shaw, Director of Vancouver Island University's Masters of Community Planning Program. Details regarding the meeting timeline and format were discussed.

- The evening will open with an introduction by the Task Force, then Pam will speak regarding how the open space format will work.
- Guidelines regarding protocol will be stated in the introductions and on the handout.
- Topics will be displayed on boards and people will vote on the topics they wish to discuss.
- The group will break off into 6 areas (5 topics plus a wild card table). After 20 minutes of discussions, a bell will ring prompting people to move to another table.
- There will be a conclusion at the end of the session where a recap of the discussions that took place will be had.
- A staff member will attend to videotape the last hour, and capture some footage throughout.
- Students from the Masters of Community Planning program will help mediate at the tables and take notes.
- Some concerns were voiced regarding limiting the number of topics to 5, if a large number of people attend. It was explained that the "groups" are themes and could have 2 tables, discussions, monitors and flipcharts per group.
- Staff will send out a collection of the submitted topics to Task Force members on 2017-NOV-17. An informal meeting with Pam will be held on 2017-NOV-20 to review and discuss.
- The idea brought up at the last meeting of having audio recorders was discussed. The majority felt that it would be a violation of privacy, possibly make people uncomfortable and that flipboards would be an effective enough way to capture the conversations.

It was moved and seconded that the Community Engagement Task Force not use audio recorders at their first public engagement event. The motion carried. Opposed: Peter Urquhart.

- Staff noted that they will send an invitation inviting the media to attend a couple of days before the event.
- Name tags will be available for everyone, with Task Force members and students from the Masters of Community Planning program being clearly identified.

5. ADJOURNMENT:

It was moved and seconded at 6:19 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

City of Nanaimo

COMMUNITY ENGAGEMENT TASK FORCE KEY DATE CALENDAR – 2018

Committee meetings are held in the boardroom on the first floor of the Service and Resource Centre Building at 411 Dunsmuir Street unless otherwise stated.

Committee	Start Time	End Time	Day of the Month
Community Engagement Task Force	4:30 p.m.	6:30 p.m.	4 th Tuesday (Exceptions Noted)

January 1.....New Year's Day
January 23 Community Engagement Task Force

February 12.....Family Day
February 27 Community Engagement Task Force

March 27 Community Engagement Task Force
March 30 Good Friday

April 2.....Easter Monday
April 13-15..... AVICC-Convention – Victoria
April 24 Community Engagement Task Force

May 21.....Victoria Day
May 22 Community Engagement Task Force

May 31 - June 3..... FCM Conference - Ottawa
June 26 Community Engagement Task Force

July 2.....Canada Day Stat
July 24 Community Engagement Task Force

August 6.....BC Day Stat
August 28 Community Engagement Task Force

September 3.....Labour Day
September 10-14 UBCM Conference – Whistler
September 25..... Community Engagement Task Force

October 8 Thanksgiving Day
October 9 Community Engagement Task Force (2nd Tuesday)

November 12 Remembrance Day Stat
November 27 Community Engagement Task Force

December 11 Community Engagement Task Force (2nd Tuesday)
December 25.....Christmas Day
December 26.....Boxing Day