

**MINUTES**  
OPEN COMMUNITY ENGAGEMENT TASK FORCE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
TUESDAY, 2017-NOV-28, AT 4:30 P.M.

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PRESENT:   Members:   Councillor Sheryl Armstrong  
                              Norm Smith, Chair  
                              Les Barclay  
                              Robert Fuller  
                              Ian Gartshore (vacated 6:43 pm)  
                              Erin Hemmens  
                              Bill Manners  
                              Nancy Mitchell  
                              Rosemary Secord (vacated 5:53 pm)  
                              Peter Urquhart

                  Staff:       Sheila Gurrie, City Clerk  
                              Tracy Loewen, Communications 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 4:37 p.m.

2.   INTRODUCTION OF LATE ITEMS

- (a)   Peter Urquhart advised that he would be bringing forward an item under Agenda Item 7(f) regarding a Draft Statement for Consideration Towards a News Release.
- (b)   Bill Manners requested to make an opening statement under Agenda Item 5(a)

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 Open Meeting of the Community Engagement Task Force held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2017-NOV-10 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

(a) Opening Statement by Bill Manners

Bill Manners expressed his thanks to Councillor Armstrong, City Staff, Pam Shaw and the students from the Masters of Community Planning program for their participation in the first public engagement pilot program event.

Councillor Armstrong commented on the successful event and noted that the discussions and comments around the tables were respectful. There was some confusion voiced by members of Council as to their intended involvement in the sessions.

Sheila Gurrie, City Clerk, noted that Staff would be preparing a report for Council that asks for a budget and a clear mandate and direction for the public engagement pilot program sessions in 2018. The report will help receive clarification on Council's role in the pilot program.

(b) Summary of Information and Feedback from 2017-NOV-23 Public Engagement Session

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

Discussion took place regarding successes and observations from the first public engagement event.

6. OTHER BUSINESS:

(a) Discussion Regarding 2017-DEC-18 Presentation to Council

Erin Hemmens and Bill Manners will be speaking on behalf of the Community Engagement Task Force at the City Council meeting on 2018-DEC-18. Staff will also be preparing a report for Council regarding the Community Engagement Task Force's mandate and budget for 2018.

Nancy Mitchell brought forward the topic of the upcoming eTown Hall, and it was noted that the Community Engagement Task Force is not involved in it. Discussion took place regarding mentioning the eTown hall during the presentation to Council.

Further discussion took place regarding what the Task Force would like their presentation to Council to focus on.

(b) Discussion Regarding Plans for Next Public Engagement Event

Discussion took place regarding preliminary plans for the next public engagement pilot program event, including the possibility of utilizing a different engagement method and incorporating an online component at that event.

It was moved and seconded that Staff look into options for a date and location for the next public engagement event in the north end of Nanaimo, towards the end of February, with the capacity for 100 – 150 people, and research options for it to include an online component. The motion carried unanimously.

(c) Finalizing List of Shared Principles for Effective Meetings

Peter Urquhart shared a draft version of the Community Engagement Task Force's Shared Principles.

It was moved and seconded for the Community Engagement Task Force to accept the list of Shared Principles as follows:

“Big Things Happen In Conversations

- Ask questions, challenge ideas, share the airtime
- Embrace differences and leverage each other's strengths
- Recognize and challenge your beliefs
- Listen to understand, seek out reasoning
- Be open - genuine conversation can be uncomfortable
- Allow time to see where things go
- Have fun!”

The motion carried unanimously.

(d) Discussion Regarding Next Community Engagement Task Force Meeting Date

By unanimous consent, the next Community Engagement Task Force meeting was scheduled for 2017-DEC-20 from 1:30 p.m. – 3:30 p.m.

(e) Community Engagement Task Force 2018 Key Date Calendar

It was moved and seconded that the Community Engagement Task Force adopt the 2018 key date calendar. The motion carried unanimously.

(f) Draft Statement for Consideration Towards a News Release

Peter Urquhart presented a draft statement for potential distribution.

Discussion took place regarding:

- Waiting on a release of this nature until after the presentation to Council.
- Putting the statement online as a Facebook Note.

It was moved and seconded for Tracy Loewen and Peter Urquhart to work together on a statement for the City of Nanaimo's Facebook Notes page from the Community Engagement Task Force, including mention of the eTown hall happening on 2017-DEC-4. The motion carried unanimously.

7. QUESTION PERIOD:

- Mr. Ron Bolin re: whether the feedback document circulating would be made available to the public and if there was a story regarding the first public engagement event printed in the Nanaimo News Bulletin.

8. ADJOURNMENT:

It was moved and seconded at 6:44 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER