

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 Sponaugle, 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.

 NORM SMITH
CHAIR

CERTIFIED CORRECT:

 MICHAEL MORRIS
CORPORATE OFFICER