



AGENDA

COMMUNITY ENGAGEMENT TASK FORCE MEETING

October 25, 2017, 3:00 PM - 5:00 PM

Training Room, 2nd Floor

455 Wallace Street, Nanaimo, BC V9R 5J6

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 Committee Meeting held 2017-OCT-11 at 5:00 p.m. in the Training Room, 2nd Floor, City Hall, 455 Wallace Street, Nanaimo, B.C.

5. **PRESENTATIONS:**

a. **Presentation from Pam Shaw, Director of Vancouver Island University's Master of Community Planning Program**

Pam Shaw, Director of Vancouver Island University's Master of Community Planning Program, to speak regarding facilitating the 2017-NOV-23 public engagement session.

b. **Options for 2017-NOV-23 Public Engagement Session**

Sheila Gurrie, City Clerk, and Tracy Loewen, Communications and Marketing Specialist, to provide a presentation regarding possible options for the 2017-NOV-23 public engagement session

6. **REPORTS:**

7. OTHER BUSINESS:

a. Discussion Regarding Plans for the First Public Engagement Session

Purpose: To finalize an engagement method and begin planning for the first public engagement session 2017-NOV-23 at the Vancouver Island Conference Centre.

b. Discussion Regarding Budget for the First Public Engagement Session

Purpose: To discuss requirements for the first public engagement session so Staff can prepare a report to present to the Finance and Audit Committee for budget approval.

c. Discussion Regarding Community Engagement Task Force's Presentation to Council

Purpose: To discuss a possible date and other details for the Community Engagement Task Force to make a presentation to Council.

8. QUESTION PERIOD:

9. ADJOURNMENT:

MINUTES
OPEN COMMUNITY ENGAGEMENT COMMITTEE MEETING
TRAINING ROOM, 2ND FLOOR, CITY HALL
455 WALLACE STREET, NANAIMO, BC
WEDNESDAY, 2017-OCT-11, AT 5:00 P.M.

PRESENT: Members: Councillor Sheryl Armstrong
 Norm Smith, Chair
 Les Barclay
 Robert Fuller
 Ian Gartshore
 Erin Hemmens (arrived 6:15 p.m.)
 Bill Manners
 Nancy Mitchell
 Rosemary Secord (vacated 6:05 p.m.)
 Peter Urquhart

 Staff: Tracy Samra, Chief Administrative Officer (vacated 6:28 p.m.)
 Tracy Loewen, Communication and Marketing Specialist
 Natalie Sponaule, Recording Secretary

1. CALL THE COMMUNITY ENGAGEMENT COMMITTEE MEETING TO ORDER:

The Open Community Engagement Committee Meeting was called to order at 5:02 p.m.

2. INTRODUCTION OF LATE ITEMS

- (a) Add Agenda Item 7(d) Discussion Regarding Options For a Digital Presence at Public Engagement Sessions.
- (b) Add Agenda Item 7(e) Discussion Regarding Establishing a Budget for the First Public Engagement Session.
- (c) Add Agenda Item 7(f) Staff Update on Facebook Notes.
- (d) Add Agenda Item 7(g) Discussion Regarding Accommodating Questions, Comments and Feedback from Residents at Community Engagement Committee Meetings.
- (e) Move Agenda Item 7(a) Discussion Regarding First Public Engagement Session to the end of the agenda.

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 Committee held in the HR Training Room, 2nd Floor, City Hall, 455 Wallace Street, Nanaimo, BC, on Thursday, 2017-SEP-14 at 5:00 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Special Open Meeting of the Community Engagement Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2017-SEP-29 at 5:00 p.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) Review of Online Public Engagement Survey Results

Peter Urquhart spoke regarding the report that he prepared, which was distributed to Committee members.

Committee discussion took place regarding the report.

- Bill Manners gave Peter Urquhart credit for undertaking the majority of the work on the report.
- Committee members expressed their thanks for all of the time and effort that went into preparing the report.
- Committee members touched on some of the topics of interest that were listed in the report and the idea of choosing a general theme for the first engagement session that could encompass many topics was discussed.
- Peter pointed out one small error in the report as circulated that he would adjust prior to sending out for publishing on the City's website.

It was moved and seconded that the Community Engagement Committee accept the Review of Online Public Engagement Survey Results report as amended to adjust one small error on page seven. The motion carried unanimously.

6. OTHER BUSINESS:

(a) Staff Update on Facebook Notes

Tracy Loewen, Communication and Marketing Specialist, gave a brief presentation on the Facebook Notes feature which is now live on the City of Nanaimo's Facebook page.

(b) Discussion Regarding a Facilitator for the First Public Engagement Session

Les Barclay informed Committee members that Vancouver Island University has a Master of Community Planning program and that he had reached out to the program head, Pam Shaw, for her input on a moderator. Pam responded that she would be interested in possibly acting as a moderator and suggested that it could be a good opportunity to get some of the Masters program students involved as well. The

suggestion was made to invite Pam to the next Committee meeting to bring her into the loop of what the Committee's vision is for the event.

Committee discussion took place regarding the idea of having Pam Shaw and students from Vancouver Island University's Master of Community Planning program be involved as facilitators at the first public engagement event. Additional discussion took place regarding:

- Liking the partnership aspect of involving Vancouver Island University and the benefit to having younger people involved in political conversations.
- A suggestion that had been made at a previous meeting to involve Toastmasters as facilitators.
- The opportunity, with multiple engagement sessions to come, of involving different facilitators down the road.
- The importance of not delaying in making a decision on a facilitator given that the session is coming up quickly.
- Committee members themselves also acting as facilitators at the event.

It was moved and seconded that the Community Engagement Committee invite Pam Shaw from Vancouver Island University to the next Community Engagement Committee meeting to fill her in on what the Committee is doing, hear her speak regarding how she could help facilitate the first public engagement event and see if she would be a good fit to act as moderator. The motion carried. Opposed: *Bill Manners*

Rosemary Secord vacated the Training Room at 6:05 p.m.

(c) Discussion Regarding Accommodating Questions, Comments and Feedback from Residents at Community Engagement Committee Meetings

Peter Urquhart spoke regarding his concern that community members may not be aware that they can attend Committee meetings to comment or provide feedback. He suggested that we adjust the agenda to reflect a time for the public to provide general feedback or comments.

Staff advised that the items on the agenda are ordered and titled as per the Procedure Bylaw and suggested that further conversation regarding this request may need to wait until Sheila Gurrie, City Clerk, can provide further insight on how to facilitate this.

(d) Discussion Regarding Future Committee Meeting Dates

Staff provided an update on the dates and time available for the next two Community Engagement Committee meetings. The next session could be held on 17-OCT-24 from 2:00 p.m. to 4:00 p.m. or 17-OCT-27 from 5:00 p.m. to 7:00 p.m. The following session will be held on 17-NOV-10 from 4:30 p.m. to 6:30 p.m.

Les Barclay advised that he would speak with Pam Shaw to see which date in October could work for her to attend. He will provide an update to the Committee via email.

It was moved and seconded for the upcoming Community Engagement Committee meetings to be held on either 17-OCT-24 from 2:00 p.m. to 4:00 p.m. or 17-OCT-27 from 5:00 p.m. to 7:00 p.m. as well as 17-NOV-10 from 4:30 p.m. to 6:30 p.m. The motion carried unanimously.

(e) Discussion Regarding Establishing a Budget for the First Public Engagement Session

Committee discussion took place regarding costs for the first public engagement session. The room rental at Vancouver Island Conference Centre, hospitality costs, audio/visual expenses and supplies are all items that need to be considered. It is uncertain whether there may be costs associated with a facilitator for this session. It was agreed that aiming for a budget of \$3,000 should cover the necessary costs.

Erin Hemmens entered the Training Room at 6:17 p.m.

It was moved and seconded that the Community Engagement Committee recommend a budget of \$3,000 be allocated for the first public engagement session on 17-NOV-23. The motion carried unanimously

Tracy Samra, Chief Administrative Officer, recommended that the Committee provide a presentation to Council regarding the upcoming public engagement session and other Committee updates. The Committee of the Whole meeting on 17-OCT-23 was discussed as a possible date for that presentation.

(f) Discussion Regarding First Public Engagement Session

Erin Hemmens spoke regarding concerns over the motion that was made at the last Committee meeting to use open space technology as the engagement format at the first public engagement session. Her concern is that the decision was made before the data had been analyzed. She was not able to attend that session and requested that the Community Engagement Committee consider re-opening that discussion. The Committee agreed to vote on whether to reconsider the motion:

It was moved and seconded that the first public engagement session use open space technology as its engagement format. The motion was defeated. Opposed: Robert Fuller, Ian Gartshore, Erin Hemmens, Bill Manners, Nancy Miller and Peter Urquhart

Tracy Samra vacated the Training Room at 6:28 p.m.

Committee discussion took place regarding determining a theme for the first public engagement session. The idea of having a broad theme that the community could pick topics within to discuss was suggested. A number of themes were presented and discussed.

It was moved and seconded that the Community Engagement Committee use “Building Nanaimo for the future – what are your priorities?” as the theme for the first public engagement session. The motion carried. Opposed: Peter Urquhart

Committee discussion took place regarding choosing an engagement format for the first public engagement session. By unanimous consent, it was determined that Committee members needed more time to discuss this matter and they agreed to correspond regarding options via email prior to the next meeting.

Committee discussion took place regarding a timeframe for the first public engagement session, to be held on 17-NOV-23.

It was moved and seconded that the Community Engagement Committee determine the first public engagement session will be held from 6:00 p.m. to 9:00 p.m. on 17-NOV-23 at the Vancouver Island Conference Centre. The motion carried unanimously.

Note: the discussion regarding Agenda Item 7(d) Options for a Digital Presence at Public Engagement Sessions did not take place.

7. QUESTION PERIOD:

- Dennis McMahon re: members of the public being able to provide comments at Community Engagement Committee meetings.

8. ADJOURNMENT:

It was moved and seconded at 7:11 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER