MINUTES
OPEN COMMUNITY ENGAGEMENT TASK FORCE MEETING
TRAINING ROOM, 2nd FLOOR, CITY HALL,
455 WALLACE STREET, NANAIMO, BC
WEDNESDAY, 2017-OCT-25, AT 3:00 P.M.

PRESENT:	Members:	Norm Smith, Chair Ian Gartshore (via telephone) Erin Hemmens Bill Manners Nancy Mitchell Rosemary Secord Peter Urquhart
	Absent:	Les Barclay Robert Fuller
	Staff:	Sheila Gurrie, City Clerk 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 3:03 p.m.

2. INTRODUCTION OF LATE ITEMS

(a) Add Agenda Item 7(d) Opportunity for Visitors to Comment Before Question Period.

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 Training Room, 2nd Floor, City Hall, 455 Wallace Street, Nanaimo, BC, on Friday, 2017-OCT-11 at 5:00 p.m. be adopted as circulated. The motion carried unanimously.

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, spoke regarding:

- Her experience as a professional planner for over 30 years, including her involvement in approximately 300 engagement sessions.
- A briefing of some of the events that students from the Master of Community Planning Program have been involved with in other communities.
- Her recommendation for the 2017-NOV-23 session to use either an open space or world café format as speaking in smaller groups encourages a fuller/richer level of engagement as opposed to an open forum like a town hall where you can lose people that are less comfortable speaking up.
- The opportunity to utilize 20 students from the Master's program as facilitators, note-takers, greeters and helpers to ensure that people know how the chosen format works. The students acting as note-takers could present the information from the discussions back in a report format.
- Her recommendation for there to be 5-8 tables with different discussion topics, as well as the option for a wild-card table or two. Topics could be either determined ahead of time or at the start of the event.
- Importance of Council being there to listen and participate, but not answer questions or be the focus of the meeting.
- Encouraging people to RSVP in advance via a Facebook event, EventBrite, advertisement in Bulletin with contact information, or other means.
- The Master of Community Planning Program being the only cost recovery community masters program in Canada, funded entirely by tuition. An honorarium to the program for facilitating the event would be appreciated.

Pam Shaw vacated the Training Room at 3:48 p.m.

Discussion took place regarding:

- The opportunity to engage Pam as a facilitator for the 2017-NOV-23 event while ensuring that discussion regarding future opportunities for student internships, or other initiatives involving Vancouver Island University, be addressed by Staff as a separate matter.
- The value of engaging the younger generation.
- The role that the students would play at the tables, whether as note-takers or as facilitators.
- Ensuring that a staff person and Committee member is present at each table, along with a student.
- Importance of ensuring that what is reflected back via notes is what was reflected in the discussion.
- Topic ideas for discussion, including incorporating what people have proposed on Facebook.
- The value of having a "wild-card" table

(b) Options for 2017-NOV-23 Public Engagement Session

Sheila Gurrie, City Clerk, spoke regarding a recent Council meeting where Council made the decision to change the name of the group from the "Community Engagement Committee" to the "Community Engagement Task Force". Council provided assurance that the Task Force is on track with their mandate and expressed their excitement for the upcoming public engagement session, making it clear that they would be there to have conversations and discussions and to listen, not to answer questions.

Sheila Gurrie, City Clerk, and Tracy Loewen, Communications and Marketing Specialist, gave a presentation regarding options for the public engagement session on 2017-NOV-23. Some of the items presented and discussed were:

- IAP2 Spectrum and Core Values
- Including the Council representative and Staff liaison from Council Select Committees at each table
- Incorporating Strategic Plan values and priorities into the discussions
- Ways to generate topics prior to the meeting

Discussion took place regarding:

- Importance of bringing topics from the bottom up, based on what the community wants to discuss.
- The value of having people from the Committees involved in the discussions.
- Importance of keeping the topics for each table broad so they aren't catered to one or two people.
- Concerns regarding the timeline
- Interest and importance of including a form of online engagement for future sessions.

It was moved and seconded for the first public engagement event to happen on 2017-NOV-23 from 6:00 p.m. – 9:00 p.m. at the Vancouver Island Conference Centre with an open space format engaging Pam Shaw and students from the Master of Community Planning program and a budget which includes an honorarium for the program. Motion carried. *Opposed: Peter Urquhart.*

6. OTHER BUSINESS:

(a) Discussion Regarding Plans for the First Public Engagement Session

Discussion took place acknowledging that the motion made under Item 5(b) covers a number of the planning points and decisions. Additional discussion took place regarding how to drive people to the event. The following options were outlined:

- City of Nanaimo front page
- City of Nanaimo news release
- Facebook event page
- Tear out in Bulletin (including how to submit RSVP & topic suggestions)
- Facebook ads

Discussion took place regarding how to make progress with only one Task Force meeting before the event. The idea of having smaller groups meet and report back to the full group at the next meeting was proposed.

(b) Discussion Regarding Budget for the First Public Engagement Session

Sheila Gurrie, City Clerk, gave a breakdown of expenses for the first public engagement event. A company had approached the City in regards to filming the event but the additional cost was discussed by the Community Engagement Task Force and determined to be in excess of what should be spent for this first session. The idea of renting an audio recording device for each table was presented – Staff will look into the cost of that.

It was moved and seconded that the Community Engagement Task Force recommend that Staff propose a budget of $3,820 for the first public engagement event to the Finance and Audit Committee at their 2017-NOV-09 meeting with the potential to add in the cost for a recording device at each table. The motion carried unanimously.

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

Discussion took place regarding Bill Manners & Erin Hemmens presenting to Council after the first public engagement session. It was unanimously decided that the meeting on 2017-DEC-18 would be the best date for that presentation.

(d) Opportunity for Visitors to Comment Before Question Period

Sheila Gurrie, City Clerk, spoke regarding the question of how the public could have the opportunity to comment on items at a Task Force meeting. She advised that members of the public could ask a Task Force member to speak to an item on the agenda in advance. That request would then be brought forward and would need to be moved, seconded and voted on. If the vote passes, the member can then speak. As the agenda for Task Force meetings follows the Procedure Bylaw, the meeting agendas can not be altered to refer to Question Period as Question and Comment period.

7. QUESTION PERIOD:

- Ron Bolin re: When do minutes come out?
- Ron Bolin re: How will tables be set up at the Vancouver Island Conference Centre?

8. ADJOURNMENT:

It was moved and seconded at 5:21 p.m. that the meeting terminate. The motion carried unanimously.

N. SMITH

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER