



AGENDA

COMMUNITY ENGAGEMENT COMMITTEE MEETING

October 11, 2017, 5:00 PM - 7:00 PM

Training Room, 2nd Floor

455 Wallace Street, Nanaimo, BC V9R 5J6

Pages

1. CALL THE MEETING OF THE COMMUNITY ENGAGEMENT COMMITTEE 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-SEP-14 at 5:00 p.m. in the HR Training Room, 2nd Floor, City Hall, 455 Wallace Street, Nanaimo, B.C.

b. Minutes

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Minutes of the Community Engagement Committee Meeting held 2017-SEP-29 at 5:00 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, B.C.

5. PRESENTATIONS:

6. REPORTS:

a. Review of Online Public Engagement Survey Results

Purpose: Peter Urquhart and Bill Manners to present a summary of their findings from the online public engagement survey data.

7. OTHER BUSINESS:

a. Discussion Regarding First Public Engagement Session

Purpose: To discuss options and details for the Open Space public engagement session on November 23 at the VICC, including determining a start and end time.

b. Discussion Regarding a Facilitator for the First Public Engagement Session

Purpose: To discuss options and recommendations for a facilitator at the November 23 public engagement session.

c. Discussion Regarding Future Committee Meeting Dates

Purpose: To discuss possible dates and times for the next two Community Engagement Committee meetings.

8. QUESTION PERIOD:

9. ADJOURNMENT:

MINUTES
OPEN COMMUNITY ENGAGEMENT COMMITTEE MEETING
TRAINING ROOM, 2ND FLOOR, CITY HALL
455 WALLACE STREET, NANAIMO, BC
THURSDAY, 2017-SEP-14, AT 5:00 P.M.

PRESENT: Members: Councillor S. Armstrong
 L. Barclay
 I. Gartshore
 E. Hemmens
 E. Kozak
 B. Manners
 N. Mitchel
 R. Secord
 N. Smith
 P. Urquhart

 Absent: R. Fuller

 Staff: P. Cooper, Director of Communication and Community Engagement
 T. Loewen, Communication and Marketing Specialist
 N. Sponaugle, Recording Secretary

1. CALL THE COMMUNITY ENGAGEMENT COMMITTEE MEETING TO ORDER:

The Open Community Engagement Committee Meeting was called to order at 5:04 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 Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2017-AUG-11 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 Training Room, 2nd Floor, City Hall, 455 Wallace Street, Nanaimo, BC, on Friday, 2017-AUG-24 at 5:00 p.m. be adopted as amended to reflect that the Committee ground rules be printed out and displayed at each committee meeting instead of read out at the start of each meeting. The motion carried unanimously.

4. REPORTS:

(a) Staff Update on Social Media Options for Committee Use

Tracy Loewen, Communication and Marketing Specialist, spoke regarding options for Facebook. It was recommended that the Community Engagement Committee use the Notes section on the City's Facebook page for posting topics for discussion, comments, sharing, etc.

Committee discussion took place regarding the following:

- The City's Facebook page has over 9,000 followers. It would be beneficial to use that page for engaging with the public rather than create a new group and starting from scratch.
- Staff would maintain the conversations on the Notes tab. This tab is not currently activated so its content would be specific to the Community Engagement Committee.

It was moved and seconded that Staff create a Notes section on the City of Nanaimo's Facebook page for the Community Engagement Committee's use.

It was moved and seconded that the Community Engagement Committee table consideration of the motion "that Staff create a Notes section on the City of Nanaimo's Facebook page for the Community Engagement Committee's use" until the end of the meeting. The motion carried unanimously.

(b) Online Public Engagement Survey Results

Committee discussion took place regarding the data that was provided from the online survey. It was determined that it would be beneficial for the data to be organized into a format that was easier to analyze. Peter Urquhart and Bill Manners offered to bring the data back for further review at the next Community Engagement Committee meeting.

It was moved and seconded that a news release be prepared by Staff to update the public on the Committee's progress. The motion carried unanimously

5. OTHER BUSINESS:

(a) Discussion Regarding Committee Timeline

Committee discussion took place regarding:

- Committee timeframe from Council's point of view. If Council wants the pilot project completed before the end of their term, they may need to change the motion. Councillor Armstrong offered to bring this, and a general Committee update, to Council via an email.
- Potential timeframe for the first engagement session. Either the end of November or January 2018 were discussed.
- Potential format for the first engagement session. An open space format was discussed as a possible option as it would help determine which topics are of particular interest to the Community and give citizens an opportunity to have an

open discussion. It was further suggested that the final data analysis should be done before determining which format to use.

- Online engagement in the interim.
- Councillor Armstrong suggested that the news release Staff send out could include an opportunity for residents to email in topics that they would like to see discussed.

It was moved and seconded that Staff look for a venue that would include enough space for either an open space or town hall session for the end of November through January 2018. The motion carried unanimously.

4. REPORTS: (continued)

(a) Staff Update on Social Media Options for Committee Use

It was moved and seconded that the Community Engagement Committee request that Staff create a Notes section on the City of Nanaimo's Facebook page for the Community Engagement Committee's use, including two initial questions:

1. What do you think about the data that has been collected?
2. What kind of topics do you want to discuss in this engagement process?

The motion carried unanimously.

5. OTHER BUSINESS (continued):

(b) Discussion Regarding Next Committee Meeting

Committee discussion took place regarding scheduling the next Community Engagement Committee meeting. Committee members agreed to meet on 17-SEP-29 at 5:00 p.m.

(c) Tabling of Agenda Items

The following agenda items were tabled for discussion at a future meeting:

- Finalize List of Shared Principles for Effective Meetings
- Discussion Regarding Changes to Committee Mission Statement

6. ADJOURNMENT:

It was moved and seconded at 7:05 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
OPEN COMMUNITY ENGAGEMENT COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
FRIDAY, 2017-SEP-29, AT 5:00 P.M.

PRESENT: Members: Councillor S. Armstrong
 N. Smith, Chair
 L. Barclay
 R. Fuller
 I. Gartshore (vacated 6:54 p.m.)
 B. Manners
 N. Mitchel
 R. Secord (arrived 6:17 p.m.)
 P. Urquhart

Absent: E. Hemmens

Staff: T. Samra, Chief Administrative Officer
 S. Gurrie, City Clerk
 S. Snelgrove, Steno Coordinator (vacated 6:30 p.m.)
 T. Loewen, Communications & Marketing Specialist
 N. Sponaule, Recording Secretary

1. CALL THE COMMUNITY ENGAGEMENT COMMITTEE MEETING TO ORDER:

The Open Community Engagement Committee Meeting was called to order at 5:00 p.m.

2. INTRODUCTION OF LATE ITEMS

- (a) Peter Urquhart advised that he would be bringing forward an item under Agenda Item 7a regarding questions, feedback and comments from community members.
- (b) Nancy Mitchel advised that she would be bringing forward an item under Agenda Item 7c regarding confusion around the number of Community Engagement pages on the City's website.
- (c) Add Agenda Item 7g Community Engagement Committee 2017 Key Date Calendar.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. PRESENTATIONS:

(a) Meeting Procedures

Sheila Gurrie, City Clerk, indicated that she would be acting as the staff liaison for the Committee going forward and facilitated introductions by City Staff and Committee members. She then provided a presentation regarding committee meeting procedures.

It was moved and seconded that the Community Engagement Committee accept the presentation regarding committee meeting procedures. The motion carried unanimously.

5. OTHER BUSINESS:

(a) Online Survey Feedback

Peter Urquhart and Bill Manners advised that they have been examining the feedback from the online survey results but have not been able to complete the report yet. They proposed presenting a more formal report of the data findings via email prior to next meeting.

Committee discussion took place regarding:

- Committee's mandate and engagement with the public and Council.
- Pre-determined topics helping to determine an engagement method, as well as the open-topic aspect outlined on the original motion.
- Using a hybrid model that combines different engagement methods.
- Importance of a moderator regardless of the engagement method used.
- Having the first engagement session and determining from that what works and what doesn't work.

Note: the discussion regarding questions, feedback and comments from community members did not take place.

(b) Timeline and Options for First Public Engagement Session

Committee discussion took place regarding the available dates and locations researched by Staff for the first public engagement session.

It was moved and seconded that Staff look into securing a space for the first public engagement session on November 23 at the Vancouver Island Conference Center, or November 23 at the Coast Bastion Hotel, if the Vancouver Island Conference Center is unavailable, or November 21 at the Vancouver Island Conference Centre if both of those options are unavailable. The motion carried. Opposed: *Robert Fuller and Ian Gartshore*

Committee discussion took place regarding the need to determine an engagement method for the first public engagement session.

Tracy Samra, Chief Administrative Officer, discussed the need for a budget to be determined and reported back to staff for approval. Space rental, hospitality, and a facilitator are all factors that will need to be considered.

Tracy Samra and Councillor Armstrong exited the Board Room at 6:01 p.m.

Committee discussion took place regarding hiring a facilitator. The idea of using an upper-level Toastmaster was proposed. Others felt it needed to be a professional facilitator.

Councillor Armstrong returned to the Board Room at 6:03 p.m.

Committee discussion took place regarding concerns with respect to proper Committee procedures not taking place with the order of speakers. Sheila Gurrie, City Clerk, recommended that the Chair write down names as hands go up requesting to speak and reminded members not to interrupt each other.

Rosemary Secord entered the Board Room at 6:17 p.m. and vacated at 6:28 p.m.

Committee discussion took place regarding the pros and cons of deciding on a method of engagement prior to receiving the online feedback summary.

It was moved & seconded that the Community Engagement Committee's first public engagement session use open space technology as its engagement format. The motion carried. Opposed: Robert Fuller, Bill Manners and Peter Urquhart

Rosemary Secord returned to the Board Room at 6:28 p.m.
Sky Snelgrove exited the Board Room at 6:30 p.m.

(c) Update on Outstanding Motions to Staff

Staff provided an update confirming that they will be creating a Notes section on the City's Facebook page, followed by a news release relaying the Committee's work to date. The news release would also ask for members of the public to email in discussion topics that are of interest to them.

Nancy Mitchel spoke regarding confusion with the City's website and the numerous pages related to Community Engagement. She pointed out that meeting documents such as agendas and minutes could not be accessed directly through the Community Engagement Committee's webpage. Staff confirmed that they would look into that and include a link to those items for easier access by the public.

(d) List of Shared Principles for Effective Meetings

It was moved and seconded that the Community Engagement Committee table consideration of the List of Shared Principles for Effective Meetings to a future meeting. The motion carried unanimously

(e) Community Engagement Mission Statement

Committee discussion took place refining the revised mission statement.

It was moved and seconded that the Community Engagement Committee adopt the mission statement, with the last line removed, to read as follows:

“Our mission is to work alongside fellow residents, City Council and staff to design, implement and refine a community engagement pilot program which provides a clear and accessible means for citizens to discuss their thoughts and ideas with the community and its leaders.

Our goals and indicators of success are:

- Residents feel that they have influence in identifying which topics are important to them;
- Residents understand how to participate, and feel welcomed and respected while doing so; and
- Residents feel that their input is valued.”

The motion carried unanimously.

(f) Committee Future Initiatives

Sheila Gurrie, City Clerk, spoke regarding the future opportunity for the Community Engagement Committee to review Council’s procedural bylaw rewrite and provide input and feedback. The goal is for Staff to repeal the current bylaw and amendments, make adjustments and have the new bylaw adopted. This would be an opportunity for Community members to provide input on how the public engages with Council at Council meetings.

Ian Gartshore exited the Board Room at 6:54 p.m.

(g) Community Engagement Committee 2017 Key Date Calendar

Committee discussion took place regarding the 2017 Key Date Calendar. Committee members indicated that they would like to have more meetings scheduled prior to the first public engagement session and that Tuesday evenings were not an ideal time. Members agreed to have the next meeting on 2017-OCT-11 at 5:00 p.m. They further indicated that they would like to have a second meeting in November, before the first public engagement session, and asked Staff to investigate whether 2017-OCT-25 or 2017-OCT-27 would be available in place of the 2017-OCT-24 meeting date.

It was moved and seconded that the Community Engagement Committee adopt the 2017 key date calendar as amended to list the October 11 date and list October 25 and 27 as potential meeting dates. The motion carried unanimously.

6. QUESTION PERIOD:

- Ron Bolin re: clarification of the revised Community Engagement Committee’s mission statement.
- Dennis McMahon re: whether Committee members were able to submit an agenda item.

7. ADJOURNMENT:

It was moved and seconded at 7:10 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER