

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

