

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. Sponaule, 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

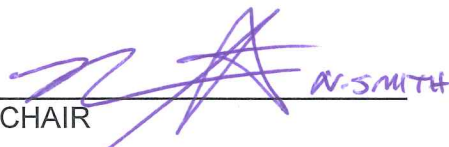
The following agenda items were tabled for discussion at a future meeting:

- 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



N. SMITH

CERTIFIED CORRECT:


CORPORATE OFFICER