

**MINUTES**  
**OPEN COMMUNITY ENGAGEMENT COMMITTEE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**FRIDAY, 2017-AUG-11, AT 5:00 P.M.**

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PRESENT:   Members:   L. Barclay  
                              R. Fuller  
                              I. Gartshore  
                              E. Hemmens  
                              E. Kozak  
                              N. Mitchel  
                              R. Secord  
                              P. Urquhart

                 Absent:   B. Manners  
                              N. Smith

                 Staff:     P. Cooper, Director of Communication and Community Engagement  
                              N. Sponaule, Recording Secretary

1.     CALL THE COMMUNITY ENGAGEMENT COMMITTEE MEETING TO ORDER:

          The Open Community and Engagement Committee Meeting was called to order at 5:08 p.m.

          It was moved and seconded that Les Barclay assume the role of acting chair. The motion carried unanimously

2.     ADOPTION OF AGENDA:

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

3.     ADOPTION OF MINUTES:

          Committee discussion took place regarding the agreement made at the 2017-JUL-31 Community Engagement Committee meeting for Committee members' email addresses to be distributed amongst each other. Staff were directed to add this to the 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 Monday, 2017-JUL-31 at 4:00 p.m. be adopted as amended to reflect the agreement to distribute Committee members' email addresses amongst each other. The motion carried unanimously.

4. PRESENTATIONS:

(a) Community Engagement Committee Mission Statement

Erin Hemmens provided an update regarding the Community Engagement Committee's draft mission statement based on feedback from the 2017-JUL-31 meeting's notes.

Committee discussion took place refining the mission statement to read as follows:

"Our goal 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."

Indicators of success:

- Residents feel that they have influence in identifying which topics are important to them;
- Residents understand how to participate, and feel welcome and able to do so; and,
- Residents feel that their input is valued.

The Community Engagement Committee directed Staff to print their new mission statement to display at the upcoming community engagement sessions.

It was moved and seconded that the Community Engagement Committee draft mission statement provided by Erin Hemmens be accepted as amended and feedback on the mission statement be gathered from the public at the community engagement sessions on 2017-AUG-16, 2017-AUG-17 AND 2017-AUG-21. The motion carried unanimously.

5. OTHER BUSINESS:

(a) Current Methods of Engagement

The Community Engagement Committee directed Staff to create a new board for the upcoming community engagement sessions outlining the different methods of engagement currently being used by the City.

The Community Engagement Committee directed Staff to send the content for the new boards to Committee members for comments and approval prior to the first engagement session happening on 2017-AUG-16.

(b) Committee Webpage

The Community Engagement Committee directed Staff to create a page on the City's website to provide the public with information on the upcoming pilot project and other updates related to the Community Engagement Committee.

(c) Timeline for Committee

Committee discussion took place regarding timelines and goals for the upcoming months including:

- Information gathering phase (now)
- Engagement sessions (in progress)
- Bringing options to Council
  - Come up with recommendations for Council
  - or
  - Review data, create ideas and take to the Community for a final round of input, then take to Council.

(d) Presenting to Council

Philip Cooper, Director of Communication and Community Engagement, spoke regarding the Community Engagement Committee's presentations to Council outlining the following:

1. Presentation of Committee's goals and vision
2. Presentation of Committee's findings on preferred engagement methods

(e) Clarification of Committee Direction

Committee discussion took place regarding interpretation of the direction from Council. Staff were directed to speak with the Legislative Services department for clarification and report back to the Community Engagement Committee at the next Committee meeting on 2017-AUG-24.

(f) Newspaper Error

Philip Cooper, Director of Communication and Community Engagement, reported that the Nanaimo News Bulletin contacted Staff to inform and apologize that the advertisements for the upcoming Community Engagement sessions had not been printed this week. They assured him that they would be printing the advertisements in the upcoming week's paper.

(g) Next Community Engagement Meeting Date

Committee discussion took place regarding the next Community Engagement Committee meeting date. By unanimous consent, 2017-AUG-24 was agreed upon. Staff were directed to confirm that a space and time would be available and report back to Committee members via email.

6. ADJOURNMENT:

It was moved and seconded at 7:15 p.m. that the meeting terminate. The motion carried unanimously.

  
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ACTING CHAIR

CERTIFIED CORRECT:

  
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CORPORATE OFFICER