

**MINUTES**  
COMMUNITY ENGAGEMENT TASK FORCE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
TUESDAY, 2018-JUL-24, AT 4:30 P.M.

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Present: Norm Smith, Chair  
Les Barclay (vacated 5:31 p.m.)  
Robert Fuller  
Ian Gartshore  
Erin Hemmens  
Bill Manners  
Nancy Mitchell (arrived at 4:36 p.m.)  
Rosemary Secord (vacated 5:35 p.m.)  
Peter Urquhart

Staff: T. Loewen, Communications & Marketing Specialist  
S. Snelgrove, Deputy Corporate Officer  
K. Gerard, Recording Secretary

1. CALL THE COMMUNITY ENGAGEMENT TASK FORCE MEETING TO ORDER:

The Community Engagement Task Force Meeting was called to order at 4:33 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 Community Engagement Task Force Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Tuesday, 2018-JUL-10 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

Nancy Mitchell entered the Boardroom at 4:36 p.m.

4. OTHER BUSINESS:

(a) Discussion re: Upcoming Community Engagement Session

Committee discussion took place regarding the upcoming Community Engagement Session to be held 2018-JUL-28 which included:

- Facilitator, Dyan Dunsmoor-Farley, and 11 moderators are confirmed;
- moderator training is taking place Thursday, 2018-JUL-26, at 7:15 p.m. in the Community Services Building;

- 55 attendees are confirmed and eight tables will be set up;
- the public can watch the discussion on Facebook at Facebook.com/cityofnanaimo;
- discussion regarding question # 3 of the “Session Worksheet – Taking Action” with the suggestion of removing the word “team” and replacing with “support”;
- John Horn is following up with the Samaritan House regarding a panelist and confirmed panelists include:
  - Kayla Lilledahl – Tenant Support Worker, Pacifica Housing, Uplands Walk;
  - Bob – tenant of Pacifica Housing;
  - Jacquie Howardson; and,
  - Penny Richards – employee of Flying Fish.
- Robert Fuller will contact a lady named Aimee Chalifoux who has worked with First Nations, Nanaimo Youth Services and the Ministry of Family and Children to see if she would be a panelist;
- Tracy Loewen provided members with the handouts for Social Housing, types and the difference between supportive and affordable housing and other services/resources that are available in Nanaimo;
- it was suggested that the handout include definitions of supportive, supported and affordable housing,
- it was suggested adding divorce/break-up, abuse in the home, and history of trauma to the list “Case of Homelessness”;
- handouts will be available on the website before the engagement session;
- Ian Gartshore said he would assist Nancy Mitchell with the radio interview if needed;
- Tracy Loewen has created 3 large information boards and John Horn, Social Planner, will provide a map of social housing resources in Nanaimo;
- Facilitator, Dyan Dunsmoor-Farley, created guidelines for moderators and would ask that the panelists arrive at the Public Engagement Session at 10:15 a.m.;
- discussion regarding naming the format of the meeting and the Task Force agreed upon “Collaborative Approach to Community Engagement”;
- honorarium for the facilitator and moderators; and,
- Discussion regarding the Review of the Public Engagement Pilot Program worksheet included:
  - suggestion to remove the wording “non-violent process”;
  - update names of panelists, facilitator and moderators; and,
  - potentially removing Question #3 on Page 3.

Les Barclay vacated the Boardroom at 5:31 p.m.

Rosemary Secord vacated the Boardroom at 5:35 p.m.

(b) Discussion re: Engagement Ideas for “Council’s Procedure Bylaw 2007 No. 7060”

Sky Snelgrove, Deputy Corporate Officer, spoke and stated that Sheila Gurrie, City Clerk, has requested that the Community Engagement Task Force provide suggestions regarding format and public input for the Community Engagement Session - Council’s Procedure Bylaw.

Committee discussion took place regarding the proposed Council Procedure Bylaw which included:

- Staff could use the session as a information platform which will allow Staff the opportunity to let the public know what parts of the Procedure Bylaw they can or cannot make changes to;
- potential format could be 2 parts: one part on the sections of the Procedure Bylaw that cannot be changed and why: part two would involve discussion and input from the public on the sections of the bylaw that can be changed;
- Staff must make the goal and the outcome of the engagement session clear;
- suggestion of using an open space format from Session #1, where there are separate tables and each table has one topic, other suggestions included World Café model and Town Hall;
- City of Nanaimo Staff would be running the session which is booked at Beban Park Auditorium;
- Town Hall format suggestion would enable all members and participants to talk about the same topic at the same time but does take up time going back and forth;
- another suggestion included having large boards around the room with the different Council Procedure Bylaw topics on them, an employee of Legislative Services would be at each board and the public can go to each board and ask questions regarding that part of the bylaw and would write down their suggestions on that topic; and,
- Staff of Legislative Services would then look at the suggestions.

It was moved and seconded that the Community Engagement Task Force give \$100 honorarium to table moderators from the community whom assisted with the Community Engagement Session regarding Homelessness – Taking Action. The motion carried

Opposed: Bill Manners

It was moved and seconded that the Community Engagement Task Force purchase Dyan Dunsmoor-Farley, the facilitator, a plant in honour of her service at the Community Engagement Task Force Public Engagement Session regarding Homelessness – Taking Action.

Opposed: Bill Manners

5. ADJOURNMENT:

It was moved and seconded at 6:08 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

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CHAIR

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CORPORATE OFFICER