

**MINUTES**  
SPECIAL COMMUNITY ENGAGEMENT TASK FORCE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
TUESDAY, 2018-AUG-07, AT 4:30 P.M.

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Present: Norm Smith, Chair  
Les Barclay  
Ian Gartshore  
Nancy Mitchell  
Rosemary Secord

Absent: Robert Fuller  
Erin Hemmens  
Bill Manners  
Peter Urquhart

Staff: J. Vanderhoef, Recording Secretary

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

The Special Community Engagement Task Force Meeting was called to order at 4:33 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Nancy Mitchell advised that she would be adding an item under Agenda Item 7 – Other Business regarding a Report to Council on Sessions One, Two and Three.
- (b) Nancy Mitchell advised that she would be adding an item under Agenda Item 7 – Other Business regarding a Report to the Nanaimo Homeless Coalition.
- (c) Ian Gartshore advised that he would be adding an item under Agenda Item 7 – Other Business regarding Discussion of a November Event.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Community Engagement Task Force Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2018-JUL-24, at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. OTHER BUSINESS:

- (a) Discussion and Debrief regarding the Community Engagement Session held on 2018-JUL-28, titled “Homelessness: How Do We Increase Understanding and Move Towards Action”
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Community Engagement Task Force discussion took place regarding:

- disappointment in the number of evaluation forms submitted;
- consensus that it was a successful session;
- would like to have seen more Councillors in attendance;
- anticipated negative comments did not come forward, aside from a few online submissions;
- a downtown location may have produced a different crowd;
- diversity of the crowd with different views and input;
- education/information shared;
- performance of the moderator and stewards;
- comment heard regarding the range of panel members and a request that homeless individuals be invited as panel members in future;
- need for more forward planning;
- general tone and attitudes of people who attended;
- first questions affect on peoples emotions;
- how to contact the people who attended previous sessions to follow-up;
- what are the possibilities of emailing previous attendees and in future including a check box on forms “May we contact you?”;
- some confusion regarding the instructions and process during the session;
- second question “what can you do” seemed to stump people;
- some confusion regarding the non-violent communication statements at the start of the meeting; and,
- adjusting how the sessions close so they do not feel so abrupt.

- (b) Reporting to Council Regarding Sessions One, Two and Three

Community Engagement Task Force discussion took place regarding:

- preparing one report covering all three session for Council;
- a committee member starting the draft of this report;
- report should be 2-3 pages with recommendations on moving forward;
- each member can send their top 3 suggestions/thoughts to Nancy Mitchell; and,
- attempt to have a draft report ready for review by the end of this month.

It was moved and seconded that the Community Engagement Task Force prepare a draft report to Council, regarding their three Public Engagement Sessions, by the end of August. The motion carried unanimously.

(c) Report to Nanaimo Homeless Coalition

Community Engagement Task Force discussion took place regarding:

- a previous meeting with the Nanaimo Homeless Coalition to discuss what the Community Engagement Task Force has been doing;
- the Community Engagement Task Force promised they would report back to the Nanaimo Homeless Coalition in September regarding session three;
- sending a copy of the current draft report to the Nanaimo Homeless Coalition;
- YouTube video needs to be clearly provided;
- making some adjustments to the draft report before sending and asking John Horn, Social Planner, when the next Nanaimo Homeless Coalition meeting will be held.

(d) Discussion Regarding a November Event

Community Engagement Task Force discussion took place regarding:

- session four could be an introduction to the new Council;
- a way to get off on a good foot with the new Council;
- session two format would not be suitable for such an event;
- topic could be “a new future”;
- rotate through tables where people can sit down and ask a question;
- ways to use technology like “PlaceSpeak” to engage people and encourage youth to become involved?
- timeframe may be too short to plan for technology;
- City website being up on a screen with a tutorial on how to navigate the site;
- changing the culture of community engagement through the organization and getting Council to attend sessions;
- teaching people where to direct their questions and what options there are for raising their questions or concerns to the City;
- make this session a two part session:
  - first part would be a classic town hall to introduce the new Council and hear from the public; and,
  - second part would involve breaking out to tables for discussions.
- inviting the various community associations introduce themselves to the new Council and provide their perspectives;
- credibility of some community associations;

The Community Engagement Task Force meeting recessed at 5:18 p.m.

The Community Engagement Task Force meeting reconvened at 5:21 p.m.

- what would the topic be, open topic like session two?
- community associations coming to talk to Council to explain what they feel the priorities should be in their areas;
- suggest that the community associations hold meetings beforehand to determine their priorities to present to Council;
- this message could reach a broader group by spreading to the individual neighbourhoods;

- topics could be the Official Community Plan or the Strategic Plan;
- organizing people by their neighbourhoods for initial discussions and then addressing any identified similarities in the second half of discussions;
- seating smaller groups together if their neighbourhoods are located close to each other;
- timeframe for organizing such an event;
- Councillors presenting their election platforms to the public for feedback before acting on it;
- advertising the session to everyone and not limiting invitations to the community associations;
- may need to have people register ahead of time;
- aiming to determine common issues between the various neighbourhoods;
- using an open spaces layout for second half of the session to discuss the items that were highlighted in the first half;
- reporting from each table during the session;
- a micro townhall style where Mayor and Councillors move around;
- Community Engagement Task Force members making a list of their top ideas to review at a future meeting;
- attendance from each area may not be distributed evenly;
- City being divided into various areas ahead of time; and,
- who will facilitate and moderate this session? Some suggestions of Nanaimo Youth Advisory Council members, and Nanaimo Young Professionals Associations members.

6. QUESTION PERIOD:

- Dorothy Houghton re: Councillors attendance at session three, structure of community associations, and the Community Engagement Task Force presenting their report to Council.

7. ADJOURNMENT:

It was moved and seconded at 6:00 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

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CHAIR

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CORPORATE OFFICER