

**MINUTES**  
**SPECIAL COMMUNITY ENGAGEMENT TASK FORCE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**MONDAY, 2018-NOV-06, AT 4:30 P.M.**

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Present:     Norm Smith, Chair  
               Les Barclay  
               Robert Fuller  
               Ian Gartshore  
               Bill Manners (arrived 5:56 p.m.)  
               Nancy Mitchell  
               Rosemary Secord (vacated 5:27 p.m.)  
               Peter Urquhart

Absent:       Erin Hemmens

Staff:         C. Sholberg, Community Heritage Planner  
               T. Loewen, Communications and Marketing Specialist  
               S. Gurrie, City Clerk (vacated 5:44 p.m.)  
               S. Snelgrove, 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 4:35 p.m.

2.     INTRODUCTION OF LATE ITEMS:

- (a)     Norm Smith, Chair, advised that Agenda Item 5(a) Discussion re: Upcoming Public Engagement Session would be moving to Agenda Item 5(b).
- (b)     Norm Smith, Chair, advised of a new Agenda Item 5(a) Discussion with Larissa Coser, facilitator for Public Engagement Event.
- (c)     Norm Smith, Chair, advised that Sheila Gurrie, City Clerk, was in attendance and wished to address the Task Force regarding Agenda Item 5(b) Discussion re: Upcoming Public Engagement Session.

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-SEP-25, at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) Larissa Coser, Facilitator, Upcoming Public Engagement Event

Larissa Coser provided her professional background working with the First Nations Health Authority, the Multicultural Society, planning a zero waste conference and training regarding focus groups, public engagement and understanding the different levels of engagement. She advised that she was a table facilitator at a past event and wanted to understand what information the Task Force is trying to receive and what they will do with the information.

Community Engagement Task Force (CETF) discussion took place regarding:

- the purpose of session
- input provided from neighbourhood members about what the issues are in neighbourhoods
- this event could set a base for Councillors to understand what the issues are
- community associations are key as they know what happens in their neighbourhoods
- the CETF is trying to get focussed information to determine if the issues are shared between neighbourhoods, if the issues are similar or if there are differences
- second phase is to work with Council to find solutions
- CETF wants attendees to feel heard and valued

(b) Discussion re: The Next Public Engagement Session

Task Force discussion continued regarding the upcoming Public Engagement Session, which included the following:

- why the CETF chose the topic for this event
- timing of the event and the new Council

Sheila Gurrie, City Clerk, advised that she was present to pass on the suggestion that the CETF possibly postpone their November session until the new Council has had time to provide input and determine their priorities.

Task Force discussion continued regarding:

- potentially postponing the event until the time is right
- Council's many priorities include the budget, homelessness crisis and the suggested that this is not the right time to hold this event
- alternate suggestion to turn this event into a simple meet and greet
- delaying until January could make event coincide with Provincial By-Election
- the intent of session is to focus is on neighbourhoods in geographic areas not specifically neighbourhood associations

- Ian Gartshore will provide 10 facilitators from Young Professionals of Nanaimo
- importance of recording information collected was stressed
- feedback from community associations is that they are looking forward to meeting with the new council to engage in collaborative conversations
- suggestion to have a large map on the wall geographically depicting the different neighbours where attendees can place their sticky notes regarding their three key issues and solutions.
- session will be 2.5 hours held from 7-9:30 p.m.
- 16 tables could be too many, may be more appropriate to have 8 tables
- organize event so Councillors can go to each table
- Engineering Department is having an engagement session for the Wakesiah corridor on November 21<sup>st</sup> at Vancouver Island University
- expected number of public in attendance
- advertisements must say the event is about neighbourhoods
- City committee's put on "hold" as Chairs and alternates are members of council

Rosemary Secord vacated the Board Room at 5:27 p.m.

Chris Sholberg, Community Heritage Planner, provided background information regarding the history of the neighbourhood groups in Nanaimo and advised that in 2003 a neighbourhood forum was held where the top three issues in each neighbourhood were identified. There is a "neighbourhood network" which is used for communications between neighbourhood groups. Prior to 2003 there was an active advocacy group.

Task Force discussion continued regarding:

- focus on making the new Council aware what the neighbourhood concerns are and keep in mind that the event is not for decision making but for Council to keep these ideas in mind when making broader decisions
- determine the trending issues geographically and common problems in neighbourhoods
- during the introduction stress that many Councillors are new, they are not here to fix problems, make everyone aware of what process is,
- hold a brief session prior to the start of the public engagement session for Council to meet the CETF members.

Sheila Gurrie, City Clerk, vacated the Board Room at 5:44 p.m.

Timing of each portion of the event was discussed. Final timing will be determined by the facilitator and the committee:

6:30 - 7:00	Participants arrive and are seated based on geographic neighbourhood
7:00 – 7:05	Opening remarks by CETF, introduction of Chris Sholberg
7:05 - 7:15	Chris Sholberg provides background information
7:15 - 7:25	Facilitator discusses process and structure of the evening, outlines procedures

7:25 – 8:00	Session 1 (3 key issues)
8:00 – 8:10	Debrief and short break
8:10 – 9:00	Session 2 (priorities, actions)
9:00 – 9:20	Debrief (whole room)
9:20 – 9:30	Conclusion

Bill Manners entered the Board Room at 5:56 p.m.

Discussion took place regarding the timing of sessions, debriefs and format of the evening:

- people are welcome to move from table to table
- Chris Sholberg, Community Heritage Planner, will prepare a large map of the neighbourhoods to put on the wall
- visual presence of information resonates with people
- start the event with an icebreaker of everyone sharing one positive statement about what people really like in their neighbourhood
- positive statement can be put on a heart shaped sticky note
- issues and concerns can be put on a house shaped sticky note
- Chris Sholberg, Community Heritage Planner, noted there are 12 semi-active to active neighbourhood associations and will determine a grouping of 10 areas of the city
- Staff to put out a news release about how people can register
- Nancy Mitchell will draft up something for marketing and a press release
- Bill Manners will be the spokesperson
- Les Barclay will work with the facilitator to finalize the timing of the event
- 10 people from Young Professionals of Nanaimo will be table facilitators, others will be table recorders and CETF members.
- Staff will update the evaluation form and welcome handout
- Beban Lounge sits up to 120 people
- date for which participants to RSVP is Monday, November 19<sup>th</sup>
- flipcharts are needed for individual tables
- Council will be present to meet and greet but also be informed

6. QUESTION PERIOD:

- No one in attendance wished to ask questions.

7. ADJOURNMENT:

It was moved and seconded at 6:28 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER