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## **DRAFT Meeting Minutes**

### **Park Board Transition Working Group Meeting**

*City Hall - February 21st, 2024 (6:00pm – 8:00 pm)*

#### **Attendees**

*Working Group: Trevor Ford, Marie-Claire Howard, Shauna Wilton, Jennifer Wood, Gregor Young;*

*Regrets: Ken Sim, Rebecca Bligh, Sarah Kirby-Yung, Catherine Evans, Jordan Nijjar;*

*Staff: Sandra Singh, Ben Pollard, Luhan Yao.*

#### **Minutes**

##### **1. Welcome, Agenda, Minutes**

Working Group reviewed and approved the minutes for the meetings on January 31<sup>st</sup> and February 7<sup>th</sup>.

##### **2. Overall Approach for Working Group**

Ben Pollard provided an overview of the working group's mandate and considerations, including the significant number of stakeholders, diverse types of stakeholders, and the range of governance options.

The members confirmed the Overall Approach for the Working Group, which involves two phases of engagement. The first phase centers on a survey to stakeholder groups, coupled with in-person meetings. The second phase includes surveys directed at both stakeholders and the general public. Additionally, the Working Group will conduct a review of inter-jurisdictional comparisons and principles of good governance.

##### **3. Stakeholder Engagement Process Confirmation**

Working Group discussed survey questions and the approach to in-person meetings.

After significant discussion, through consensus, working group members confirmed the following:

- The stakeholder surveys will be distributed to a comprehensive list of identified organizations. The survey will focus on current engagement levels with the Parks Board and the relative significance of various governance engagement approaches.



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- Invites to in-person meetings will be extended to key stakeholders and partners, using a clustered approach based on shared interests or types.
  - The clusters for in-person meetings proposed include Community Centre Associations (CCAs), Other Partners, Recreation and Sports Leagues/User Groups, Nature, Youth and Children, Business/Commercial Partners, Events, Culture and Tourism, and Equity.
  - Each meeting is scheduled for 45 minutes, accommodating 3-4 stakeholder representatives to ensure that all voices are heard.

Following the discussion, the Working Group reached a consensus on the following action item:

- Staff will distribute proposed clusters to Working Group members, who will then identify stakeholder groups for in-person meetings.

#### **4. Adjournment**

The next meeting is scheduled for **February 28**.