

## **DRAFT Meeting Minutes**

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

*City Hall – March 6th, 2024 (6:00pm – 7:00 pm)*

#### **Attendees**

*Working Group: Trevor Ford, Sarah Kirby-Yung, Marie-Claire Howard, Shauna Wilton, Gregor Young, Catherine Evans, Jordan Nijjar, Jennifer Wood; Regrets: Ken Sim, Rebecca Bligh; Staff: Sandra Singh, Luhan Yao.*

#### **Minutes**

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

Working Group agreed on approving the Minutes for the meetings on February 21<sup>st</sup> and 28<sup>th</sup> through email.

##### **2. Review of Overall List**

Following a comprehensive review of the overall list, Working Group focused on formulating an engagement strategy for the Sports and Recreation cluster.

After significant discussion, the Working Group reached a consensus on the following engagement approach:

- A survey will be sent to the most fulsome list of organizations. Embedded within the survey will be a meeting invitation, which will clearly articulate that the meeting will center around discussing governance-related matters. The survey will explicitly define the concept of governance so recipients understand the scope of the engagement.
- Meeting invitations will be extended to all identified umbrella organizations.
- Based on the survey responses, the Working Group will schedule meetings with organizations who expressed interest in in-person sessions.

Considering that each in-person engagement session will accommodate a number of stakeholder representatives, the Working Group has also explored different grouping methods. Options under consideration include randomized grouping and grouping based on the type of sports or recreational activities.

##### **3. Lead and Attendance for the In-Person Meetings**

The Working Group has opted to defer the discussion on this item to subsequent weeks, pending the meeting schedules.

##### **4. Next Steps**

Working Group agreed on the following action items:

- Staff will circulate draft web-based survey for WG to review.
- Staff will create a mailing list for the surveys.
- Invitations for in-person meetings will be sent, with potential schedules proposed.
- Staff will walkthrough the in-person meeting discussion guide with the Working Group in the meeting next week.

## **5. Adjournment**

The next meeting is scheduled for **March 13**.