

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 21st and 28th 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**.