



Community Representation Framework City of Calgary

Meeting Minutes:

Disclaimer: These meeting minutes reflect ongoing discussions of the Community Representation Task Force. Information, discussion topics, actions or decisions may change based on the progress of the project.

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| Meeting Name | CRF Task Force Business Meeting | | |
| Time | 4:30 pm – 6:30 pm | Date | Tuesday, October 2 nd , 2018 |
| Location | RM ADM-04-4112-20 - Electric Light Boardroom | Chair | Matthias Tita |
| Facilitator | Laurel Sim | | |
| Attendees | Leslie Evans, Beverly Jarvis, Byron Miller, Kathy Oberg, Jim Stevenson, Kelli Taylor, Councillor Gian-Carlo Carra, Councillor Jeromy Farkas, Katie Black, Matthias Tita, David Couroux Guest: | | |
| Regrets | Catherine Agar, Malik Amery, Sander Jansen, Councillor Peter Demong, Councillor Evan Woolley, | | |

| New Items | Notes |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) Opening Remarks | <ul style="list-style-type: none"> We have a bit of work this evening to close out discussions on priorities and results of the framework We will also cover some ongoing work about engagement and communications and next steps looking ahead to 2019 Minutes from last two meetings were approved |
| 2) Communications / engagement | <p>Opportunities to share information about the CRF have been arranged as part of lead-up to committee in November – these include internal (City) stakeholders and external stakeholders</p> <p>We have also been working to arrange an engagement with Action Dignity to try and establish a connection with them for future work on CRF (in 2019) and to help them understand CRF before it goes to committee in November.</p> <ul style="list-style-type: none"> - Engagement date for October 3 |
| 3) Confirm / finalize priorities and results | <p>The task force discussed proposed changes and additions to the priorities and results. Although the final framework has been agreed to in principle, there are a few changes to be made to a result related to scalability of community-building processes and a general review of the priorities and results from a plain-language perspective.</p> <p>Actions</p> <ul style="list-style-type: none"> - David to send a revision of the priorities and results to task force members including changes agreed to in the meeting. - David will also arrange a time to meeting with Leslie to review framework and make plain language edits for the task force to review. |



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| 4) Task Force involvement in CPS presentation | It would be great to have a cross-section of task force members help with the presentation and to answer questions at committee meeting. <ul style="list-style-type: none">- No one committed at this time A question was raised about how we can ensure better communication with the task force regarding the report so all are aware of what it contains – avoid surprises. <ul style="list-style-type: none">- Admin will loop back with the task force after a draft report review meeting on October 16- Possibility that Admin will take the finalized Priorities and Results of the framework to discuss with the board of FCC Action – David to send an e-mail notification of the committee date so it is in everyone’s calendar | |
| 5) Discussion of work plan for 2019 | The task force only had 5 minutes to address this item and decided that another meeting should be arranged to focus on how CRF work will proceed in 2019 Action – David to send a Doodle poll to task force to find a date and time for an additional meeting in October | |
| ACTION ITEMS | | |
| ITEM | RESPONSIBLE | STATUS |
| 1. E-mail notification of the committee date to task force members | CRF program team | complete |
| 2. Doodle poll to task force for an additional meeting in October | CRF program team | complete |

Attachments:

none