Community Representation Framework Task Force Meetings Summary

2016-12-08
- Terms of reference reviewed: Community Representation Framework Task Force is an advisory group.
- The Director of Calgary Neighbourhoods was elected as chair.
- Discussion around the best way to conduct a stakeholder analysis.
- Establishing operating logistics of the task force: frequency of meetings.
- Best practice research will be conducted however the Community Representation Framework Task Force wants to see a "made in Calgary" solution.

2017-02-08
- Seven Community Representation Framework deliverables were reviewed; Task Force members provided comment.
- Guiding principles were reviewed to inform the decision-making process to be developed.

2017-03-15
- Scope, mandate, communication/messaging, recommendations, and opportunities were discussed.
- Stakeholder engagement (who do we need to talk to, what aspects do we require their input on, how do we best reach these groups, what questions does the Task Force feel needs to be answered, what aspects of community-building do we feel need to be included in the Community Representation Framework).

2017-04-18
- Work streams developed with input from Task Force and internal stakeholders reviewed.
- Task Force members expressed concern that they don't understand their role in relation to program governance.
- Consensus that the Community Representation Framework Task Force wants to provide more strategic direction before they can be advisory in nature.

2017-05-17 (special Level setting meeting)
- Task Force role in Community Representation Framework project clarified to include:
    o provide vision,
    o provide recommendations,
    o define language and terminology,
    o complete strengths, weaknesses, opportunities, threats analysis (SWOT),
    o clarify scope, and
    o identify issues to be addressed.

Community Representation Framework Task Force Meetings Summary

2017-05-30
- Background history on community associations, resident associations and business improvement areas and the relationships between them and with the City reviewed.
- Members developed and took away a working vision statement for further consideration "Create a collaborative framework that supports effective representation for community-building."

2017-06-20
- Facilitated session focused on what should be considered in and out of scope for each of the following stakeholder groups: City Administration, City Council, developers, community associations, other organized community groups, individuals).

2017-07-17
- "In scope" items from June's meeting reviewed and synergies Identified.
- Consensus on appropriate work streams for Administration to move forward on:
  - Community Governance (Representation structure)
  - Engagement and Relations (Community input)
  - Supports and Resources
- Vision statement from May's meeting revised: "Create an effective representation framework that enables collaborative community building by establishing governance and organizational structures, guidelines and protocols, and provision of required support and resources."

2017-09-13
- Update on research by staff team on approaches to community representation and governance in other municipalities and emerging variables across them.
- Principles and criteria identified for rating community governance models for the Calgary context.

2017-11-15
- Changes to Community Representation Framework Task Force membership.
- Review of discussion paper (community representation models used in other municipalities and an analysis of each model in relation to the principles previously agreed upon by the Task Force).
- Discussion and assessment of five different models presented in the paper; these models were further explored on how they could be applied to the Calgary context.

2017-12-07
- Facilitated session to discuss and evaluate community representation models against various community-building scenarios; further variables identified.
- Staff team directed by Task Force to review rules and policies in place that govern the operations of other jurisdictions' representation structures, and prepare a summary for the next meeting.