



# 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.**

<b>Meeting Name</b>	CRF Task Force Business Meeting		
<b>Time</b>	4:30 pm – 6:30 pm	<b>Date</b>	Monday, September 17 <sup>th</sup> , 2018
<b>Location</b>	RM ADM-04-4112-20 - Electric Light Boardroom	<b>Chair</b>	Katie Black
<b>Facilitator</b>	Laurel Sim		
<b>Attendees</b>	Malik Amery, Leslie Evans, Byron Miller, Kathy Oberg, Jim Stevenson, Councillor Jeromy Farkas, Katie Black, Matthias Tita, David Couroux, Leanne Hall, Dejana Knih		
<b>Regrets</b>	Catherine Agar, Sander Jansen, Beverly Jarvis, Kelli Taylor, Councillor Gian-Carlo Carra, Councillor Peter Demong, Councillor Evan Woolley,		

New Items	Notes
1) Opening Remarks	<ul style="list-style-type: none"> <li>We will aim to complete the framework of priorities and results during this meeting and next one on October 2</li> <li>Then we will discuss the work of 2019 and beyond</li> <li>The form sent out with minutes from last meeting were blank</li> </ul> <p><b>ACTION: Redistribute minutes from July 5, 2018</b></p>
2) Review priorities and results	<p>Task force confirm the priorities and results related to Community Involvement and Supports and Resources, with minor changes suggested by task force members during one on one sessions in August.</p> <p>Representation structure - Recap of direction given to CRF Project Team</p> <ol style="list-style-type: none"> <li>Roles and responsibilities</li> <li>District possible but must ensure local voice is still heard</li> <li>Context and character, community uniqueness need to be reflected</li> </ol> <p>Review of public engagement inputs; pros and cons of district forum</p> <p>Pros - pooling of resources, opportunity for collaboration and shared understanding on topics and issues</p> <p>Cons - drain on resources; extra work; loss of local voice; who will manage the process (more people, potential for 'special interests')</p> <p>Conversation of whether we should be focusing on a creating a structure or new processes</p> <ul style="list-style-type: none"> <li>General agreement that this is about process, at least for now, and not about a structure.</li> <li>Process needs to be flexible to different planning processes and it needs to be scalable to accommodate local inputs (inputs need to match scale of the process)</li> <li>Roles and responsibilities need to be clear and they need to be flexible to the capacity of stakeholders</li> </ul>



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	<p>- This is closely tied to capacity building priority. We need to increase capacity to meet the roles and responsibilities.</p> <p><b>ACTION: CRF project team to draft 2 or 3 additional results and sent to Task Force prior to October 2 meeting</b></p>	
3) Definitions	<p>Results from task force survey of possible definitions that was sent to members in early September:</p> <p>Diversity - All the ways that people are different. Diverse characteristics include but are not limited to: social, economic, cultural, physical characteristics, as well as ideas, abilities, perspective and values. <i>(Working definition from the City's draft Social Well-Being Principles, WIC Glossary of terms, AUMA)</i></p> <p>Effective representative – there was no clear definition selected by task force members</p> <p>A few task force members commented that questions around 'defining' this term are actually related to concerns over what practices will be expected of an 'effective representative'.</p>	
4) Next Steps	<p>Administration would like to take the framework to committee on November 7 and to council later in the month, prior to budget discussions. We have an item related to CRF in One Calgary and think it beneficial to present the framework to help with budget considerations.</p> <p>- Task force is in favour of providing a report to committee in November</p> <p>Next meeting: Tuesday, October 2, 2018 at 4:30 – 6:30 pm Room location: RM ADM-04-4112-20 - Electric Light Boardroom</p>	
ACTION ITEMS		
ITEM	RESPONSIBLE	STATUS
1. <b>ACTION: Redistribute minutes from July 5, 2018</b>	CRF program team	complete
2. <b>ACTION: CRF project team to draft 2 or 3 additional results and sent to Task Force prior to October 2 meeting</b>	CRF program team	complete

Attachments:

none