

City of Edmonton: Ward Boundary Commission

Minutes (Draft)

November 5th, 2019 | 3:30pm - 6pm | Boardroom, Office of the City Clerk, City Hall

Commission: J. Wesley (Chair), S. Lee (Vice Chair), L.Bjork, M. Pungur Buick, S. Raitz, K. So,

Administration: C. Heywood (Recorder), I. MacLean

Regrets: A. Sinclair

Guests: M. DeBruijn - Emerge Solutions

Call to Order: 3:31pm

Agenda Review & Approval of Minutes	Decision
Moved: By M. Pungur-Buick to adopt the meeting Agenda	Carried
Moved: By L. Bjork to approve the Minutes from the September 30, 2019 meeting	Carried

Terms of Reference	Decision
Review of Terms of Reference Document. Discussion regarding expansion of the Chair role description to include delivery of the Commission's report. As this is covered in the Agencies, Boards, Committees and Commissions Policy, further amendment to the Commission's Terms of Reference was deemed unnecessary	
Moved: By L. Bjork to adopt the Terms of Reference	Carried

Phased Work Plan	Decision
Review of draft phased work plan, including roles and responsibilities and project milestones. Discussion of alignment of work plan milestones with the development and delivery of the phases described in the Public Engagement Plan. Specific deadlines added to phased work plan. Discussion of alignment of work plan milestones with Communications Plan. Communications Plan to be provided to the Commission for their review by Friday, November 15th. Plan will be shared as a Google doc. Commission members will provide their feedback as Comments in the document. Discussion of the proposed presentation of the Commission's report to Executive Committee. The presentation is an opportunity to hear further feedback from residents and address Councillor's questions and concerns prior to presentation to City Council. April 20th selected as the Commission's preferred date.	
Moved: by K. So to adopt approve the Phased Work Plan	Carried

Action: Administration will provide a draft Communications Plan that aligns with the Public Engagement Plan to the Commission for their review by Friday, November 25th. **Assigned to C. Heywood**

Public Engagement Plan | Phase 2

Decision

Review of Phase 2 of the Public Engagement Plan

Discussion regarding the number Public Engagement Drop-in events and the number of mapping concepts provided. Commission determined that amendments to the PEP were not necessary.

Review of the Bang the Table online engagement platform. The Commission expressed a desire to act as test users prior to the public launch.

Discussion regarding the Insight Community. Commission requested that Insight users be made aware of the launch of the Ward Boundary online engagement tool.

Discussion regarding the involvement of the Commission at the drop-in engagement events. The Commission determined that a minimum of two members are required at each event. Commission members will provide brief, anecdotal feedback to other members through email at the conclusion of each session.

Commission will attend as 'subject matter experts' to answer questions from the public and to listen to discussion. Facilitators provided by Emerge.

Administration will develop a sign-up process once the schedule is confirmed and flag any issues regarding the attendance of Commission members.

Discussion regarding the Ward Boundary Design Policy The Commission determined that they will ask residents to share their feedback on the criteria section only.

Moved: By M. Pungur-Buick to approve Phase 2 of the Public Engagement Plan

Carried

Action: Administration will:

- Inquire whether Bang the table can host 'test users' prior to public release
- Develop a Phase 2 sign-up process for Commission members

Assigned to C. Heywood

Public Engagement Plan | Phase 1

Decision

Review of Phase 1 of the Public Engagement Plan

Discussion regarding the identification of stakeholder groups who may be missing from the prescribed list but may still be offer a valuable contribution. The Commission expressed an interest in developing a means to differentiate the feedback provided by advocacy/interest from the comments shared by individuals.

The Commission requested that Administration develop draft criteria to be used to identify community stakeholder groups and create an email address that could be used as a mechanism to circulate information and receive feedback.

The Commission requested that Administration develop a draft Phase 1 delivery process by Friday

November 8th. The draft invitation should include links to relevant contextual documents, including the Design Policy and current boundary map.

Discussion regarding the receipt of invitations. The Commission determined that invitations would be sent to:

Chair of the Board of Trustees of each School Board (Senior School Board Administration will receive a copy)

Executive Director of the EFCL

Discussion regarding participation in the interviews

For School Boards and EFCL: 2 commission members

For City Council: 1 or 2 Commission members

Administration will be present in the interviews to provide project context, if required, and logistical support.

Stakeholders will be invited to determine the date and time of the interview within a specific period.

The Commission determined that stakeholders will be consulted on the Criteria section of the Design Policy only.

Moved: By M. Pungur-Buick to approve Phase 1 of the Public Engagement Plan **Carried**

Action: Administration will:

- Establish an email address to be used to as a mechanism to circulate information and receive feedback from stakeholder groups not referenced in the WBC bylaw or Design Policy
- Develop draft criteria to be used to identify community stakeholder groups
- Develop a draft of the Phase 1 components by Friday, November 8th

Assigned to C. Heywood

Public Engagement Plan | Phases 3-7

Decision

Commission discussed whether it is within their scope to approve phases of the PEP that occur following the delivery of their Report to City Council.

The Commission determined that they would review phases 3 and 4 for the purposes of approval, and provide comments for the subsequent phases.

Moved: By M. Pungur-Buick to approve Phases 3 and 4 of the Public Engagement Plan **Carried**

Mapping Concepts

Information

Review of the mapping concepts developed by GIS

The Commission determined naming conventions for the mapping concepts. Concept 1 - A, Concept 2 - B, Concept 3 - C. Wards will be referred to be letter in the mapping concepts shared with the public during Phase 2.

The Commission requested that Administration develop a means to glean detailed feedback from

Commission members regarding the Design Policy and mapping concepts. Feedback will be shared by the Commission by Tuesday November 12. **Assigned to C. Heywood**

Round table

Information

Administration will develop a tentative meeting schedule that aligns with phased work plan milestones.

Adjournment

5:51pm