

Mayor's West End Community Advisory Committee

Meet and Greet – Thursday, October 14, 2010

5:00 pm	Welcome from Mayor Gregor Robertson
5:10 pm	Hopes, Fear and Expectations <i>- Go over objectives for committee</i> <i>- Focused round of introductions</i> <i>- Introduce Charles and mayors office staff present</i>
5:50 pm	Orientation Session planning <i>- Go over proposed orientation session agenda (see notes below)</i> <i>- Additional needs for orientation session identified by committee members</i>
6:10 pm	Roles and Responsibilities <i>- Review one pager on Mayor, Council and Staff roles and responsibilities</i> <i>- Provide Code of Conduct document with request to committee members to review and bring questions to orientation session</i> <i>- Request people to consider if they would like to be a co-chair of the committee and state an intention to have an election for the co-chair by secret ballot at the beginning of the orientation meeting</i>
6:25 pm	Closing and review of next steps

Package of materials for committee

- Contact sheet
- Committee Terms of Reference from Council motion
- One pager outlining Mayor, Council, and Staff roles and responsibilities respectively
- Code of Conduct

Orientation Session - proposed agenda items

A. Follow up from meet and greet:

- Review Code of Conduct
- Elect co-chair

B. Information items from staff

- West End overview: demographics, community services
- Communities services and amenities process overview
- Review of neighbourhood plan - current for west end and process for deciding timeline to update neighbourhood plans
- Rezoning process overview
- Review of applications in the West End currently on file with Planning Dept

C. New Business

- Create draft work plan
- Agreements on committee process, roles and responsibilities.