



MINUTES

PRESENT:

Jane Kang, Chair
Alice Bradley

Nidhi Raina

REGRETS:

Alexandra Bailey
Michelle Niu

Matthew Ramsey

STAFF:

Glenda Ollero, Communications Manager

GUESTS:

Jennifer Siddon, Siddon Strategic Communications

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group (from recording)

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at approximately 4:30 p.m.

B. MEMBER RESIGNATION

This item was not considered

C. APPROVAL OF AGENDA

Draft agenda of the December 7, 2022 UNA CEAC meeting was provided with the agenda material.

This item was not considered.

D. APPROVAL OF MINUTES

Draft minutes of the October 25, 2022 UNA CEAC meeting was provided with the agenda material.

This item was not considered.

E. ITEMS/REPORTS

1. Recreation Program Review

Provided with the agenda material:

- *Project Brief "University Neighbourhoods Association Recreation and Culture Programming Review"*
- *Briefing Note re "UNA Recreation and Culture Programming Review Community Member Recruitment".*

i. Introduction

Glenda Ollero, Communications Manager, introduced the UNA Recreation and Culture Programming review.

ii Presentation

Jennifer Siddon, Siddon Strategic Communications, referenced the documents provided with the agenda material and highlighted:

- The CEAC is to provide feedback on the proposed survey to promote involvement in the recreation and culture programming at UNA
- The proposal seeks community involvement in:
 - Focus groups
 - Three community meetings
 - Surveys
 - Virtual open house
 - Three pop-up meetings
- People who wish to be involved in the discussions are asked to complete the volunteer web form, which includes questions regarding:
 - Residents' interests
 - Community areas of focus
 - Residents' usage of facilities
 - Residents' usage of activities or shared spaces
- Suggestion that CEAC provide feedback regarding people within the community who could add value to the focus groups.

iii. Discussion

Discussion ensued on:

- Suggestion to add the category of “new to the neighbourhood” to the questionnaire
- Concern that residents are unaware of all community activities
- The survey will be promoted in multiple ways
- Suggestion that the CEAC encourage involvement in the focus groups
- In-person community meetings are planned for February 2023
- Invitations will be sent to people who volunteer for the focus groups
- The first pop-up meeting will be at the Lunar New Year celebration
- Dates, times and locations of community meetings will be well communicated and advertised:
 - Locations for meetings will be Hampton, Hawthorne and Wesbrook
- The final report will include current and future trends in recreation
- A QR code will be created to sign up for the survey
- Final presentation to the Board is scheduled for April 2023.

iv. Motion

It was moved (Jane Kang) and seconded (Nidhi Raina)

THAT the University Neighbourhoods Association Community Engagement Advisory (CEAC) will review the briefing note and provide feedback to the Communications Manager by December 14, 2022.

Carried

F. ADJOURNMENT

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:02 p.m.

ADOPTED JANUARY 19, 2023