

## **Ward Meetings - Discussion Outline**

1. Purpose
  - a. Strengthen connection between residents and ward representatives
  - b. Provide a consistent (quarterly? Bi-annually?), accessible space for two-way communication
  - c. Share updates on city projects and initiatives
  - d. Gather feedback as needed
2. Structure & Expectations
  - a. Recommended meeting frequency
  - b. Standardized agenda (flexible)
  - c. Defined roles
  - d. Coordination with City staff as needed
3. Committee Involvement
  - a. These will be committee-led with support from City staff
  - b. Help identify recurring concerns or opportunities
  - c. Support outreach and promotion within their ward
4. Outreach & Promotion
  - a. Best practices for reaching residents
  - b. Leveraging existing community events or gathering spaces
  - c. Timeline for promotion leading up to meetings
5. Feedback & Follow Up
  - a. Documenting resident questions/concerns
  - b. Communicating outcomes or next steps after meetings
  - c. Creating a feedback loop between residents, committee members, and staff
6. Measuring Success
  - a. Attendance and engagement
  - b. Quality of feedback received
  - c. Increased awareness of initiatives
  - d. Opportunities for continuous improvement