

Activity overview and preparation

During the May 17 Council workshop, we'll be engaging Councillors in an activity. Given limited time during the workshop, it will be helpful if you could please take 20 minutes to review this information and prepare for this activity.

The goal is to get some specific feedback and ideas about community engagement reports—the summaries of engagement outcomes (whether led by the City or consultants) that accompany staff reports to help inform Council's decisions.

During our recent review of City engagement practices, we heard that the community wants us to do a better job of reporting back on what we learned during engagement, and they want to know how engagement influenced staff recommendations and Council decisions. Specifically, we heard that community engagement reports currently

- lack consistency
- have a mix of information—some more useful than others, some leading to more questions than answers
- sometimes seem to lack rigour related to data analysis and synthesis

We know community engagement outcomes form a critical part of Council's decision-making process and we want to understand from Councillors what your ideal community engagement report would look like.

What to expect during the activity

- We're hopeful this can be collaborative and informal—a conversation!
- The activity will take about 30 minutes and we want to hear from everyone.
- The conversation will be structured using a simple feedback framework (called a "Feedback Grid").
- Everything you share will be captured by City staff during the workshop.

How to prepare for the activity

Our conversations will be more productive if you're able to take some time to do two things before Wednesday's workshop.

1. Use the attached Feedback Grid to capture your thoughts and ideas prior to the workshop. The Feedback Grid will be the framework we use for structuring our conversation.
2. Review three examples of community engagement reports (attached). These different reports have been curated to provide a diversity of examples for you to respond to. Please note, we're not asking for your analysis of the content of these reports but rather your feedback about the type of content that's in them (or that feels like it's missing).

What will happen after the activity?

Combined with input from other key audiences, we'll use your feedback and ideas to set a consistent standard for community engagement reports.