Agenda : November 30, 2020 Working Group Meeting #1
6:30-8:00pm WebEx Meeting

1) Introduction – 5 minutes
- Maria Stanborough (facilitator) and Matt Campbell (scribe)
- City staff: Claire Thompson, Matthew Yong and Koji Miyaji

2) Review Agenda and structure of meetings with the group – 2 minutes: Maria

3) Overview – 10-15 minutes: Maria and City staff
- Review of the selection process and expectations of behaviour
- Intention of working group and ToR (Koji)
- Confirm meeting dates for the group

4) Introduction of working group members participants – 30-35 minutes: Maria
- 14 members (~2 minutes each) to introduce themselves and to specifically include the three questions that will be sent to them via email
    1. What motivated you to join this group?
    2. What is one of the key things you hope to achieve by being part of this group?
    3. What additional information in regards to short-term rentals would you like to assist you participation or understanding for future meetings?

5) Presentation by City staff on the background and evolution of the STR program – 10 mins : Claire and Matthew

6) Member Q&A – 20 minutes: Maria
- Questions that come out of the presentation. How does what they learned in the presentation align with their own experiences? Has the presentation highlighted an area or topic that you would like to discuss within the group?

7) Wrap up – 5-7 minutes: Maria
- Summary of learnings from the meeting today (check-in with Matt)
- Next steps and meeting date
- Final questions

8) Closing round – 1-2 minutes: Maria
- One word to describe how each member feels or takeaway from meeting