

VISION CHELSEA CENTRE-VILLAGE

Preparatory meeting of phase 1

Monday, October 5, 2009

8 am to 10:30 pm



PARTICIPANTS

Present

- Stéphane Doré
- George Claydon
- Francine Dalphond
- Stephen Woodley
- Luc Poulin
- Yves Ménard

Absent

- Charles St-Pierre
- Meriel Bradford
- Todd Evans
- Charles Cardinal

MINUTES

1

Validation of the participative consultation process

- A review of the different phases of the participative consultation process and the techniques planned during each phase has been made and approved by the committee.

2

Agreement on the geographical limits of the centre-village of Chelsea

- It has been decided that the committee will not be giving its own definition of the centre-village limits, but will let the citizens voice their opinion on what they perceive to be the centre-village limits;
- It has been decided that Stéphane Doré will produce a map of the centre-village. One side will have the geographical city limits of Chelsea and the other side, the city limits of Chelsea AND of the centre-village defined by the planning and sustainable development department.

3

Planning and organizing the consultation techniques of phase 1

- **Neighbour to neighbour marathon questionnaire**
 - A compilation tool for the questionnaire has been accepted by the committee;
 - The three questions that were proposed have been approved;
 - Members of the committee will also dispose of a map of Old Chelsea so that citizens interviewed can point out where they think the centre-village is;
 - Each member of the committee will send a list of the citizens they plan to interview (diversity will be taken into consideration) to Sophie Hubert by October 8;
 - The compilation tool will be translated to English by Sophie Hubert and sent to the committee members via email;
 - The deadline for the interviews is set for October 30th. The interviews have to be sent to Sophie Hubert so that she may prepare a compilation for the consultants;
- **Questions posted on the Website**
 - The three main questions used during the « Neighbour to neighbour questionnaire » will be posted on the website and then will be changed to more specific questions during phase II and phase III.
- **Formal presentations aimed at 5 groups**
 - PowerPoint presentation
 - The Power Point presentation has been approved. It will be translated by Sophie Hubert and sent to the member via email by next October 9th.

- **Identification of the Groups to Present to**
- The groups are :
 1. Chambre de commerce (3rd week of October) – Presentators: Todd Evans & George Claydon
 2. Foundation Chelsea (15 of October) – Presentator : Yves Ménard
 3. ACRE (1^{er} Wednesday of November) – Presentator : Stephen Woodley
 4. Conseil d'établissement de l'école Du Grand Boisé (2 of November) – Presentator : George Claydon
 5. Conseil d'établissement de l'école Chelsea Elementary (to be determined) – Presentator : George Claydon
- **Engage in a preliminary discussion on phase 2**
- A discussion group will take place in the form of email exchange during the month of October and as well as during the November committee meeting.

4

- Discussion on the content of certain tools that will be used in the technical support for public consultation**
- **8½ x 14 flyer** (will be later posted on the website, in the electronic newsletter "Follow up report" and in the municipal flyer.
 - **The flyer has been approved with some slight modifications :**
 - Removal of the word interactive, replace "aimed at specific groups" by " community groups";
 - The addition of the three phases of the process, and putting in evidence the different techniques of animation;
 - Removal of the email addresses and put more emphasis on the website.
 - **Bookmark**
 - Bookmarks will be produced, with the logo, website address and slogan "Chelsea, we are ready to listen!" They are to be handed out to the citizens that will be interviewed, or at group presentations.
 - **Banner**
 - Not discussed.
 - **Suggestion boxes**
 - Not discussed.
 - **Publicity**
 - Instead of advertising by purchasing publicity slots in the local papers, it has been convened that Charles Cardinal (Director of communications) and George Claydon will take care of contacts with the media.
 - **Fact sheet for possible abrasive questions or comments**
 - In order to resolve any situation where an abrasive question is asked or comment is made, a fact sheet will be prepared in the form of Q & A regarding hot topics such as Chelsea Creek, water waste management, sewer systems, traffic and parking, budget and development for the centre-village and zoning, etc;
 - The fact sheet will be given to each committee member for support during the interviews.

5

- Roles and responsibilities for task distribution**
- Consultants – Prepare the minutes for Stéphane Doré and Sophie Hubert so that they can be translated;
 - Consultants – Flyer modifications and send to Stéphane Doré and Sophie Hubert for translation and printing;
 - Consultants – Send documents (« Neighbour to neighbour questionnaire », PPT, flyer) electronic format 1997-2003;
 - Consultants – Text to print on the bookmark and to be ready for the 7 of October;
 - Stéphane Doré – Prepare map of city limits and centre-village 7 of October;
 - Stéphane Doré – Prepare the Q & A fact sheet;
 - Sophie Hubert – Translate PowerPoint and compilation tool, « Neighbour to neighbour questionnaire » and have it ready for the October 9;
 - Sophie Hubert – Proof read the French version; translate the flyer, send to George Claydon for proofing; coordinate print and distribution with Charles Cardinal.
 - Charles Cardinal – Coordinate with George Claydon the interviews with the media – (by October 9) and meet

with them by October 12;

- Committee – Prepare the list of people / citizens you plan to meet for the October 8.

6

Other

- Next meeting for the 2nd week of November;
- Phase II consultations planned for end of November, early December;
- Exercise of the “charrette” is planned for early January.