



CITY COUNCIL AGENDA REPORT

Subject: COMMUNITY ENGAGEMENT COMMITTEE UPDATE TO COUNCIL

Recommendation(s)

That the requested time extension to December 12, 2016 for the Community Engagement Committee to present its recommendations for the draft City Council Policy C-CAO-20, Public Engagement, be approved.

Purpose of Report

As part of the Community Engagement Committee's terms, the Committee is to provide regular updates to Council on their progress in obtaining community input into the draft Public Engagement Policy (C-CAO-20) and make related recommendations to Council. The work of the Committee is taking longer than anticipated when the Committee was created and this report provides background information on their request for a time extension to provide the deliverables to Council.

Council Direction

On October 26, 2015 Council passed the following resolution:

(C527-2015)

1. That proposed City Council Policy C-CAO-20, Public Engagement, provided as Attachment 1 to the October 26, 2015 agenda report entitled "Continuous Improvement - Public Engagement Policy and Program" be received as information.
2. That, by January 11, 2016, Administration prepare a Terms of Reference for Council's consideration to establish a temporary Community Engagement Steering Committee of Council, comprised of Council members and members of the community, to undertake a public consultation process to obtain feedback from the community on proposed City Council Policy C-CAO-20, Public Engagement, provided as Attachment 1 to the October 26, 2015 agenda report entitled "Continuous Improvement - Public Engagement Policy and Program.
3. That Administration transfer the approved 2014 Capital Project, PLAN-002 Public Engagement Online Tools and the associated funds, from the Capital

Budget to an Operating Project, and further that Administration utilize this project budget to undertake any and all work to obtain public feedback on this matter and commence with the implementation of enhanced public engagement activities.

4. That, after the completion of the public consultation work, the draft City Council Policy C-CAO-20, Public Engagement, complete with any recommended changes resulting from the public consultation, be brought back by the Community Engagement Steering Committee to Council for further consideration by September 2016.
5. That Administration develop a proposed Public Engagement Management Plan with input from the Community Engagement Steering Committee, complete with resource requirements, for Council's consideration, by September 2016.

Background and Discussion

Council has identified public engagement as a goal in the City of St. Albert Strategic Plan. The public engagement project commenced in 2014 and included three phases. Phase One was completed by an internal committee and resulted in the Public Engagement Guidelines and Toolkit as well as Council approving the Public Engagement Spectrum as the foundation for public engagement in St. Albert. As part of Phase Two, Administration presented a draft Council Policy C-CAO-20 Public Engagement on October 26, 2015, for Council's consideration. To ensure the policy captures community expectations, Council approved a public consultation process to review and provide feedback on the proposed policy. The process involved the creation of a Community Engagement Council Advisory Committee to undertake community consultations to gather feedback, input and to provide recommendations for changes to the draft policy, which the Committee will present to Council.

Additionally, the Committee will provide the City Manager input into Administration's Public Engagement Management Plan which will outline the steps and resources required to fulfill the intent of the Policy.

Progress to Date

The Committee was established in late March 2016 and the first meeting took place on April 5, 2016. The Committee consists of two Councillors and five members of the public and is facilitated by City staff. The Committee has met every two weeks since April.

A consultant, Urban Systems, was hired through a competitive process to work with City staff and the Committee to plan public engagement activities, deliver those activities and provide summary of input received from the community. They also prepared background documents on the current state of public engagement at the City and undertook best/leading practice research on how other municipalities are addressing public engagement.

To date, the Committee, with support from City staff and consultants, has:

1. Completed received orientation from staff on City government structure, the Governance and Policy Framework and the role of Council Advisory Committees;
2. Reviewed and discussed current state of public engagement in St. Albert report;
3. Reviewed and discussed best/leading practices for public engagement;
4. Worked with the consultant to provide input into Communications and Engagement Plan including activities, timing and target audiences; and
5. Provided input on the online public engagement survey that will be used to gather resident's input.

Next Steps

The Committee's next steps include:

1. Finalizing online public engagement survey (Mid-August)
2. Participation in public engagement activities (September)
3. Review of public engagement findings (October)
4. Development of recommendations
5. Presentation of recommendations to Council (proposed in December)

The time required to complete the orientation, background research pushed timelines out and the Communications and Engagement Plan recommended that public engagement activities occur into September, rather than summer months, to ensure residents are available to participate. Due to this change in timelines the Committee will not be able to meet the September deadline to present their recommendations to Council. The Committee is requesting Council approve an extension to December 12, 2016. With the extra time, the Committee will be able to complete all work required and prepare their recommendations to Council.

Administration is working in parallel to draft the Public Engagement Management Plan that will outline steps necessary for effective implementation of the Public Engagement Policy. The Committee will also provide input, based on the public engagement results, into the Management Plan.

Stakeholder Communications or Engagement

The intent of the Community Engagement Council Advisory Committee is to lead the community consultation process, develop recommendations and provide guidance based on community perspectives to Council into the draft Public Engagement Policy. The Committee will provide direction on the public communications and engagement activities to ensure appropriate input is received

from the community. The Committee will also be asked to provide feedback on the Public Engagement Management Plan developed by Administration.

Implications of Recommendation(s)

a) Financial:

- Council transferred \$50,000 from capital reserves to the operating budget to support the work of this Committee to engage consulting resources to manage the public consultation activities required. Costs for meeting and other committee supports are included within this funding.
- Additional budget is required in order to increase participation rate for the online survey. Approximately \$3,000 which will be charged to Corporate Strategic Services Budget due to activity not being budgeted for in the \$50,000 allocated for this project.

b) Legal / Risk:

- None at this time

c) Program or Service:

- None at this time

d) Organizational:

- Employee time was required to provide information related to the current state of public engagement currently conducted at the City.
- Employee time will be required once recommendations are developed and received by Council, to update the policy and later, to implement the policy.

Alternatives and Implications Considered

The recommended timeline is based on the Committee's current progress and workplan for the remaining activities that need to be completed before the Committee can provide its advice to Council. There is no other alternative motion recommended.

Strategic Connections

a) City of St. Albert Strategic Plan (Policy C-CG-02)

Governance Strategy

Council is committed to ensuring that the City of St. Albert is a responsive, accountable government that delivers value to the community.

Service Delivery Strategy

Council is committed to ensuring that the City of St. Albert is engaging residents to identify opportunities to improve delivery of services to the community.

- b) Long Term Plans (e.g. MDP, Social Master Plan, Cultural Master Plan, etc.)
 - N/A
- c) Corporate Objectives (See Corporate Business Plan)
 - Deliver programs and services that meet or exceed our standards
 - Ensure our customers are very satisfied
- d) Council Policies, Bylaws or Federal/Provincial statutes
 - C-CAO-18 Public Communication
 - Council policy C-FS-05 Budget and Taxation Guiding Principles (Standard 1 a) and 1 d))
 - Council policy C-CC-06 Strategic Framework (Standard 2 d)).
 - Council policy C-CG-02 City of St. Albert Strategic Plan
- e) Other Plans or Initiatives (Business Plans, Implementation Strategies, etc.)
 - This policy will help assist the organization how to better engage the community for all strategic and budget processes.

Attachment(s)

N/A

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