

Request for Decision

Title	Public Engagement Initiative: Public Engagement Policy, Bylaw 1381/16 and Selection Committee Terms of Reference
Proposed Motion	<ol style="list-style-type: none"> 1. That Council approve the Public Engagement Policy as presented. 2. That Council rescind Public Input Policy ADM-PUB-1. 3. That Council give first reading to Bylaw 1381/16. 4. That Council give second reading to Bylaw 1381/16. 5. That County Council give unanimous consent to proceed to third reading of Bylaw 1381/16. 6. That Council give third reading to Bylaw 1381/16. 7. That Council approve the Selection Committee Terms of Reference.
Administrative Recommendation	Administration recommends approving the related documents, as doing so improves public engagement; moves the County towards continuous improvement and establishes a transparent approach to the appointment of public members to Council's Boards and Committees.
Previous Council Direction	<p>September 27, 2016: Council reviewed and provided comments on the project along with the documents during Committee of the Whole.</p> <p>May 24, 2016 – Motion 189/16: That Council approve the Terms of Reference for the Public Engagement Framework Working Group.</p> <p>May 10, 2016 – Public Engagement Framework along with Terms of Reference for the Working Group was introduced to Council during Committee of the Whole meeting.</p> <p>December 8, 2015- Motion 395/15: Public Engagement Framework Initiative (6.1.C) was approved within the 2016 - 2018 Corporate Business Plan.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • Sturgeon County is faced with the challenge which many other municipalities face - Sturgeon County needs to define how the organization wishes to engage the public. • As part of its review of the <i>Municipal Government Act (MGA)</i>, the Provincial Government has stated that <i>"Albertans have indicated there is a lack of clarity around the scope of municipalities' responsibility to engage with their constituents. Due to the existing flexibility of public</i>

participation provisions in the MGA, municipal public participation is inconsistent across the province” (Alberta Government, 2015).

- In response, the Provincial Government will require that *“municipalities adopt public participation policies that outline their approaches for engaging with stakeholders, although municipalities will continue to have the flexibility to determine their approach to public participation”* (Alberta Government, 2015).
- The Provincial Government has not mandated when the policy must be in place or the extent to which municipalities should be engaging the public; they have merely articulated that municipalities need to *define* how they engage the public.
- In an effort to be proactive Administration has started the process to have an approved public engagement policy in 2016.
- A review of the Council Boards and Committees selection process was also recognized as a Corporate Initiative.
- Council approved the Public Engagement Framework Initiative (6.1.C) within the 2016 - 2018 Corporate Business Plan that included creation of a public engagement policy and a review of the Council Boards and Committees selection process.

Work performed to date on this Initiative:

- Interviews were conducted with Councillors in January 2016 to gain insight into the interpretations of current Sturgeon County engagement practices, processes and challenges. It was confirmed that the Boards and Committee review on communication and selection process would be of great benefit to the project.
- On May 24, 2016, Council approved the Terms of Reference for the Public Engagement Framework Working Group to complete this initiative. Using this document an administrative work group was established.
- Interviews were conducted with current Council Boards and Committees in June 2016 to determine efficiencies and identify any gaps in the communication methods and selection process.
- The Administrative Working Group conducted comparative research on best practices for all aspects of this initiative.
- To provide information on proposed changes and receive feedback, additional consultation was completed in September with Council Boards and Committees.
- During the September 27, 2016 Committee of the Whole presentation, Council provided input and recommendations.

Proposed Policy for Public Engagement:

The following document has been created to support changes to Public Engagement:

- **Public Engagement Policy** – purpose is to guide public engagement processes inclusive of all external and internal public engagement opportunities such as; statutory, non-statutory and other proposed applications, plans, projects, and studies that may have an impact on the residents of the County. This Policy will replace Public Input Policy ADM-PUB-1 (attached).

Proposed Change – Council Boards and Committees Public Members Selection Process

- Each year, Sturgeon County residents are encouraged to share their time and skills to fill key roles on boards and committees. Council typically appoints chosen candidates to the Boards/Committees during the month of December.

Sturgeon County Council recognizes the value in taking the time to find candidates with the right values, skills, attitude and commitment. A well suited candidate brings specific skills and expertise that contribute to good governance; and provides a diversity of perspectives, reflecting the best interest of the community.

In light of that, the Administrative Working Group is proposing changes to the current recruitment and selection process to establish a process that includes well-defined roles and expectations as well as an application process to ensure that all candidates are qualified and fairly evaluated using consistent criteria and process.

It is important to follow a detailed recruitment process to ensure that the right candidates are chosen for these very important jobs. Each Board and Committee Selection Committee will provide recommendations of candidates to Council for approval. The Committee will be composed of member(s) of County Council, Chair or delegates of each Committee along with the respective Municipal Representative for each committee.

Proposed recruitment process timeline:

Action	Timeline	Who
Create Vacant Position Package	September 1	Legislative Services
Advertise for Board Members	Sept/Oct	Communications
Applications submitted to Selection Committee (SC)	Late Oct	Legislative Services
Provide Interview schedule to SC	November	Legislative Services
Interviews are conducted	November	Selection Committee
Candidate recommendations	December	Selection Committee
Successful Candidate appointed	December	Council

The following documents have been created or updated to support changes to Council Boards and Committees Public Members Selection Process and guidelines for communication between the Council Boards and Committees:

- **Bylaw 1381/16, Amendment to Committees Bylaw-** Amendments proposed will create the Selection Committee which has a mandate to establish a clear and consistent approach respecting the process for appointing Public Members to Boards and Committees. Additionally, the

Bylaw now provides for two-way communication between Boards and Committees and Council.

The amendments also complete a revision that was previously approved which removed the reference to the Sturgeon Industrial Heartland Advisory Committee through Bylaw 1332/14(attached). Further changes include the requirement for the appointment of the Chair of a Committee not to be a Council member. Also, following Council's recommendation, reference to the Sturgeon Valley Area Master Plan Committee was also removed. It was recommended that until a purpose and a scope of work for such a committee is created, this committee be disbanded.

An additional item to note is the formation of the Sturgeon Regional Emergency Advisory Committee within the Bylaw. The Committee was created to essentially plan, prepare and react to emergencies as a regional partnership.

- **Selection Committee Terms of Reference-** The primary purpose of the document is to set out the mandate for the committee which is to conduct a consistent approach to selecting Board and Committee Members for Council Committees.

External Communication

- Consulted with each of the active Council Boards and Committees during their meetings in June and September.

Relevant Policy/Legislation/Practices:

- None

Implication of Administrative Recommendation

Strategic Alignment:

Strong Local Governance and Regional Leadership:

Goal 1.1: Sturgeon County provides efficient and effective leadership

Strategy 1.1.4: Citizens are engaged as active participants in municipal governance, representing the broader community.

Operational Excellence

Goal 6.1: Sturgeon County invests in organizational infrastructure, people and skills to deliver customer satisfaction and value for taxes. This initiative aligns with the commitment to communicating with our residents in a transparent and consistent manner.

Organizational:

At the conclusion of the Public Engagement Framework project, the organization will have a consistent and transparent approach as to how the public will be consulted along with guidelines for communication between the Council Boards and Committees and Council. The timeframes provide for an effective Organizational Meeting.

	<p><u>Financial:</u></p> <p>Minimal impacts financially, the cost of a meeting per committee.</p>
Alternatives Considered	<p>Council could choose to advise Administration not move forward with the Public Engagement Policy, approve the changes to the selection process for the Council Committees and continue with current practices.</p>
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> As this project was initiated by an upcoming amendment to the <i>Municipal Government Act</i> by the Provincial government and all of the consultation with the committees has been done, it would be beneficial to keep the momentum of the project going. Not proceeding does not align with Strong Local Governance and Regional Leadership: Goal 1.1: Sturgeon County provides efficient and effective leadership Strategy 1.1.4: Citizens are engaged as active participants in municipal governance, representing the broader community. This also does not prepare Sturgeon County for changes that are being required by the Province over the next year. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> Adding enhancements to the way Sturgeon County engages the public is important to the organization as a whole. Also, the additional enhancements to the Board selection will aid in creating stronger governance structure within Sturgeon County's Boards and Committees. <p><u>Financial:</u></p> <ul style="list-style-type: none"> None.
Follow up Action	<ol style="list-style-type: none"> 1. Include Selection Committee as an additional committee seeking Council appointments during the October 25, 2016 Organizational meeting. (immediate) 2. Advise Boards/Committees of the new selection process. (by October 17, 2016) 3. Proceed with strategy for new interview process. (immediate)
Attachment(s)	<ol style="list-style-type: none"> 1. Public Engagement Policy 2. Existing Public Input Policy 3. Bylaw 1381/16 Committees Bylaw 4. Bylaw 1381/16 Committees Bylaw - Final 5. Bylaw 1332/14-Disestablishment SIH Advisory Committee 6. Selection Committee Terms of Reference

**Report Reviewed
by:**



Christine Beveridge, Senior Legislative Officer, Legislative Services



Peter Tarnawsky, County Commissioner – CAO

Strategic Alignment Checklist

Vision: Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

Mission: Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
Strong Local Governance and Regional Leadership			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Consistent with neighborhood role (see MDP), master plans, policies</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers fiscal stability and sustainability</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Has a positive impact on regional and sub-regional cooperation</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respect the Natural Environment			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Compliance with Provincial and Federal regulations and/or legislation</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Ensure effective environmental risk management</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Identity & Spirit			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes and/or enhances residents' identification with Sturgeon County</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Enhances service provision through community partnerships</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports Sturgeon County's cultural history</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planned Growth and Prosperity			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers cumulative costs and long-term funding implications</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Targets growth around current or planned infrastructure</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain and Enhance Strong Communities			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Positive impact on residents' quality of life</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports and promotes volunteer efforts</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Provides programs and services that are accessible to all residents</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational Excellence			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Staff have the knowledge, skills and capability to perform their jobs</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Streamlines operational processes and policies</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes engagement and professional interaction with stakeholders</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>