

## **Priorities Committee Meeting\_Apr17\_2018**

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### **STRATEGIC INITIATIVE AND UPDATE**

#### **Update on Council Committees on Youth, Seniors, and Accessibility**

##### **Report Purpose**

To provide the Priorities Committee with an update on the development of bylaws to establish new Council Committees to address Youth, Seniors, and Accessibility.

##### **Council History**

January 23, 2018 – Council approved “THAT Administration prepare draft bylaws, for presentation to Priorities Committee by the third quarter of 2018, to establish three Council Committees to provide strategic advice in the following areas: seniors; youth; accessibility and that these committees be comprised of non-voting Council members, (one member and one alternate), and up to seven members of the public with administrative support to be provided by Family and Community Services.”

##### **Strategic Plan Priority Areas**

**Economy:** N/A

**Governance:** Having effective Council Committees is one way to support public engagement and support communication with the community on issues affecting the County’s future.

**Social:** Using Council Committees may help to develop strong neighbourhoods and communities that support the diverse needs of Strathcona County’s residents.

**Culture:** Council Committees that represent the diversity of residents or address diverse opportunities help to define and strengthen the community’s identity.

**Environment:** N/A

##### **Other Impacts**

**Policy:** N/A

**Legislative/Legal:** Section 145 of the MGA provides that a Council may establish Council Committees by bylaw. Such a bylaw may establish the function of the Committee and the procedures to be followed.

**Interdepartmental:** This work is being conducted by Family and Community Services and Legislative and Legal Services.

##### **Summary**

###### **Background**

Since Council approved the above motion on January 23, 2018, Administration has been working on developing the content required for the draft bylaws for establishing the three new Council Committees. A jurisdictional review has been completed and a proposed approach prepared to test with Priorities Committee. Pending direction, a targeted engagement approach will be implemented to further inform the development of bylaws and mandate letters for the three new Council Committees.

###### **Jurisdictional Review**

Administration conducted a jurisdictional review of similar sized municipalities in Alberta and a few larger municipalities outside of Alberta. The review looked at a total of nine municipalities’ various council committees that focus on seniors, youth, and accessibility. Aside from noting that the Council Committees are tasked with providing advice to Council on a number of specific areas or issues that align with the Committee’s focus, it is difficult

to make generalizations about the committee mandates. A summary of the review is provided as Enclosure 1. This summary includes a short description of the various mandates, information on membership, and a link to the committee website where possible.

#### Proposed Approach for new Council Committees

The approach being proposed includes consideration of operating principles to guide the work of the committees, and potential mandates for each committee including how they will work and be supported.

#### *Proposed Operating Principles*

In order to effectively support the Strathcona County Strategic Plan and Social Framework, a set of operating principles is proposed to guide the work of the three new Council Committees, the recruitment process and the administrative work to support the Committees.

- Inclusion and diversity: seek diverse people, voices, ideas
- Openness and learning; listen and explore new ideas, learn and apply information in ways that generate new options
- Co-create knowledge and understanding with citizens: share information with community and create additional knowledge and understanding of the information with citizens
- Coordinated approach: work across Committees to be respectful and make effective use of Committee members', Council's and citizen's time
- Mutual trust and respect: engage with citizens in a respectful way that fosters understanding between diverse views, values and interests.

#### *Proposed Committee Mandates*

- The table below proposes a potential mandate for each committee, identifies how the committee might work and how it could be supported.

Seniors	Youth	Accessibility
Seek insight on issues facing seniors, valuing their wisdom and leveraging their assets and strengths	Provide youth an authentic opportunity to be heard; to raise their issues, explore opportunities and connect them with the community	Based on the assumption that when people with disabilities can access public facilities and spaces, it is good for everyone – influence design principles of public facilities and spaces (including private development) in Strathcona County to enable independence in moving through and participating in public spaces and facilities

#### *Proposed Committee Process*

Following are initial thoughts on a potential process for the Committees to provide strategic advice to Council in a way that is meaningful to:

- citizens participating on the committees,
- those with whom they engage and from whom they seek insights,
- Council to help inform as part of Council deliberations, and
- the broader community through Council's consideration of citizen input in its planning and decision making.

It is proposed that each Committee be expected to:

- seek information, educate itself with knowledge relevant to the respective Committee mandate, and access experts and resources as required to fulfil its mandate or any other direction from Council

- engage with citizens to gather diverse insights and experiences
- formally meet at least three times a year
- based on the work outlined in its mandate letter, prepare an annual report including recommendations for Priorities Committee
- have an open seat (i.e. non-voting member) to provide opportunity for one representative from the other two committees to participate at formal meetings.

Family and Community Services Department will provide administrative support for the three Committees. In keeping with the County's Boards and Committee's Bylaw (46-2015), this support would include:

- secretariat and procedural support
- input and support on Committee orientation/training
- facilitation of external presentations as required
- access to information as appropriate, through existing administrative tools such as the upcoming on-line research panel, environmental scan data, research reports, etc.
- particular attention to the Youth Committee with respect to place where meetings are held, create relationships and sense of safety.

It is estimated that the equivalent of one full time position will be required to support these three new committees.

#### Proposed Engagement Approach

A targeted engagement approach is proposed, which will be implemented in May to inform the update to Priorities Committee in June and subsequent drafting of bylaws.

A short survey will be developed to seek input on the direction being proposed for these three committees, that is, their proposed mandates, how they will work and the proposed membership for committees.

The survey will be available on the Strathcona County website. It will be administered using mechanisms that provide opportunities for the following to complete the survey: seniors, youth, individuals dealing with accessibility challenges, and those who care about these groups or the issues faced by these groups. The mechanisms identified below will provide opportunities for individuals in both rural and urban Strathcona County to participate in the survey:

- Intercept surveys at select County facilities such as Glen Allan Recreation Complex, skate parks, library
- Information and link to survey in the following e-newsletters:
  - Public engagement newsletter (2400 individuals)
  - County e-newsletter (600 individuals)
  - Councillor e-newsletters
  - Chamber of Commerce e-newsletter
- Information cards with link to survey to be distributed through Parent Link
- In-person surveys in South Cooking Lake, e.g. South Cooking Lake Seniors Association, local convenience store
- Engage youth leadership, school council groups and Youth Council
- Link to the survey on Information and Volunteer Centre website
- E-mail survey to Community Living Advisory Committee members, 55+ Club members, and members of Seniors United Now.

### Priorities Committee Direction

Feedback from Priorities Committee will inform further development of proposed mandates and membership of the three Committees. Direction is being sought on whether the following assumptions are correct.

1. The assumption being made is that "senior" means anyone age 65 and older and that "seniors' issues" refer to challenges arising for individuals as a result of or related to their age.
2. The assumption is being made that membership on the Committees is based on age for the Youth Committee (11-24) and Seniors Committee (65+) and on physical mobility challenges for the Accessibility Committee.

Alternate options could be:

- Youth – two Committees: 11-17 and 18-24
  - Youth – one Committee that includes primarily youth and individuals, regardless of age, who have knowledge and interest in youth issues
  - Seniors – a Committee that includes primarily seniors and individuals, regardless of age, who have knowledge and interest in seniors issues
  - Accessibility – a Committee that includes those with accessibility issues and individuals, regardless of whether or not they have accessibility issues, who have knowledge and interest in accessibility issues.
3. The assumption is being made that the current recruitment and selection process in place for Council Committees will be followed for the new Committees. An alternate option is to consider a customized approach for the Youth Committee. The traditional recruitment approaches may not be effective to seek broad youth representation and interviewing with the Governance Advisory could be intimidating for some youth (Council will still need to make any appointments based on the Governance Advisory Committee's recommendations; however, the approach to the interview process could be less formal).
  4. The assumption is being made that the Community Living Advisory Committee (CLAC) is continuing under its current mandate. The development of the three new Council Committees may require a review of the CLAC mandate.

### Next Steps

Pending direction from Priorities Committee, the next steps are as follows:

- May: design and implement survey as proposed in targeted engagement above
- June: return to Priorities Committee with proposed content for bylaws
- July-August: draft bylaws and prepare draft Mandate Letters and Terms of Reference
- September: present draft bylaws and draft mandate letters to Council for approval

### **Enclosures:**

- 1 Jurisdictional Overview of Council Committees related to Youth, Seniors, and Accessibility.
- 2 Three New Council Committees Presentation