

REPORT | REQUEST FOR COUNCIL DECISION

DATE: December 28, 2017
FROM: Administration Services – Division of CAO's Department
SUBJECT: Council Report Template - New Approach/Guidelines

FILE: 01-0110-01/18

RECOMMENDATION: THAT Council:

- A. Receive, for information, the report from the Manager of Administration Services (Corporate Officer) titled "Council Report Template – New Approach/Guidelines" dated December 28, 2017; and
- B. Approve the new Council Report Template per "Attachment A" to this report; OR
- C. Other.

CHIEF ADMINISTRATIVE OFFICER COMMENT/RECOMMENDATION:



BACKGROUND

On December 12, 2017 Council approved a Community Engagement Policy together with a Civic Engagement Strategy and Framework (Attachment C). These documents further promote government transparency and responsiveness to community. The Corporate Leadership Team (CLT) has augmented this work by streamlining the Council report template that includes, among other things, a new section on "public participation" that reinforces the objectives of the newly approved engagement policy and framework.

KEY ISSUE(S)/CONCEPT(S):

The Corporate Leadership Team has prepared an alternative Council report structure that is expected to streamline the work of staff in preparing Council reports while continuing to provide required information for Council's decision making. The recommended template facilitates staff report-writing by combining the existing three types of report options (information, direction and decision reports – Attachment B) into one overall generic template. The new approach is also intended to further aid in:

- providing Council with enough factual information to make informed decisions;
- providing transparency and responsiveness to the community identifying how recommendations directly benefit the community; and,
- aligning the community's needs and desires while supporting Council in its responsibility to optimize on opportunities.

In order to prepare the new template, staff researched best practices for report writing in a municipal context by reviewing other local government Council report templates for *concrete* examples to

compare to our own. We found Metro Vancouver's template particularly useful and have identified the key general components of their Board report template, as follows:

1. Date of writing report as well as the meeting date (this latter piece aids in tracking reports)
2. Purpose
3. Background
4. Discussion/Analysis
 - a. Consultation & Next Steps (if appropriate)
5. Alternatives
6. Financial Implications
7. Summary/Conclusion
8. Attachments
9. References (if any)

In summary, CLT's analysis of the current templates, the research undertaken into other local government's templates and best practices, and the guiding principles of Council's recently approved engagement framework have all contributed to the recommendation.

RELEVANT POLICY: Council Policy C098 "Community Engagement Policy" is applicable here. Additionally, we note that best practices of report writing is ensuring timely, factual information is readily at hand for the purposes of planning and decision-making.

STRATEGIC ALIGNMENT: Corporate Excellence - the City will work to maintain the public's trust through inclusive, transparent and fair decision-making, responsible financial management, quality service delivery and effective communications.

DESIRED OUTCOME: That a unified Council report template that includes a new public participation section, be approved by Council and implemented.

RESPONSE OPTIONS:

- (1) Amend and/or add information in the recommended template that will further meet the objective of ensuring Council is well informed and prepared for its decision-making responsibilities prior to approving the report template.
- (2) Maintain the existing report templates with the addition of a "public participation" section to align with the recently approved Community Engagement Policy and Civic Engagement Framework.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: A new report template will require a shift by staff to the different guideline for report writing. However, utilizing one report template rather than three will undoubtedly increase staff efficiency and report clarity.

FINANCIAL: A new Council report template would have no effect on the City's budget or finances.

IMPLEMENTATION/COMMUNICATION: If approved by Council, the new Council report template will be launched and implemented by staff as soon as possible.

KATZIE FIRST NATION CONSIDERATIONS: none identified.

OTHER: none identified.

Submitted by: Tina Penney, Manager of Administration Services

Approved by: Mark Roberts, CAO

ATTACHMENT(S):

- A. New Council Report Template
- B. Existing Council Report Templates
 - a. Report – Request for Council Decision
 - b. Report – Request for Council Direction
 - c. Report – Information Report to Council
- C. Community Engagement Policy – Council Policy C098



CITY OF
Pitt Meadows
The *Natural* Place

ATTACHMENT

A

PITT MEADOWS

Staff Report to Council

Type Name of Department Here

FILE: Enter File Number

DATE: Click here to enter date: Month Day, Year **Date of Meeting – enter Meeting date**
TO: Mayor and Council
FROM: Type: Name, Position (Do not add Initials or professional designations)
SUBJECT: Click here to enter topic title (same as listed on meeting agenda).

RECOMMENDATION(S): THAT Council:

1. Click here to enter text. (Note: This is to be your professional recommendation and it should be a stand-alone statement, as well it should be numbered sequentially when there are multiple parts to a resolution.) ; AND
2. Click here to enter text.; AND
3. Click here to enter text.; OR
4. Other.

CHIEF ADMINISTRATIVE OFFICER COMMENT/RECOMMENDATION:

Signature indicates support. Additional/general comment can be added here.

PURPOSE

Provide purpose of report and what is expected from Council as a result of reading the report.

☐ Information Report

☐ Direction Report

☐ Decision Report

DISCUSSION

Background:

Provide overview of issue(s), including any pertinent history or prior resolutions/direction.

Relevant Policy, Bylaw or Legislation:

The issue is regulated by XXX and if applicable show a graphic of the process and the stage of the issue; Otherwise, indicate not applicable.

Analysis: Provide information and analysis helpful for Council decision making.

List other possible alternative recommendations available to Council in their decision making. For clarity, please do not simply identify the reverse of the alternative; instead, use viable substitutions and/or opportunities to show the relevance of the data to issues at hand.

List Pro's and Con's (you may use the following structure or not, depending on whether the structure will be helpful in furthering the points in your research/analysis)

Pros (Do not use bullets)	Cons (Do not use bullets)
Pros (Do not use bullets)	Cons (Do not use bullets)

COUNCIL STRATEGIC PLAN ALIGNMENT

- ☐ Corporate Excellence
 ☐ Economic Prosperity
 ☐ Community Livability
☐ Transportation & Infrastructure
 ☐ Not Applicable

Tick the appropriate box and add one of the phrases under the category as identified in the City's Strategic Plan to further detail its relevancy to the report.

FINANCIAL IMPLICATIONS

- ☐ None
 ☐ Budget Previously Approved
☐ Other
 ☐ Referral to Business Planning

Insert financial implications here.

If 'None' state: There are no financial implications associated with this report.

If there are implications then the report requires Finance's sign off below.

PUBLIC PARTICIPATION

- ☐ Inform
 ☐ Consult
 ☐ Involve
 ☐ Collaborate
 ☐ Empower

The boxes above integrate policy C098 *Community Engagement*, (please refer to the policy for more details). Briefly, the definition of each: Inform = to keep public informed; Consult = obtaining feedback; Involve = work with public to make sure concerns are considered; Collaborate = partner with the public in

the decision-making; Empower = final decision-making in the hands of the public (e.g. referendum)

Comment(s):

Provide your commentary/rationale for the report writer's selection of one of the five public participation items above and add any other comments you may think are relevant to public participation.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☐ No

Identify any impact to Katzie First Nation.

SIGN-OFFS

Written by:

Reviewed by: (ensure when the subject is cross organizational that it is signed off appropriately, e.g. if finances are applicable have the Director review and sign off. This section can have more than one sign-off.)

Insert: Name, Position of Author.

Insert: Name, Position of Reviewer.

ATTACHMENT(S):

- A.
- B.
- C.

REPORT**REQUEST FOR COUNCIL DECISION****DATE:** Date report prepared**FILE:** DM file reference**FROM:** Department**SUBJECT:** Decision-making topic title (same as listed on meeting agenda)**RECOMMENDATION:** THAT Council:

- A. Adopt... Approve... Grant First, Second and Third Reading... Example Resolution 1
 - A.1 Example Sub Resolution
- B. Example Resolution 2; AND
- C. Example Resolution 3; OR
- D. Other.

CHIEF ADMINISTRATIVE OFFICER COMMENT/RECOMMENDATION: recommendation support, further recommendation, and or general comments.

BACKGROUND

KEY ISSUE(S)/CONCEPT(S): state specifically the topic/key components of the subject to be addressed.

RELEVANT POLICY: state relevance to existing bylaws, policies and procedures of the City and/or other government legislation.

STRATEGIC ALIGNMENT: identify alignment with Council approved Strategic Plan Goals and Priorities.

DESIRED OUTCOME: state result(s) expected to occur because of taking action on the subject (not how it is to be dealt with).

RESPONSE OPTIONS: possible ways to achieve the main result with "pros/cons" analysis highlights for each including rationale for selected/recommended option.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: for existing work program, staff workloads, and other aspects of the organization.

FINANCIAL: source of existing or new funding; longer term financial implications.

IMPLEMENTATION/COMMUNICATION: list key targets to implement and/or to communicate the recommendation if approved.

KATZIE FIRST NATION CONSIDERATIONS: identify any impacts to the Katzie First Nation.

OTHER: as identified by staff.

Submitted by: Name of Dept. Director

Approved by: Mark Roberts, CAO

ATTACHMENT(S):

A.

REPORT | REQUEST FOR COUNCIL DIRECTION

DATE: Date report prepared **FILE:** DM file reference
FROM: Department
SUBJECT: Discussion topic title (same as listed on meeting agenda)

SUGGESTED FOLLOW-UP ACTION: THAT Council:

- A. Direct Staff to report back... investigate... draft.... Example Resolution 1
 - A.1 Example Sub Resolution
- B. Example Resolution 2; AND
- C. Example Resolution 3; OR
- D. Other.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Any additional comments regarding the suggestion.

BACKGROUND

KEY INFORMATION: key summary of existing information to understand the nature of the topic.

RELEVANT OBSERVATIONS: note issues or opportunities related to the complexity of the topic.

RELEVANT POLICY: state relevance to existing bylaws, policies and procedures of the City and or other government legislation.

STRATEGIC QUESTIONS: what needs to be known or considered before recommendations can be developed?

ESSENTIAL QUESTION: the key question to guide the information and recommendation activities.

DESIRED OUTCOMES (if the essential question is addressed).

KEY RESULTS: the tangible outcome the organization can expect to achieve if questions addressed.

DESIRED BENEFITS OF KEY RESULT: what positive conclusions are expected?

REQUISITES: what must happen before the key result can be achieved?

UNINTENDED CONSEQUENCES: are there any possible undesirable effects that could occur?

EXPLORE RESPONSE OPTIONS (to achieve the key result include pros and cons).

1.

Pros	Cons
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2.

Pros	Cons
------	------

3.

Pros	Cons
------	------

Submitted by: Name of Dept. Director

Approved by: Mark Roberts, CAO

ATTACHMENT:

A.

REPORT

INFORMATION REPORT TO COUNCIL

DATE: Date report prepared

FILE: DM file reference

FROM: Department

SUBJECT: Information topic title (same as listed on meeting agenda)

RECOMMENDATION: THAT Council:

- A. Receive the report dated..... from..... (position title) for information; OR
- B. Other.

CHIEF ADMINISTRATIVE OFFICER COMMENT/RECOMMENDATION: recommendation support, further recommendation, and/ or general comments.

PURPOSE: state specifically the topic/key components of the subject to be addressed.

BACKGROUND: state relevance to existing bylaws, policies and procedures of the City and/or other government legislation.

ANALYSIS:

RELEVANT POLICY: state relevance to existing bylaws, policies and procedures of the City and/or other government legislation.

STRATEGIC ALIGNMENT: identify alignment with Council approved Strategic Plan Goals and Priorities.

OTHER CONSIDERATIONS: as identified by staff.

Submitted by: Name of Dept. Director

Approved by: Mark Roberts, CAO

ATTACHMENT(S):

A.



COUNCIL POLICY C098

01 - Administration

Community Engagement Policy

Effective Date: December 6, 2017

I. Policy Statement

The City of Pitt Meadows has made public participation and engagement a priority. Citizens today demand a high-level of government transparency and responsiveness to community priorities and issues. Citizens need to feel that their input is valued and that processes are standardized to ensure that their feedback is accounted for and considered in decision-making as well as reported out.

The City views civic engagement as timely and meaningful citizen and stakeholder involvement in civic priority setting, decision-making, program development and service delivery. Civic engagement means that the City, including council and staff, are consciously making efforts to:

- Operate in a transparent fashion;
- Gather input from community members and stakeholders; and
- Use this input to enhance their work and decision making.

2. Purpose

The Community Engagement Policy achieves the following:

- Aligns with City Council priorities and the City's corporate focus of an "Engaged Community"
- Supports City Council's decision-making by providing information about citizens' and stakeholders' opinions, needs and experiences
- Ensures consistent and clear practices for public participation
- Ensures an appropriate level of engagement based on assessed community impact and benefit
- Identifies the parameters and resources for public engagement
- Ensures adherence to the Civic Engagement Framework

3. Policy

The City of Pitt Meadows endeavors to be guided by the Civic Engagement framework, tools and techniques and the key concepts and guiding principles of public participation (IAP2). The policy applies



when engaging the community on City led projects, policies or initiatives to ensure there is consistent and effective approach to public and stakeholder engagement.

This policy includes a spectrum of five goals and associated promises related to reaching and involving citizens and other stakeholders, and external and internal stakeholder groups in specific engagement initiatives regarding planning, policy, and projects. Whenever The City embarks on an engagement process, the purpose of the engagement and the 'promise' will be clarified at the beginning of the process.

The spectrum of Goals and Promises is produced by the International Association for Public Participation (IAP2):

Goal		Promise
Inform	To provide balanced and objective information in a timely manner.	"We will keep you informed."
Consult	To obtain feedback on analysis, issues, alternatives, and decisions.	"We will listen to and acknowledge your concerns."
Involve	To work with public to make sure that concerns and aspirations are considered and understood.	"We will work with you to ensure your concerns and aspirations are directly reflected in the decisions made."
Collaborate	To partner with the public in each aspect of the decision-making.	"We will look to you for advice and innovation and incorporate this in decisions as much as possible."
Empower	To place final decision-making in the hands of the public.	"We will implement what you decide."

Note: No single input, comment, or activity determines the outcome and Council (as the elected decision-makers) ultimately reserve the right to decide as they see fit.

4. Procedures and Guidelines

For detailed procedures and guidelines, this policy is supplemented by the City's *Civic Engagement Framework*.