

THE TOWN OF OKOTOKS
GOVERNANCE AND PRIORITIES COMMITTEE MEETING
AGENDA

Monday, April 15, 2024
4:30 PM
COUNCIL CHAMBER

	Pages
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. APPROVAL OF MINUTES	
3.1 Governance and Priorities Committee - March 18, 2024	3
4. BUSINESS	
4.1 Council's Community Engagement Policies	7
Council's Community Engagement draft Policy GP-D-2.6 and draft Community Engagement Policy EL-B-2.6 are provided to the Governance and Priorities Committee for review and consideration.	
4.2 Town of Okotoks Academic Awards	27
Councillor Swendseid requested a discussion regarding the criteria used to determine the annual high school academic awards and the amount of funding provided for these awards.	
5. NEW BUSINESS	
6. CLOSED SESSION ITEMS	
(At the Committee's discretion, this portion of the meeting may be closed to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part I of the <i>Freedom of Information and Protection of Privacy</i> (FOIP) Act.)	
6.1 Town Asset Renaming (FOIP s. 24(1)(a))	
7. MOTION(S) ARISING FROM CLOSED SESSION	
8. NEXT MEETING	
The next meeting of the Governance and Priorities Committee is Tuesday, May 21, 2024 at 4:30 p.m.	

9. ADJOURNMENT

**UNADOPTED MINUTES
OF THE GOVERNANCE AND PRIORITIES COMMITTEE
OF THE TOWN OF OKOTOKS
HELD ON MONDAY, MARCH 18, 2024
AT THE OKOTOKS MUNICIPAL CENTRE COUNCIL CHAMBER**

**COMMITTEE MEMBERS
PRESENT**

Deputy Mayor Robinson, Chair
Mayor Thorn
Councillor Hallmark
Councillor Lang
Councillor Swendseid

**COMMITTEE MEMBERS
ABSENT**

Councillor Actemichuk
Councillor Heemeryck

ADMINISTRATION PRESENT

Chief Administrative Officer Elaine Vincent
Legislative Services Administrator Janice Storch

1. CALL TO ORDER

Chair Robinson called the meeting to order at 5:02 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION: By Councillor Lang that the agenda for the March 18, 2024 Governance and Priorities Committee Meeting be adopted as presented.

Carried Unanimously

3. APPROVAL OF MINUTES

3.1 Governance and Priorities Committee - January 15, 2024

MOTION: By Councillor Hallmark that the minutes of the Governance and Priorities Committee Meeting held January 15, 2024 be adopted as presented.

Carried Unanimously

4. BUSINESS

4.1 Water Shortage and Drought Monitoring

Operations & Utilities Director Jeremy Huet, Water Services Manager Davey Robertson, and Communications Advisor Stephanie Barnes reviewed the report containing the issue that an update regarding amendments to the Water Shortage Response Plan, a draft Water Bylaw, and a new monitoring tool are provided to the Governance and Priorities Committee for discussion and recommendation to Council.

Break at 6:27 p.m. Reconvene at 6:33 p.m.

MOTION: By Councillor Hallmark that the Water Shortage Response Plan be provided to Council for information.

Carried Unanimously

MOTION: By Councillor Swendseid that a recommendation be forwarded to Council to approve Draft Water Bylaw 15-24 with amendments as discussed.

Carried Unanimously

MOTION: By Councillor Swendseid that the drought monitoring tool be approved with amendments as discussed and added on a monthly basis to the Council agenda from April to October annually.

Carried Unanimously

Break at 6:45 p.m. Reconvene at 7:16 p.m.

4.2 Options for Mayor's Youth Engagement

Legislative & Policy Services Manager Cathy Duplessis reviewed the report containing the issue that a number of options are provided to the Governance and Priorities Committee for consideration regarding youth engagement opportunities.

MOTION: By Mayor Thorn that Administration provide recommendations for an ownership linkage to youth in combination with the Council Connector program at the April Governance and Priorities Committee Meeting.

Carried Unanimously

5. NEW BUSINESS

None

6. CLOSED SESSION ITEMS

MOTION: By Councillor Swendseid that the meeting go into Closed Session as the matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 7:50 p.m.

Carried Unanimously

6.1 Asset Naming (*FOIP* s. 24(1)(a)(b)(g))

In Attendance

Chair Robinson

Mayor Thorn

Councillors, Hallmark, Lang, and Swendseid

Chief Administrative Officer Elaine Vincent

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Legislative & Policy Services Manager Cathy Duplessis

Communications & Governmental Relations Strategic Advisor Ben Morgan

Legislative Services Administrators Patty Huber and Janice Storch

MOTION: By Councillor Lang that the meeting come out of Closed Session at 8:02 p.m.

Carried Unanimously

7. MOTION(S) ARISING FROM CLOSED SESSION

MOTION: By Councillor Hallmark that Closed Session report 6.1 be received as information.

Carried Unanimously

8. NEXT MEETING

The next meeting of the Governance and Priorities Committee is Monday, April 15, 2024 at 4:30 p.m.

9. ADJOURNMENT

MOTION: By Councillor Lang that the Governance and Priorities Committee Meeting of March 18, 2024 adjourn at 8:05 p.m.

Carried Unanimously



COUNCIL'S COMMUNITY ENGAGEMENT POLICIES

Council / Governance Issue

Council's Community Engagement draft Policy GP-D-2.6 and draft Community Engagement Policy EL-B-2.6 are provided to the Governance and Priorities Committee (GPC) for review and consideration.

Recommendation

That a recommendation be forwarded to Council that draft Council's Community Engagement Policy GP-D-2.6 and draft Community Engagement Policy EL-B-2.6 be approved as presented; and

That a recommendation be forwarded to Council that Community Engagement Policy CMD-R-4.6 and Council Community Connector Policy and Plan GP-D-2.3 be rescinded.

Background and Considerations

The Town of Okotoks provides community engagement because, although there are skilled technical experts working across the organization, no one knows the community and its nuances better than the people living and doing business in it every day. Through engagement, their input becomes part of the decision-making process, helping elected officials, residents, and staff create communities that are responsive to what the community has indicated as important to them.

When community engagement is meaningful, everyone gains something valuable. Governments benefit from hearing diverse perspectives and understanding the public's interests, concerns, and priorities, and the public gains a greater understanding of roles, responsibilities and requirements. With community engagement, the Town's accountability to residents is enhanced. The 2 recommended policies are drafted based on those principles.

Community Engagement phase 1 CMD-R-4.6 was approved by Council at the October 23, 2023 Regular Council Meeting, at which time Administration indicated phase 2 would follow. Draft Council's Community Engagement Policy GP-D-2.6 is the second phase of community engagement recommended in order to define the role of Council in Community Engagement and replaces the Council Community Connector Policy and Plan GP-D-2.3.

The draft Community Engagement EL-D-2.6 is provided to Council to support the role of the CAO and Administration outside of Council's identified role under draft Council's Community Engagement Policy GP-D-2.6. Once the phase 2 Council Engagement policy was drafted, an executive limitation policy was better aligned for the CAO/Administration's rules for engagement than the existing phase 1 Community Engagement CMD-R-4.6. Therefore, the repeal of Community Engagement Policy CMD-R-4.6 is required.

Recently the International Association of Public Participation updated some definitions. Across Canada, many municipalities are removing the colonial term of “stakeholder” and replacing it with alternate language, such as “interested parties”. We have done the same to align with best practices and as one more step in our journey of Truth and Reconciliation.

Current Policy or Bylaw Analysis

Community Engagement Phase 1 CMD-R-4.6

Council Community Connector Policy and Plan GP-D-2.3

Decision Making GP-A-2.1

Municipal Comparisons

The *Municipal Government Act* requires municipalities to adopt a community engagement policy that identifies the types or categories of approaches and circumstances that will be used to engage the community, and requires that the policy be reviewed periodically.

CAO Comments

Committee direction is requested.

Attachment(s)


1. Draft Council’s Community Engagement Policy GP-D-2.6
2. Draft Community Engagement Policy EL-B-2.6
3. Community Engagement Policy CMD-R-4.6
4. Council Community Connector Policy and Plan GP-D-2.3

Prepared by:

Melanie Heemeryck

Community Engagement Manager

March 27, 2024

	Council's Community Engagement	
	Policy Type:	Governance Process
	Number:	GP-D-2.6
	To be Reviewed:	Annually
	Approval Date:	
	Motion Number:	
	Revised Date(s):	

Policy Statement

Members of Council make decisions that represent the interests and values of the community. Community engagement assists Council in their decision-making process by bringing forward the voice of the community.

Council is committed to community engagement activities that are founded on the following guiding principles:

Accountable

Council believes in upholding commitments made to the public by demonstrating how processes and outcomes are consistent with approved plans for engagement.

Equitable

Diverse opportunities are provided to our community so that perspectives and ideas from all interested parties are considered in the decision-making process.

Transparent


Clear, timely, and complete information is provided to ensure community engagement processes and decisions are shared and understood.

Relational

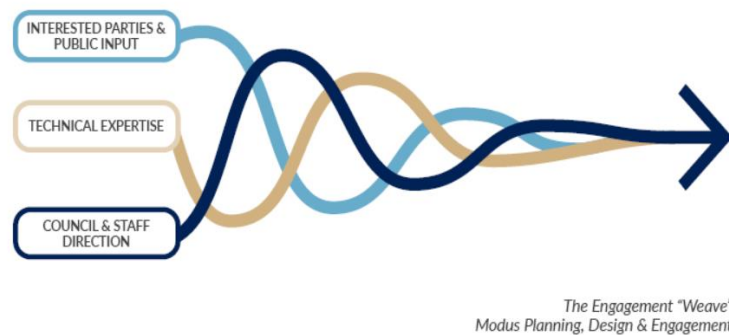
Council values the people we are engaging with and puts them in the center of our processes, relationships, understanding, and trust.

1. Role of Council

Council's role in community engagement is to solicit and consider input from each other, the community, information experts, administration, and other interested parties in their decision-making.


	Council's Community Engagement	
	Policy Type:	Governance Process
	Number:	GP-D-2.6
	To be Reviewed:	Annually
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No single input, comment, or activity determines the outcome, and Council (as the elected decision-makers) ultimately reserve the right to decide. The engagement "weave" diagram shows how these different groups work together over time to move from the general to the specific, finding consensus and agreement by working together. Information and ideas from all of these streams should interact, leading to learning, shared insights, and the emergence of new ideas throughout a project or process.



2. Council will:

- 2.1 review community engagement opportunities, outlined in Schedule "A", updated and presented by Administration annually;
- 2.2 enable community engagement to encourage decision-making that reflects the diversity of its citizens and responds to the views of its citizens;
- 2.3 represent citizens and connect with them to determine top priorities for engagement, such as service levels or policy implementation;
- 2.4 help promote engagement initiatives and opportunities in order to facilitate a high rate of participation by a wide range of citizens;
- 2.5 direct citizens to the established processes for garnering, monitoring, and compiling input;
- 2.6 allow Administration to take the lead role in identifying best practices and methods for engaging the community on various issues;
- 2.7 consider input gathered from citizens and interested parties when making decisions and clarify the rationale for decisions reached;


	Council's Community Engagement	
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- 2.8 allocate time and resources to support successful engagement efforts for both statutory and non-statutory requirements;
- 2.9 when applicable, listen and observe community engagement and processes;
- 2.10 request information from the Chief Administrative Officer on the scope, realistic timelines, appropriate methods and resources required for community engagement, prior to directing Administration to undertake a community engagement activity on a specific issue or item; and
- 2.11 acknowledge the role bias can play in decision-making, review information gathered through community engagement and balance it with intergovernmental, social and cultural, technical, financial, and environmental considerations when making decisions.

3. Definitions

Within the context of this Policy, the following means:

- 3.1. community - a group of people with shared interests or values or who share an environment and may refer to members or groups from the public or Town employees.
- 3.2. community engagement - a formal, defined, interactive process between the Town, the public and interested parties, designed to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making more informed decisions and applies to initiatives undertaken by both staff and external consultants. The Town's Community Engagement Strategy & Toolkit/Framework will guide how to best engage interested parties, taking into consideration best practices from the International Association for Public Participation organization, the decision to be made and those involved. Other common terms that are often used interchangeably include public engagement, public participation, public involvement, consultation, and input. For consistency throughout our organization, the Town will use community engagement as the term to describe engaging the public in the decision-making process.
- 3.3. guiding principles - the Town's commitment to follow the objectives and goals of being Equitable, Transparent, Accountable, and Relational every time engagement with the public takes place.
- 3.4. interested parties - individuals or groups that may have an interest in, or are affected by, a decision made by the Town. Interested parties may include citizens, non-citizens, businesses, organizations, representatives, and/or Town employees, depending on the issue.

	<i>Council's Community Engagement</i>	
	Policy Type:	Governance Process
	Number:	GP-D-2.6
	To be Reviewed:	Annually
	Approval Date:	
	Motion Number:	
	Revised Date(s):	

- 3.5. public - anyone (including groups and individuals) who may have an interest in a specific topic or issue under discussion. The public may, or may not, be directly impacted by a decision on the issue.

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Schedule A Council Engagement Opportunities - 2024

Background

Council's Community Engagement Policy is intended to support Council's role in engagement with the community. The community should have an opportunity to have a say in what affects them. In addition to engagement opportunities managed by Administration, through the Community Engagement Team, Council has made a commitment to hearing from interested parties as part of their decision-making process.

Council's role in community engagement is to solicit and consider input from each other, the community, information experts, Administration, and other interested parties as part of Council's decision-making. Further to Council's role in community engagement, as outlined in the Council's Community Engagement Policy, this engagement plan outlines opportunities for Council to consider as efforts to advance their level of engagement. The opportunities outlined below are suggestions for Council's considerations and can be supplemented with emerging and ad hoc engagement occasions.

Advertising for Council's community engagement events will be supported by Administration, once they are confirmed by Council.

2024 Opportunities

The following engagement opportunities have been identified for Council's consideration:

Mayor's Annual Town Update (recurring event on an annual basis)		
Anticipated Date(s)	Description	Outcome
January 18	Mayor Thorn will be hosting her second annual Town Update. The Mayor's Town Update creates an opportunity for Council members to engage in conversation with community members as they arrive, and after the event. This year, there is an opportunity to Council members to participate in the delivery of workshop / demonstration on development and water.	Community is informed of accomplishments from the past year and is provided some education on key community topics. Council hears top of mind community concerns.



Town Events (recurring and some new events)		
Anticipated Date(s)	Description	Outcome
2024 Town of Okotoks Events as outlined below.	Okotoks is well known for its incredible events! Events is part of what makes our community so Friendly, Unique, and Charming. Okotoks signature events create a great opportunity for Council to have intentional and organic conversations with members of the community.	Council enhances their visibility. Organic engagement occurs providing Council a sense of topics that are important to the community.

Budget (2024 year)		
Anticipated Date(s)	Description	Outcome
TBD	Council will have an opportunity to participate in an engagement process that will focus on the general community feeling of value for tax dollar and established service levels.	Council has a better understanding of the community's priorities for their tax dollars and correlating service level expectations.

Okotoks Chamber of Commerce Trade & Lifestyle Show (2024)		
Anticipated Date(s)	Description	Outcome
April 13 & 14	The Annual Chamber of Commerce Trade & Lifestyle Show is an event in which the Town displays services, programs, and engagement opportunities. For the 2024 tradeshow, the Town will be focusing on water and drought. In addition to walking about the show floor, a designated "Council Corner" has been reserved for members of Council to have meaningful dialogue with members of the community.	Council has meaningful conversation with community members about water, drought, and organic topics of interest and importance.



Council Community Connector (2024 schedule / trial)		
Anticipated Date(s)	Description	Outcome
May 14 June 11 July 9 Aug 13 Sep 10 Oct 8 Nov 12 Dec 10 *Notes: 7:00 p.m. time Locations TBD Dates are suggestions only. Council may elect to choose "second Thursday of every month".	During 2023, Council held a variety of "Council Community Connector" events. These were pop-up type of events at locations such as a DAWGS game, an Oilers game, at a coffee shop, at Council Chamber. These events were inconsistent and attendance sporadic. For 2024, Council may choose to commit to a once a month Community Connector event on the same day and same time each month, beginning Q2 2024 with a variety of locations.	Council increases their visibility with the community in a variety of places that meets the community where they are. Organic conversation and education opportunities are created.

Council Online Connector (proposed - ongoing)		
Anticipated Date(s)	Description	Outcome
TBD	The Town uses an online community engagement tool called Social Pinpoint. This tool has the capability to host online connector events that Council may choose to utilize as another method of community engagement. The tool can host virtual conversations and presentations, question and answers, surveys and more.	Council has a dedicated online space to allow connection with community members who may not have the opportunity to participate in other methods of engagement.



Town of Okotoks Podcast (2024 test year)		
Anticipated Date(s)	Description	Outcome
Launching Q2	The Town is anticipating the launch of its own Podcast in Q2 of 2024. The podcast will be a platform intended to be available, reaching a new demographic than typical municipal communication channels. Council may elect to be a guest on the Town's Podcast to talk about and share topics that are important to them and the community.	Council is able to share information and topics, reaching a new community demographic in a new way.
Episode 1 Meet Mayor Thorn		
Episode 2 Why do Business in Okotoks with Economic Development		


Mayor's Youth Group (proposed test 2024)		
Anticipated Date(s)	Description	Outcome
TBD	<p>The youth in Okotoks play a vital role in shaping the future of the community. Traditionally, this demographic is under-represented in Council's decision-making process.</p> <p>A "Mayor's Youth Group" may be established with representatives of Okotoks' youth, creating the opportunity to involve them in meaningful conversation, allowing them to share what matters most to them.</p>	Okotoks' youth member population has a space to share their opinions, thoughts, and concerns with Council.



2024 Town of Okotoks Events

Town Led Events	
May 5	Ceremony for National Day of Awareness for Missing and Murdered Indigenous Women, Girls 2SLGBTQQIA+ Peoples
May 11	Community Clean Up
May 31 – June 2	Tipi Camp
June 1 – 2	Indigenous Artisan Market
June 4	Seniors' Celebration
June 15	Parade & Children's Festival
June 21	National Indigenous People's Day Pipe Ceremony
June 22	Spring into Summer Festival & Buskers Fest
July 1	Canada Day Celebrations
July 20	Taste of Okotoks
August 24	Summer Round Up, featuring the Chili Cook Off
September 6	Alberta Day Movies in the Park
September 30	National Day for Truth and Reconciliation Event
November 11	Remembrance Day Services
November 16	Louis Riel Day Event
November 22	Light Up Okotoks
December 8	Skate with Santa
December 24	Santa's Christmas Eve Parade
Arts & Culture Events	
May 25	Art on the Lawn
Wednesdays July to August	Museum Wednesday Walk About
July 6	Art Gallery Member's Show
July 11, 28, 25 August 1, 8, 15, 22, 29	Thursday Nights at the Plaza
July 20 – August 24	Nooks and Crannies Festival
September 14	Art on the Lawn
November 22	Art Gallery Member's Show
Known Third Party Events	
June 1	Soap Box Derby (Rotary)
June 8	Pride Fest (True Colours Rainbow Alliance)
August 14	Rolling Barrage
August 18	Show and Shine (Kin Club)

Note: bold events indicate new or changed name

	Community Engagement	
	Policy Type:	Executive Limitation
	Number:	EL-B-2.6
	To be Reviewed:	Once per term
	Approval Date:	
	Motion Number:	
	Revised Date(s):	

Policy Statement:

This policy identifies what types of decisions and actions the Chief Administrative Officer (CAO), and or designates **may not do** in order to achieve Council's Ends.


These limitations set boundaries regarding the CAO's role for conducting community engagement within Okotoks and as to what means to achieve the Ends **would be unacceptable** even if the means worked.

Without limiting the scope of the above statements, the CAO shall not allow community engagement that does not uphold the guiding principles of fostering:

- Accountability;
- Equity;
- Transparency; or
- Relationships.

Further, the CAO will not permit community engagement opportunities that:

- are not open and transparent;
- do not give appropriate consideration to the public's input gathered through community engagement processes;
- do not involve working together with the community to continuously improve its engagement process;
- do not involve the public and interested parties in community engagement to support better, more informed decisions;
- do not ensure the public and interested parties right to be engaged in decisions that affect them;
- do not ensure the public and interested parties are encouraged to meaningfully engage so their voices strengthen decisions and their involvement helps build a stronger community;
- do not ensure the public and interested parties are encouraged to increase their understanding and knowledge about local issues as well as their role in the Town's decision-making processes so they can participate meaningfully; and
- are not monitored and evaluated, in order to be able to learn from experiences, track progress, and continually improve.

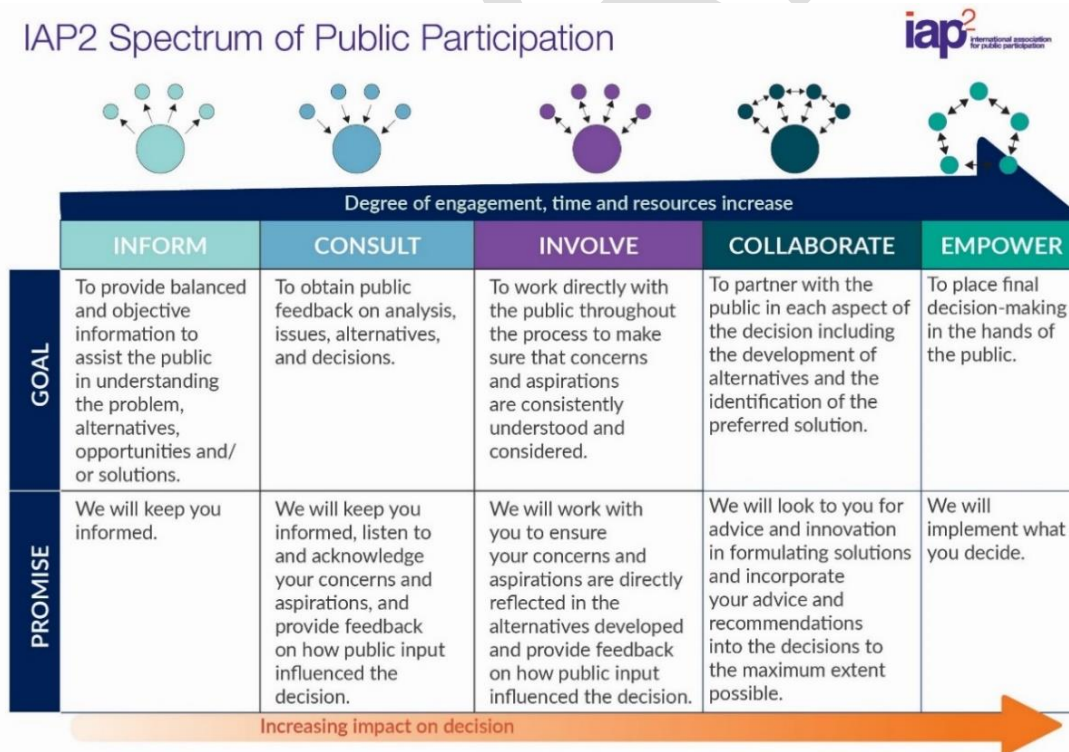
	Community Engagement	
	Policy Type:	Executive Limitation
	Number:	EL-B-2.6
	To be Reviewed:	Once per term
	Approval Date:	
	Motion Number:	
	Revised Date(s):	


1. Definitions

Within the context of this Policy, the following means:

- 1.1. community engagement/engaging the public - the Town's Community Engagement Strategy & Toolkit/Framework will guide how to best engage interested parties, taking into consideration best practices from the International Association for Public Participation (IAP2) organization, the decision to be made and those involved. Other common terms that are often used interchangeably include public engagement, public participation, public involvement, consultation, and input. For consistency throughout our organization, the Town will use community engagement as the term to describe engaging the public in the decision-making process.
- 1.2. IAP2 Spectrum - a spectrum developed by the International Association for Public Participation, which includes inform, consult, involve, collaborate, and empower levels of engagement. IAP2's Spectrum was designed to assist with the selection of the level of participation that defines the public's role in any community engagement process.


IAP2 Spectrum of Public Participation



	Community Engagement	
	Policy Type:	Executive Limitation
	Number:	EL-B-2.6
	To be Reviewed:	Once per term
	Approval Date:	
	Motion Number:	
	Revised Date(s):	

- 1.3. interested parties - individuals or groups that may have an interest in, or are affected by, a decision made by the Town. Interested parties may include citizens, non-citizens, businesses, organizations, representatives and/or Town employees, depending on the issue.

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	Community Engagement Phase I	
	Policy Type:	Council-Management-Delegation
	Number:	CMD-R-4.6
	To be Reviewed:	Once per term
	Approval Date:	October 23, 2023
	Motion Number:	23.C.332
	Revised Date(s):	

In accordance with the *Municipal Government Act (MGA)*, this Policy recognizes the value of community engagement and creates opportunities for meaningful engagement in decisions that directly impact the public.


The Chief Administrative Officer as Council's sole employee will ensure that the Town of Okotoks (Town):

- Will provide community engagement opportunities that are open and transparent;
- Will give appropriate consideration to the public's input gathered in community engagement processes;
- Is committed to working together with the public to continuously improve its community engagement processes;
- Will involve the public and stakeholders in community engagement to lead to better, more informed decisions;
- Will ensure the public and stakeholders' right to be engaged in decisions that affect them;
- Will ensure the public and stakeholders are encouraged to meaningfully engage so their voices strengthen decisions and their involvement helps build a stronger community; and
- Will ensure the public and stakeholders are encouraged to increase their understanding and knowledge about local issues as well as their role in the Town's decision-making processes so they can participate meaningfully.

Definitions:

Community engagement means a formal, defined, interactive process between the Town, the public and stakeholders, designed to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making more informed decisions. This applies to community engagement undertaken by both staff and external consultants.

Engaging the public means that the Town will follow best practices from the IAP2 organization on how to best engage stakeholders, based on the decision to be made and those involved. Any community engagement plan will be created using the IAP2 guiding principals and spectrum and the Town's Community Engagement Strategy & Toolkit/Framework to assist in guiding the level of participation (i.e. engagement) that best fits the needs of the situation.

	Community Engagement Phase I	
	Policy Type:	Council-Management-Delegation
	Number:	CMD-R-4.6
	To be Reviewed:	Once per term
	Approval Date:	October 23, 2023
	Motion Number:	23.C.332
	Revised Date(s):	

IAP2 Spectrum means a chart developed by the International Association for Public Participation (IAP2), which includes inform, consult, involve, collaborate, and empower levels of engagement. IAP2's Spectrum was designed to assist with the selection of the level of participation that defines the public's role in any community engagement process.

Public means anyone (including groups and individuals) who may have an interest in a specific topic or issue under discussion.

Stakeholders means the residents of the Town, as well as other individuals, organizations or persons that may have an interest in, and are affected by a decision made by the Municipality. Stakeholders may include residents, non-residents, groups, organizations, individuals, representatives and/or Town employees, depending on the issue.

Guiding Principles of Community Engagement:

Accountable

The Town believes in upholding commitments made to the public by demonstrating how processes and outcomes are consistent with the approved plans for engagement. The Town is a learning organization. By monitoring and evaluating community engagement processes and outcomes, the Town is able to learn from experiences, track progress, and continually improve.

Equitable


Equitable opportunities are provided to ensure diverse people, perspectives, and ideas are heard, and that decision makers consider all input varieties in making decisions.

Transparent

Clear, timely, and complete information is provided to ensure community engagement processes and decisions are shared and understood.

Relational

The Town values the people we are engaging with and puts them in the center of our processes, relationships, understanding, and trust.


	Council Community Connector Policy and Plan	
	Policy Type:	Governance Process
	Number:	GP-D-2.3
	To be Reviewed:	Policy: Once per term
		Plan: Annually
	Approval Date:	Policy: Sept. 24, 2018
		Plan: Oct. 22, 2018
	Motion Number:	Policy: 18.C.415
		Plan: 18.C.458
	Revised Date(s):	Policy:
		Plan:

Policy Statement

Council is seeking to continue strengthening the relationship and linkage between Okotoks Town Council, the owners of the Town, and the policy-making process. Ownership linkage in Okotoks is called the **Okotoks Council Community Connector**.


Council commits to be accountable to the owners as a whole and as Council shall act on behalf of the owners. Owners are defined as “residents of the Town and those who operate a business in Okotoks.” Ends are defined as the “purposes” or the results to be achieved.

1. Council will gather data in a way that reflects the diversity of ownership. It shall meet with, gather input from, and otherwise interact with the broad spectrum of owners in order to understand the diversity of their perspectives. It shall recognize that diversity assures a broad base of wisdom, and shall seek to make decisions considering that input.
2. Council will establish and maintain an ownership linkage in order to ensure that Council has intentional and constructive dialogue and deliberation with the owners, primarily around the organization’s Ends (purpose statements). The plan will include a selection of representative owners for dialogue, methods to be used, and general questions to be asked of the owners. The information obtained from this dialogue with owners will be used to inform Council’s policy deliberations.
 - 2.1 Owner input may be accomplished through a variety of methods, including but not limited to focus groups, surveys, and open houses.
 - 2.2 Council may establish an internal committee to assist in creating, implementing and evaluating the plan and its execution.
 - 2.3 All members of Council are accountable to Council for participating in the linkage with owners as identified in the plan.
3. Council will consider its ownership linkage successful if:
 - 3.1 When developing or revising Ends (purpose statements), Council has access to diverse viewpoints that are representative of the ownership regarding what benefits the Town should provide, for whom, and the relative worth of those benefits.
 - 3.2 The owners are aware that Council is interested in their perspective.

	Council Community Connector Policy and Plan	
	Policy Type:	Governance Process
	Number:	GP-D-2.3
	To be Reviewed:	Policy: Once per term
		Plan: Annually
	Approval Date:	Policy: Sept. 24, 2018
		Plan: Oct. 22, 2018
	Motion Number:	Policy: 18.C.415
		Plan: 18.C.458
	Revised Date(s):	Policy:
		Plan:

- 3.3 If asked, the owners would say that they have had opportunity to let Council know their views.
- 3.4 The owners are aware of how Council has used the information they have provided.

Appendix "A" – Okotoks Council Community Connector Plan

	Council Community Connector Policy and Plan	
	Policy Type:	Governance Process
	Number:	GP-D-2.3
	To be Reviewed:	Policy: Once per term
		Plan: Annually
	Approval Date:	Policy: Sept. 24, 2018
		Plan: Oct. 22, 2018
	Motion Number:	Policy: 18.C.415
		Plan: 18.C.458
	Revised Date(s):	Policy:
		Plan:

APPENDIX “A” OKOTOKS COUNCIL COMMUNITY CONNECTOR PLAN

PURPOSE

Council is seeking to continue to strengthen the relationship and linkage between the elected members of Council and the owners of the Town.

Okotoks Town Council has defined owners as “residents of the Town and those who own and / or operate a business in Town”. Okotoks Town Council’s ownership linkage plan will be known as “Okotoks Council Community Connector”.

DEFINING OWNERSHIP LINKAGE

The primary purposes of Okotoks Council Community Connector Plan are:

- to ensure that owners’ wishes are taken into account in the overall development and prioritization of Ends (purpose statements);
- to discover owners’ sense of the “at what cost” element of Ends (purpose statements);
- to define how the Town will apply the owners’ input towards Ends in budget development;
- to educate owners about the concept of ownership and expand their knowledge and understanding of ownership issues;
- to report back to owners on the impact of their input and the Town’s performance.


IMPLEMENTING OWNERSHIP LINKAGE

Council can choose to link with its owners:

- in person through meetings / public presentations / forums / focus groups / open houses / coffee meeting events;
- through qualitative and /or quantitative methods such as written or online surveys / tools (i.e. Citizen Budget), etc.

2017 to 2021 Term

YEAR 1 (2019)	
Owner Group:	Residents
Topic:	General discussion
Method:	Group table set up at ORC
Questions:	General – ask us anything session
Timing:	Saturday, March 2, 2019, 9:00 to 11:30 a.m.
Notes:	Advertising in various media 2 weeks prior

	<i>Council Community Connector Policy and Plan</i>	
	Policy Type:	Governance Process
	Number:	GP-D-2.3
	To be Reviewed:	Policy: Once per term
		Plan: Annually
	Approval Date:	Policy: Sept. 24, 2018
		Plan: Oct. 22, 2018
	Motion Number:	Policy: 18.C.415
		Plan: 18.C.458
	Revised Date(s):	Policy:
		Plan:

YEAR 2 (2020) – Cancelled due to COVID-19

YEAR 3 (2021)	
Owner Group:	Residents
Topic:	<ul style="list-style-type: none"> • Community Building • Regional Water Pipeline • Calgary Metropolitan Region Board Regional Growth Plan • Affordable Housing
Method:	Virtual Webinar
Questions:	Pre-submitted online and live questions were answered
Timing:	Monday, April 19, 2021, 6:00 to 8:00 p.m.
Notes:	Advertising in various media 2 weeks prior



TOWN OF OKOTOKS ACADEMIC AWARDS

Council / Governance Issue

Councillor Swendseid requested a discussion regarding the criteria used to determine the annual high school academic awards and the amount of funding provided for these awards.

Recommendation

That _____.

Background and Considerations

Every year the Ecole Secondaire Foothills Composite High School (FCHS) and the Holy Trinity Academy (HTA) scholarship committees select award recipients for their respective Annual Academic Scholarships. The Town of Okotoks sponsors a scholarship award for the students in the following dollar amounts:

FCHS

- the top two (2) students receive \$800 each;

HTA

- one (1) recipient receives \$800 for Academic Excellence in English 30-1 and Social 30-1; and
- two (2) recipients receive \$400 each for their Service Award Project.

Current Policy or Bylaw Analysis

n/a

Municipal Comparisons

n/a

CAO Comments

Committee direction is requested.

Attachment(s)

1. School Awards Emails

Prepared by:
Cathy Duplessis
Legislative & Policy Services Manager
April 4, 2024

May 2023 FCHS Email

Re: Town of Okotoks Annual Academic Award

Thank you for sponsoring an award for our students. Recognition is an important part of celebrating the success of our students. Through your generosity, we can recognize well deserving students.

We are currently planning the 2022/2023 Awards and Scholarship Evening for Thursday October 5 commencing at 7:00pm.

To help us organize for the selection of the recipient and the events of this evening we would like you to contact us if:

- a) The criteria for this award has changed and/or*
- b) The contact person has changed*
- c) The funding amount has changed*

We will be in touch with you in early September to confirm who will be attending/presenting your award on October 5 at the ceremony.

Once again thank you for your generosity. It is a great day to be a Falcon!

Educating a community together,

*The Awards and Scholarship Committee
ESFCHS/AHSFA*

Dear Holy Trinity Scholarship Supporter

**Re: Holy Trinity Academy
Graduation Scholarship and Awards Program
Thursday, October 5th, 2023 at 7:00 p.m.**

Thank you very much for your past scholarship donation with Holy Trinity Academy. Our school continues to strive to fulfill our mission of promoting faith, hope and love and the opportunity your donation provides gives hope to our graduates.

This school year we are celebrating the graduation of a class of 291 students, many who are incredible scholarship candidates and it is our hope that we can receive your continued support. In this regard, please accept this letter as a request for your financial support and **please note that any amount is acceptable.**

Attached to this letter, you will find the Holy Trinity Academy Scholarship and Awards program contribution form. It allows you to:

- Provide us with specific donor information.
- Indicate the amount of your tax deductible donation, if applicable.
- Determine the criteria you would like your donation to be directed towards.
- Indicate your preference for publicity.

Please complete the form in full and return it along with your tax-deductible contribution.

Thank you for your serious consideration of this request.

Specific criteria you would like to see associated with your award:

(Please use the other side of this form if you require more space).

Would you prefer the school determine how your donation is distributed?	YES	NO
May we publicize your name as a donor?	YES	NO
May we publicize the amount of your contribution?	YES	NO
Would you like to present your scholarship at the awards ceremony? If yes, who will be in attendance to present? _____ The school can designate a presenter if that is preferred.	YES	NO