



TOWN OF HINTON
Community Engagement & Accountability
Committee Meeting
June 6, 2012

PRESENT: Garth Griffiths, Gladys Nelson, Brian LaBerge, Kathy Rees, Rick Zroback, Brent Bish, Gerry Brandt, Ron McKay, Councillors Jane Macridis, Janice Callihoo

ABSENT: Shirley Caputo, Scott Sunderwald, Doug Heine, Lavone Olson

SECRETARY: Rhonda West

ALSO PRESENT: Dan Pagely - Director of Community, Corporate & Protective Services, Laura Howarth, Recreation & Culture Manager, Emily Olsen, Communications Coordinator, Wendy Anderson, Community & Protective Services Assistant

ORDER

Chairman Garth Griffiths called the Regular Meeting of the Community Engagement & Accountability Committee ("CEAC") to order. The time was 11:06 a.m.

ADOPTION OF AGENDA

MACRIDIS - That the Agenda for the June 6, 2012 Meeting of CEAC be adopted as presented.

CARRIED

DELEGATIONS & PRESENTATIONS

There were no delegations or presentations.

COMMITTEE MINUTES FOR ADOPTION

REES – That the CEAC Regular Meeting Minutes of May 16, 2012 be adopted as presented.

CARRIED

Initial

ACTION ITEMS

1. CEAC Review – Process, Roles & Responsibilities / 2013 Planning Cycle

Dan Pagely reviewed strengths and opportunities to improve with the group. Scott Sunderwald provided comments on this item and are attached to the minutes as Attachment #1. The committee noted the following in the discussion:

STRENGTHS	OPPORTUNITY TO IMPROVE
<ul style="list-style-type: none"> • Community saw CEAC as a credible group • Public engagement • Coffee shop participation • CEAC group dynamics (commitment, focus, serve, diversity and credibility of members) • Direction • Council support • CEAC branding • Open to process 	<ul style="list-style-type: none"> • Community understanding of process – what we are doing? • Initial meeting orientation “overwhelming”; second meeting clarity • Clarify community expectations • Further outreach (cast “bigger net”) • Clarify CEAC “Role” – where in the larger scheme of <u>action items</u> • Over engagement of public? Expectation management • Close loop public/communicate • Focus and celebrate early wins

Monitor/Accountability to process (strength and opportunity to improve)

ENGAGEMENT TOOLS

STRENGTHS	IMPROVE
<ul style="list-style-type: none"> • Media (print, electronic) • CEAC members proactive in the community engagement • Distribution of surveys 	<ul style="list-style-type: none"> • Get out of “gate” sooner • Identify target groups and methodology (best way to get conversation going) • Review window of engagement • Year round “listeners”; communication

Meeting Format - No complaints

Planning Cycle:

September

Report card on CSP (Implementing Partners)

- Process
- Reporting out “back to community” status of high priority action items
- Frame the presentation/report card pre-amble

Initial

October/November

- Budget – Council with CEAC – alignment with strategic direction
- Include in report card

Action: Administration to draft initial framework for report card (Rhonda West to circulate draft over summer months to CEAC) as well as develop introduction.

2. Board Representation on Local and Regional Organizations

There was consensus that Town council considers appointing community representation members to provincial and regional boards as necessary.

3. Council's Draft Strategic Plan

Mayor Ian Duncan briefed CEAC on the update of Council's Strategic Plan.

CEAC Recommendations:

#1,2 & 3 – Mayor Duncan acknowledged that these items are already in Council's strategic plan. There has been a change in focus for item #2 to advocate for quality long term care for all ages. Item #3 is already in the plan and an application has been submitted to the provincial government for funding.

#4 & 5 – Mayor Duncan advised the committee that Council spent much time discussing Item #4 and acknowledged its importance and is at the forefront and added to the strategic plan which should be available to CEAC in July. Item #5 – shop local etc. is already in the plan under community identify and image. Council did not include acquiring crown land and annexation to the park gates due to their agreement with Yellowhead County.

#6 – This is addressed at the basic level in the strategic plan.

#7 – Top priority to provide options through the Integrated Housing Strategy.

Parking Lot Items – not a lot of time spent on these items as they are all functions that are active in the community and conduits are available to work through administration.

Mayor Duncan recognized that CSP implementation seemed to be focused on town lead initiatives and noted 10 other partners in CSP and would be interested in feedback of that and how to move forward when it comes to engaging some of the other partners identified in CSP.

Mayor Duncan thanked CEAC members for their work done and work to be done in the future.

INFORMATION ITEMS

Task Committee Update provided on Rec Centre and Highway Corridor Task Committees. First meeting for Rec Centre Task Committee is June 14, 2012.

Initial

COMMUNITY PULSE

NEXT MEETING

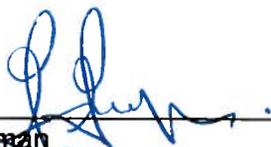
The next meeting of CEAC is scheduled for September, 2012.

ADJOURNMENT

McKAY - That the Regular Meeting of CEAC adjourn.

The time was 1:24 p.m.

CARRIED



Chairman



Director of Community, Corporate
& Protective Services

Rhonda West

From: Scott Sunderwald [scott.sunderwald@gov.ab.ca]
Sent: Tuesday, June 05, 2012 9:25 AM
To: Rhonda West; Brent Bish; Brian LaBerge; Councillor Jane Macridis; Councilor Janice Callihoo; Douglas Heine; Garth Griffiths; Gerry Brandt; Gladys Nelson; Kathy Rees; Lavone Olson; Lorraine Johnston-MacKay; Rick Zroback; Ron McKay; Shirley Caputo
Cc: Dan Pagely; Laura Howarth; Wendy Anderson; Emily Olsen
Subject: RE: CEAC Meeting Agenda

Good-Day,

Unfortunately, I'm already booked with other commitments and will not be able to attend this meeting. However, I believe that the CEAC Review process is very important, and so I want to share my thoughts. Please add these sentiments to the mix. Hopefully, this will help create some more discussions in the meeting:

Strengths of CEAC

Here are what I perceive to be the strengths of the CEAC group and process over the last year:

- A good blend of backgrounds in the CEAC committee members who offer a well-rounded view of critical community issues.
- Excellent support from Town Administration in keeping the group focused and productive.
- Providing a good overview of all critical issues in the community so that the most important issues can be realistically balanced against budget constraints, resources, and CSP priorities.
- A one-stop-shop for citizens to voice concerns and feedback (avoiding the confusion of multiple boards).
- The Community Listening (90 days) was a success, and I believe the results truly reflect the will and voice of the community.
- Trust and support from Town Council.

Challenges of CEAC

Here are the challenges of the CEAC process:

- In the past, multiple boards were dealing with important smaller scale issues such as land-use developments, recreation concerns, arts & culture projects, special events, community development, social issues, beautification guidelines, support/advice to numerous community non-profit organizations, and much more. CEAC is not designed to engage this level of community support, which begs the question – who is now doing this? With the closure of all municipal boards, this work has now defaulted to Town Administration. And Town staff already have full plates, which causes me concerns that community development will be begin to erode over time if this is not addressed. It is also inconceivable that CEAC can pick up the all the duties of these smaller boards by creating task teams, as the number of meetings will be unmanageable.
- Another challenge pertains to the 30 –year Community Sustainability Plan (CSP). CEAC needs to be reminded of our larger mandate to work within this plan, and to provide a community report card to the progress of this plan. Our scope is then bigger than just the corporate Town of Hinton, but will also include engaging many other partners as identified in the CSP.
- Finally, our last challenge will be how to address our next year of work. Now that the community has spoken, we will likely need to shift our focus from just “listening” to “creating results”, through task teams. We need to be vigilant in providing updates for the community who have trusted us with this process

I look forward to receiving the minutes and to hear CEACs recommendations on these challenges.

Pleasure working with you,
Scott Sunderwald