

## Written Public Input

<b>Date:</b>	May 2, 2022
<b>Department, GM:</b>	City Administration (Legislative Services Division), Tim Savoie
<b>Project Manager:</b>	TBD
<b>Staff Lead:</b>	TBD
<b>Project Origin:</b>	<input checked="" type="checkbox"/> Council Resolution <u>RC21/330&amp;331</u> <input type="checkbox"/> Staff Initiated <input type="checkbox"/> Other:
<b>Priority Area:</b>	<input checked="" type="checkbox"/> Exceptional Service <input type="checkbox"/> Environmental Leadership <input type="checkbox"/> Healthy City <input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Community Evolution
<b>Strategic Alignment</b>	Objective & Action 1.3 - Provide the public with transparent and open government, and opportunities to provide input on City issues.
<b>Proposed Priority</b>	<input type="checkbox"/> Priority Level 1 <input type="checkbox"/> Priority Level 2 <input checked="" type="checkbox"/> Priority Level 3

### Project Description

Amend policies and procedures to capture and acknowledge written public input in Council meeting minutes and Public Hearing minutes and to provide written public input to the public prior to Public Hearings and Council meetings by reducing the public input submission period and adding a part-time position.

### Relevant Background

On October 27, 2020, Councillor Milani submitted a report to Council requesting that all public input for all Council meetings and all public hearings be acknowledged in meeting minutes, be published before noon on the day of the meeting, and be permanently retained as part of the on-table package.

On June 22, 2021, Council received a report outlining the significant resources required and legal risks of publishing and permanently retaining all public input regardless of topic. The recommendations in the report were not adopted. Council passed the following resolution:

#### RC21/330&331

THAT staff be directed to amend policies and procedures to capture and acknowledge written public input in Council meeting minutes and Public Hearing minutes and to provide written public input to the public prior to Public Hearings and Council meetings by reducing the public input submission period and adding a part-time position at the cost of \$50,813.09;

AND THAT the annual budget of \$50,813.09 be approved and forwarded to the Finance Committee for identification of a funding source;

AND THAT staff continue to look for cost saving measures;

AND THAT staff report back on the feasibility and cost of an automated online form to capture written public input that will form part of the public record.

Council has directed staff to:

- Recruit, hire, and train a part-time staff member to receive, collate, redact, and publish public input for Public Hearings and Council meeting ahead of the start of each meeting;
- Reduce the written public input submission period for Public Hearings by four days;
- Add written public input submissions to all Council meetings;
- Add references to the input received within the minutes of each Public Hearing and Council meeting.

An annual budget of \$50,813.09 has been approved and will be forwarded to the Finance Committee for identification of a funding source. Due to the frequency and length of Council meetings and Public Hearings, this budget will likely require revision.

## Project Objectives

- To reduce the delay for publishing written submissions for Public Hearing by one day
- To add an opportunity for members of the public to have written submissions published and permanently retained regardless of topic

## Scope

<b>In Scope</b>	<ul style="list-style-type: none"> <li>- Recruitment of Written Public Input Coordinator</li> <li>- Updates to the Council Procedure Bylaw</li> <li>- Updates to relevant corporate policies</li> </ul>
<b>Out of Scope</b>	<ul style="list-style-type: none"> <li>- Legal/liability review</li> </ul>

## Work Plan Overview

<b>Project start date:</b> TBD	<b>Project end date:</b> TBD
<i>Deliverable/Milestone:</i>	<i>Date:</i>
Develop Job Description	TBD
Engage Written Public Input Coordinator	TBD
Amend Council Procedure Bylaw	TBD
Amend Corporate Policies	TBD
Amend Notifications	TBD

Budget	
Budget Source: TBD	
Annual Cost of Part-time Staff	Minimum \$50,813.09
<input checked="" type="checkbox"/> Request Referral to Finance Committee	\$50,813.09

Decision Notes (Corporate Planning Advisor use only)		
Date	Meeting	Decision