

NO: **F003**

COUNCIL DATE: **February 18, 2013**

FINANCE COMMITTEE

TO: **Mayor and Council**

DATE: **January 30, 2013**

FROM: **Crime Reduction Strategy Office
General Manager, Parks, Recreation and Culture
General Manager, Finance and Technology**

FILE: **1850-01**

SUBJECT: **Surrey Community Summit – Saturday, April 6, 2013**

RECOMMENDATION

The City Manager's Department, Parks, Recreation and Culture Department and the Finance and Technology Department recommend that the Finance Committee recommend that Council:

1. Receive this report as information; and
2. Approve an allocation of \$25,000 from the Council Initiatives Fund in support of the Surrey Community Summit as generally described in this report, which is being held on April 6, 2013 at the SFU Surrey Campus.

INTENT

The purpose of this report is to provide an overview of the upcoming Surrey Community Summit and seek approval of financial support for the Summit.

BACKGROUND

In 2010 a Community Consultation Project was initiated by the City to provide for more direct engagement with the City's residents in building stronger communities in the City. The process included the formation of a working group that assisted in the development of a Consultation Principles Document. On October 13, 2011 at its Regular Council Public Hearing meeting, Council endorsed the Consultation Principles Document as a guide for communications by the City with community groups and the community-at-large. The endorsement of the Principles Document was to form the basis for on-going dialogue with the community.

As a demonstration of the commitment to communicate and seek input from community groups and the community-at-large, six Town Hall meetings were held in the spring of 2012; one in each of the City's six distinct Town Centres. Corporate Report R162; 2012, a copy of which is attached as Appendix "A" to this report, provides information about the Town Hall meetings. The Town Hall meetings had no agenda and were an open forum for the community to discuss topics that were most important to them. A frequently suggested action by attendees at the meetings was that the City hold a community forum to allow residents to learn more about citizen engagement and the benefits of such engagement to the City as a whole.

To build on the momentum created by the Town Hall meetings, a Community Consultation Group was formed (which includes various Community Associations members and staff) to plan and facilitate a full-day "Surrey Community Summit".

DISCUSSION

The key objectives of the Community Summit are to:

- Create an opportunity for interested members of the community to gather together in open dialogue to voice ideas and become more informed about the City;
- Provide resources and tools to the community so they can become more connected with their community and the City; and
- Enhance citizen engagement and participation.

The key elements of the Community Summit are:

- A community survey to allow interested members of the community the opportunity to help shape the agenda for the Summit;
- A one day event titled "Community Summit 2013" to be held on April 6, 2013 from 8am to 4pm at the SFU Surrey Campus; and
- A tentative follow up event to be held at City Centre Library on June 22, 2013, allowing citizens who attended the Summit an opportunity to make a "petchakucha" style presentation on any initiatives they have implemented since the Summit.

Consultant

SFU's Public Square (consultants) is being retained to assist in facilitating the planning and implementation of the Community Summit. SFU's Public Square is an initiative of SFU that is designed to spark, nurture and restore community connections. They utilize dialogue, facilitation and convening to provide support to municipalities, business associations and community groups as they explore authentic civic engagement. Their facilitators help design, create and sustain engagement in community building. The role of SFU's Public Square is to be that of facilitator, supporting the Surrey Community Consultation - Community Summit Sub Committee to design and develop the agenda, the outreach strategy and on-site activities for the day of the Community Summit. It is noted that SFU Public Square's advance preparation work for the Summit will include face-to-face meetings and online outreach through a dedicated website. They will also liaise with SFU Surrey staff in supporting the logistical arrangements at the Surrey Campus which is the location of the Summit.

Councillor Rasode is the Council lead in relation to the Community Summit.

Staff of the Crime Reduction Strategy Section is assisting with the preparations for and implementation of the Summit along with staff of the Legislative Services Division and the Parks, Recreation and Culture Department.

Summit Sub-committees

In mid-December, through consultation with SFU Public Square, three sub-committees were formed in support of the Summit preparations. These are:

- Programme and Logistics Sub-committee;
- Marketing, Communications and Outreach Sub-committee; and

- Sponsorship Sub-committee.

The Programme and Logistics Sub-committee in consultation with City representatives is establishing the event programme including booking speakers and presenters, working on event logistics, establishing the registration process and recruiting volunteers. They have also developed the Summit community survey. The sub-committee includes representation from the Crime Reduction Strategy Section, the Parks Recreation & Culture Department, SFU - Surrey, Library staff, community association representatives and representatives of the Downtown Surrey BIA.

The Marketing, Communications and Outreach Sub-committee is creating all promotional materials, media releases and communications and undertaking outreach initiatives. In addition to community representatives, the sub-committee includes representatives from the Mayor's Office, the City Marketing and New Media Section, the RCMP and the Surrey School District.

The Sponsorship Sub-committee is creating a sponsorship brief as a means to encourage sponsorship for the event. Staff of the Marketing Section in the Parks Recreation & Culture Department is leading the work of this sub-committee, which also includes representatives of the community.

Survey

With the Summit being a key action derived from the Town Hall Forums held last year and in keeping with the values of developing future events based on open dialogue and community input, an online survey is being conducted via the City's website with a view to developing a robust agenda for the Summit. To attract interest, a media release has been developed and an outreach list has been created. Promotional materials about the survey and event information will be forwarded to those whose names are on the outreach list. The survey will close on Friday, February 15th, after which the community's feedback will be compiled and the agenda will be finalized, including the workshop sessions.

The following is a first draft of the agenda that will be finalized with consideration for the input received through the above-referenced survey.

Draft agenda

8:00am-9:00am	Registration
9:00am-9:10am	Opening Remarks from the Mayor
9:10am-9:15am	Master of Ceremonies (Councillor Rasode) – Remarks and Introduction of Keynote
9:15am-10:00am	Keynote Address – Gordon Hume
10:00am-10:15am	Break and Move to First Workshop
10:15am-11:30am	Workshops (6 running concurrently)
11:30am-11:45am	Break – Move to Pre-Lunch Keynote
11:45am-12:30pm	Pre-Lunch Keynote Address
12:30pm-1:15pm	LUNCH
1:15pm -2:30pm	Workshops (6 running concurrently)
2:30pm-2:45pm	Break - Move to Resource Area
2:45pm-3pm	Closing Comments
3:00pm-4:00pm	Open Networking

Workshops

The vision for the morning workshops is to be broad and motivational, with the afternoon workshops being more task-focused in relation to providing tools and resources for attendees to be more engaged in the community and to assist others to become more engaged.

Resource Fair

A resource area will be set up in the SFU Grand Hall as part of the Summit. This will include representation from those who are presenting at the various workshops. The intention is that attendees will learn about various initiatives, organizations, ideas, tips and tools during the workshops then be able to gather relevant resources and information at the resource fair while on breaks and lunch.

Registration and Volunteers

- Registration for the summit and the individual workshops will be facilitated by Parks, Recreation and Culture through the CLASS registration system.
- Parks, Recreation and Culture Department staff are also arranging for volunteers to help at the event, i.e. welcoming attendees, registration, giving directions to workshops, helping with breaks and lunch etc.

Space

- SFU- Surrey has donated their main theatre and the Grand Hall for the main plenary and 6 classrooms for breakout sessions for the Summit and will provide all necessary tables and chairs for the event as well as storage space, if needed. SFU Surrey is also donating any SFU staff time associated with the event being held at their Surrey campus.

Budget

A draft budget has been prepared that indicates that the event will cost approximately \$40,000 to stage including facilitation consultants, event preparations, refreshments and lunch for the event, speakers honouraria and event follow up activities. It is estimated that revenues from sponsorships and registrations will amount to approximately \$15,000. The intention is to keep registration fees relatively low (\$12 per attendee) so as to encourage community attendance at the event.

It is proposed that Council approve an allocation from the Council Initiatives Fund of \$25,000 in support of the Surrey Community Summit.

Status of Council Initiatives Fund

Appendix "B" attached to this report documents the status of the Council Initiatives Fund on an assumption that the recommendations in this report will be approved.

SUSTAINABILITY CONSIDERATIONS

The Surrey Community Summit will assist in achieving the goals of the City's Sustainability Charter; more particularly, the Socio-Cultural Goal of:

“Providing opportunities for meaningful community engagement in civic issues so that the City is responsive and accountable to the needs of the community.”

CONCLUSION

As part of the City's on-going Community Consultation Initiative and in follow up to Town Hall Forums held in 2012, a Surrey Community Summit is being planned to continue engagement with the City's residents and communities. With a view to ensuring that cost is not a barrier to Surrey citizens attending the Summit, it is recommended that the Finance Committee recommend that Council approve an allocation of \$25,000 from the Council Initiatives Fund in support of the Surrey Community Summit as generally described in this report, which is being held on April 6, 2013 at the SFU Surrey Campus.

Laurie Cavan
General Manager
Parks, Recreation and Culture

Jacki Tokaryk
Community Safety Coordinator
Crime Reduction Strategy Office

Vivienne Wilke
General Manager
Finance and Technology

Attachments:

Appendix “A”: CR_2012_R162 Town Hall Meetings and Community Summit

Appendix “B”: Status of the Council Initiative Fund



**CITY MANAGER'S
DEPARTMENT**

CORPORATE REPORT

NO: **R162**

COUNCIL DATE: **July 23, 2012**

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **July 17, 2012**

FROM: **City Clerk**

FILE: **0480-01M**

SUBJECT: **Community Consultation Project – Town Hall Meetings**

RECOMMENDATION

It is recommended that Council receive this report as information.

INTENT

The purpose of this report is to provide information about Town Hall meetings that were held as part of the City's ongoing community consultation efforts and about other actions that the City is taking to remain engaged with the City's communities.

BACKGROUND

In early 2010 the Community Consultation Project was initiated to engage with the City's residents in building stronger communities within the City. To ensure meaningful and equitable consultation, the Community Consultation Project was based on principles and protocols that were developed between the City and a group of representatives from the City's community associations. Based on the discussions and collective work of the group, a Consultation Principles Document was developed.

At the October 13, 2011 Regular Council Public Hearing, Council endorsed the Consultation Principles Document as guide for communications by the City with community groups and the community-at-large. The endorsement of the Principles Document was to form the basis for ongoing dialogue with the community. As part of the commitment to communicate and seek input from community groups and the community-at-large, six Town Hall meetings were held over a period of four weeks; one in each of the City's six distinct Town Centres.

DISCUSSION

The objective of the Town Hall meetings was to encourage and facilitate dialogue with the residents and community groups with a view to understanding resident concerns and ideas for building stronger communities. The structure of each of the six Town Hall meetings was an "open microphone" session with no set agenda. This process was focused on ensuring that residents had an opportunity to direct the agenda of the meeting and speak about/ask about any topic. Residents/community groups had a chance to voice concerns, provide feedback, offer ideas and/or ask questions.

At each of the six Town Hall meetings, representatives from City Council, each of the City Manager's Office, the Planning & Development Department, the Parks, Recreation and Culture Department, the RCMP and the Engineering Department were in attendance to hear the dialogue and answer questions when required. Town Hall meetings were held as follows:

- Cloverdale Town Hall, April 11th, 2012 at Cloverdale Recreation Centre;
- Newton Town Hall, April 12th at Newton Seniors' Centre;
- South Surrey Town Hall, April 16th at Elgin Hall;
- Guildford Town Hall, April 18th at RCMP District 2 Office;
- North Surrey Town Hall, April 30th at City Centre Library; and
- Fleetwood Town Hall, May 1st at Surrey Sport and Leisure Complex.

A total of approximately 250 residents attended the meetings. Notes were taken of all comments that were made at the meetings with these being posted on the City's website and emailed to all meeting attendees who provided follow-up contact information. Whenever possible staff followed-up with meeting attendees who requested a direct response to a specific question that was raised at but which could not be immediately answered at the Town Hall meeting.

A survey questionnaire was distributed to those in attendance at each meeting and was also emailed to each meeting attendee who provided contact information. The questionnaire was focused on what the City could do to improve future Town Hall meetings. The common response was to hold further such meetings on a regular basis. In response to a question about the usefulness of such meetings/forums, attendees generally responded positively, stating that the meeting was of great benefit as a means to dialogue with Council and other citizens regarding common concerns. In relation to topics for discussion at future Town Hall meetings respondents advised that discussion topics should focus on crime prevention, transportation, schools, support from other levels of government and the associated responsibility/authorities, by-law enforcement, environmental issues, agricultural land protection, recreation and the role of arts/culture.

Next Steps:

Online Chat Session: "Talk Surrey with the Mayor"

A virtual/online session called "Talk Surrey with Mayor Watts" will be held on July 25, 2012 to allow citizens to discuss community issues with the Mayor. Members of the community will be able to submit questions and comments to the Mayor by way of Twitter, Facebook and email. Following this online chat session, written notes and streamed video of the session will be posted on the City's website.

Community Summit:

A sub-committee of the Community Consultation Group is working with City staff to plan a "Community Summit" that will be held in April of 2013. The Community Summit will provide an opportunity for:

- The City to share information on current initiatives, strategies and processes that are being undertaken in the City to ensure the continued vibrancy of the City and to assist in addressing the concerns and opportunities that were raised through the Town Hall meetings; and
- Residents to learn how they can participate in civic processes and assist in building strong and vibrant communities within the City.

The Summit's objectives include:

- Encouraging dialogue and connections between the City and its residents;
- Engaging the community in the civic process;
- Strengthening the capacity of neighbourhood associations; and
- Advancing work based on the guiding principles for community consultation.


A webpage will be launched on the City of Surrey website by the end of July, 2012 which will be populated over time with more detailed information on the Community Summit and will encourage community input related to planning the Summit.

Five Year Financial Plan Development

The City is commencing the process of developing the 2013-2017 Five Year Financial Plan and will give due consideration to the concerns and opportunities that were raised through the Town Hall meetings in the preparation of that Plan. The proposed Five Year Plan will be forwarded to the Finance Committee later in the year of consideration.

CONCLUSION

As part of the Community Consultation Project, a Town Hall meeting was held in each of the City's six unique Town Centres. The meetings were well attended, generated valuable discussion and identified the community ideas and concerns specific to each area. Further opportunities for dialogue with the community are being planned as is follow up on the ideas and concerns that have been raised to date.


Jane Sullivan
City Clerk

APPENDIX B



2013 FINANCIAL PLAN
COUNCIL INITIATIVES

Description	Amount	Allocation	
		to date	Remaining
Carried Forward from Prior Year	260,691		
2013 Approved Budget	<u>250,000</u>		\$ 510,691
Arts Umbrella Surrey (3rd year of 3-year program)	25,000		
2013 Women's BC OPEN Water Polo Tournament	5,000		
Comedy Courage Sponsorship	5,000		
Surrey community Summit	25,000		
Allocations for 2013		<u>\$ 60,000</u>	<u>\$ 450,691</u>