



CITY OF ST. ALBERT ADMINISTRATIVE BACKGROUNDER

TITLE: FACILITATED STRATEGIC PLANNING SESSION

On November 6, 2017 Councillor Brodhead provided notice in accordance with Section 23 of Procedure Bylaw 35/2009 that he intended to bring forward the following motion:

“That \$20k from the Stabilization Reserve be used to fund a facilitated Strategic Planning session to be held in early 2018 in support of developing the 2019 St. Albert Strategic Plan.”

In order for Council to debate the motion, the motion must be formally moved.

BACKGROUND:

City Council Policy C-CG-06 reads “In the first quarter of each year, Council members shall confirm their priorities through a strategic planning retreat, at which the City Manager and other Administration officials, as necessary, may be requested to attend”.

Historically, Administration has worked closely with Council in preparing for their strategic planning session and have utilized internal resources to facilitate discussion with Council to develop their strategic plan. In mid-2017, a municipal inspection report was presented to Council that outlined a recommendation “that an external facilitator be utilized by Council in the development of its Plan; and that senior management be invited to any Council retreats where the Plan is the main item on the agenda”.

Administration currently has insufficient budget (\$4,000) to contract an external facilitator for the upcoming strategic planning session with Council. After further analysis, Administration has amended its recommendation to an increased budget of \$25,000 that would allow Administration to contract an external facilitator to assist the newly elected Council in developing a strategic plan that provides strategic direction to Administration for the duration of their term in office. This amount would also allow for all ancillary costs associated with the session.

Additional funding would allow Administration to contract a facilitator for a two-day strategic planning session. An overview of the scope of services to be provided has been outlined below. Any services listed outside the scope below may require additional funding.

- Design the appropriate facilitation methods and tools required to successfully deliver the strategic planning workshop(s) and assist Council in achieving a sense of common purpose to start their term in office.
- Lead St. Albert Council in the development of a strategic plan that includes facilitating dialogue with Council to identify a vision for their term (4 years); identify obstacles they must address to achieve their vision; and work collaboratively to develop strategies that move the City forward.
- Organize and summarize the results of the strategic planning exercise.

In addition, it is estimated that a facilitator could be retained for an additional \$10,000 to assist Council to document, assemble and finalize Council's strategic plan outcomes from the session or conversely, Council could direct Administration to complete this work at no additional cost.

Report Date: November 20, 2017

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Committee/Department: Corporate Services

General Manager: Michelle Bonnici, GM of Corporate Services

City Manager: Kevin Scoble