



## POSTPONED MOTIONS: ADMINISTRATIVE BACKGROUNDER

**NUMBER: PM 19-014**

<b>REQUESTED BY:</b>	Councillor Sheena Hughes
<b>ORIGIN OF REQUEST:</b>	Email
<b>DATE OF REQUEST:</b>	October 30, 2018

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<b>DEPARTMENT:</b>	Strategic Services
<b>DATE RESPONSE DUE:</b>	November 1, 2018

**MOTION:**

That CS-03, Council Strategic Planning for \$20,000 is unfunded.

**RESPONSE (one page max.):**

**Administration's Understanding of Intent Motion:**

That there are no future funds available for professional facilitation services or support as it relates to Council's strategic plan.

**Operational or Organizational Impacts if Motion is Approved:**

If the motion is approved, St. Albert Administration will not have funding to procure professional facilitation services to support Council in the initial development of Council's strategic plan as well as annual facilitation services to support Council in discussing any issues and/or barriers as they related to the strategic plan. Administration may be able to support Council in these discussions, at their discretion.

**Financial Implications of Motions:**

There will be no funds within the Strategic Services budget (i.e. Corporate Planning) to contract external resources for the development of Council's strategic plan. As this is a base business case, the overall tax requirement will be reduced by \$20,000.

**Stakeholder Consultations:**

Not applicable.

**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”.

Administration has historically supported Council in the preparation and development of 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”.

In late 2017, Council approved \$20k from the Stabilization Reserve to fund a facilitated strategic planning session which was held in early 2018 and which resulted in the development of Council’s strategic plan (2018-2021). This budget was approved as a one-off approval.

Administration currently has insufficient budget (\$4,000) to contract an external facilitator for the upcoming strategic planning session with Council. An increased budget of \$20,000 would allow Administration to contract an external facilitator to assist Council in developing a strategic plan in their election year and professional support to promote discussion aimed at overcoming issues and/or barriers as they arise. The funding allows for \$15,000 to be used annually with \$5,000 carryforward provided in years two, three and four for an intensive two-day session to be held the first year of each new Council’s term of office.