



CITY OF ST. ALBERT ADMINISTRATIVE BACKGROUNDER

CREATE SMART CITY ADVISORY COMMITTEE, BYLAWS AND TERMS OF REFERENCE

On September 6, 2016, Councillor Osborne provided notice in accordance with Section 23 of Procedure Bylaw 35/2009 of intent to bring forward the following motion:

That Administration prepare the necessary bylaws and terms of reference for an ongoing Smart City Advisory Committee (or a related committee perhaps related to innovation and growth), for Council's consideration by November 30, 2016.

BACKGROUND:

If this motion is carried by Council, Administration would prepare the necessary bylaws and terms of reference for an ongoing Smart City Advisory Committee for Council's consideration by Q4 2017. This item was identified in the Draft Master Plan as a Short Term foundational activity with a time frame of 1-2 years. If approved, committee recruitment could commence shortly after for a launch date in late 2017/early 2018. Prior to preparing the bylaws and terms of reference, Administration will seek guidance from Council to provide direction on mandate, scope, membership and duration.

This motion would complement Strategy IM.1 within the proposed Smart City Master Plan, which recommends to: "Provide ongoing oversight of, and input into, the advancement of St. Albert's Smart City plans through advisory committee(s) and supportive structures within City Administration." The Strategy also provides context and potential responsibilities.

The reason the now-completed Smart City Steering Committee recommended ongoing oversight and attention to Smart City and innovation topics was to ensure some ongoing commitment, public engagement, priority setting, and capturing of new ideas. A variety of individuals within the community have also expressed interest and aptitude in participating in the governance of Smart City into the future.

Within Administration, plans are in place for interdepartmental working groups and committees, pending the Master Plan's approval.

Depending on the structure, scope of responsibilities/duties and frequency of meetings of such an Advisory Committee, there will be a requirement for staff

support. Typically, citizen committees meet after regular work hours, for 2-3 hours, twice a month, monthly, quarterly or at other frequencies depending on their responsibilities. Administration typically prepares the agendas and briefing materials, facilitates the meeting as required, coordinates the logistics, and takes notes. Such activities would add hours of work to staff whose jobs currently do not include committee support, reducing the capacity of the role and adding to workload. Administration currently has no to little capacity for additional work; however, there is an unfunded business case in the 2017 proposed budget for Smart City supports. It is recommended that this motion be postponed until Council has debated the 2017 resource requests.

An alternative to establishing an advisory committee is to incorporate Smart City guidance as a responsibility of existing governance committees. For example, the Environmental Advisory Committee and the Community Services Advisory Board could be provided with the additional objective to consider Smart City technologies within their mandate of policy and service advice. Both of these committees provide advice on grant programs, and there is opportunity for the grant programs to have a “Smart technology” component. The Economic Development Advisory Board could similarly be mandated to provide such advice to Administration. These committees could respond to particular topics as they arise, and provide required advice to Council and/or Administration.

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