

Public Meeting



Dept. Manager	Director	City Manager
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The Corporation of **THE CITY OF NORTH VANCOUVER**
CITY CLERK'S AND CORPORATE SERVICES DEPARTMENT

INFORMATION REPORT

To: Mayor Darrell R. Mussatto and Members of Council

From: Robyn Anderson, City Clerk
Connie Rabold, Communications Manager

SUBJECT: FINAL REPORT AND RECOMMENDATIONS OF THE CIVIC
ENGAGEMENT TASK FORCE – FINANCIAL, RESOURCE AND
FEASIBILITY IMPLICATIONS

Date: March 16, 2011

File No: 0360-20 CETF-06

ATTACHMENTS:

1. Civic Engagement Task Force Recommendations – Staff Input
2. Estimated Costs to Implement

PURPOSE:

The purpose of this report is to present the financial, resource, and feasibility implications of implementing the recommendations contained in the Final Report of the Civic Engagement Task Force prior to the Public Meeting as directed by City Council on at the Regular Council Meeting of January 17, 2011. The Public Meeting is scheduled for Monday, April 4, 2011 at 7 p.m. in the Council Chamber.

BACKGROUND:

At the Regular Council Meeting of January 17, 2011, City Council unanimously endorsed the following recommendation:

“PURSUANT to the report of the City Clerk and the Communications Manager, dated January 11, 2011, entitled “Final Report and Recommendations of the Civic Engagement Task Force”:

THAT the Final Report of the Civic Engagement Task Force be received;

AND THAT the recommendations of the Civic Engagement Task Force be referred to staff to report back on the financial, resource, and feasibility implications of implementing said recommendations prior to a Public Meeting;

AND THAT the Final Report and recommendations of the Civic Engagement Task Force be referred to a Public Meeting;

AND THAT the members of the Civic Engagement Task Force be thanked for their participation on the Task Force;

AND THAT the City of North Vancouver endorses the principles outlined in the Core Value statement of the International Association of Public Participation, as follows:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision."

As some of the recommendations of the Civic Engagement Task Force listed in the final report have financial, resource and feasibility implications, it is necessary for staff to report back on these implications prior to the Public Meeting and prior to Council finally endorsing any of the recommendations.

DISCUSSION:

A staff working group has reviewed the recommendations of the Civic Engagement Task Force listed in the final report. After careful review to determine the financial, resource and feasibility implications of the recommendations, staff input has been compiled into a list (Attachment 1). In addition to providing the financial, resource and feasibility implications for each of the recommendations, staff have also provided a list showing the costing for each of the recommendations that have financial implications (Attachment 2). Any recommendation that has financial implications for the 2011 Budget has also been identified in Attachment 2. Those recommendations with financial implications and that staff would not be able to implement in 2011 due to the extensive amount of resources involved have also been identified in Attachment 2.

After the review, staff have determined that the following recommendations of the Civic Engagement Task Force should be considered by City Council as soon as possible after the input from the Public Meeting has been gathered, as they are directly related to the General Local Election on November 19, 2011 and have budgetary implications in 2011:

- #19: *That the City reach out to strata councils and to tenants during the **municipal election** and during significant public consultation processes, such as the Official Community Plan update process. An example could be notices designed specifically for display in residential elevators and bulletin boards.*
- # 20: *That the City publish information about the municipal election in the September NV Recreation Commission Guide.*
- #21: *That the City expand candidate listings on the City's election web page, providing each candidate with an opportunity to describe their platform in their own words within a 200 word limit.*
- #22: *That the City publish a booklet with candidate profiles similar to the one published by the City of Vancouver in 2008, and distribute this booklet through the Library, City Hall, recreation centres, multi-family buildings and via the City web site.*
- #23: *That the City provide posters that can be displayed in Strata and Rental Buildings to raise awareness of election, and the location of polling stations, and that the poster direct people to the City web site for more information.*
- #24: *That the City provide grants for all-candidates meetings for the 2011 election, similar to the pilot program in 2008*
- #25: *That the City work with other partners such as community groups and major employers to encourage residents to vote.*
- #26: *That the City provide pre-election information kiosks/display boards to be located in both recreation centers and the library that would be available during the election to display and dispense City sponsored information as well as approved campaign material provided by candidates.*
- #27: *That the City conduct advanced voting opportunities at the Library every day in between the first required voting opportunity (ten days prior to the election date) and the day prior to the election.*
- #28: *That the City provide an additional Voting Place at the John Braithwaite Community Center without reducing the total number of polling station locations.*

The following Task Force recommendations are advocating to senior levels of government and do not have significant financial, resource and feasibility implications at this time. They could be considered for endorsement by City Council after the input from the Public Meeting has been gathered:

#15: That Council advocate through the Union of B.C. Municipalities (UBCM) to the Provincial Government for an educational program about local government to be included in the school curriculum.

#16: That Council advocate through the UBCM to the Provincial Government to lower the voting age to 17 years for municipal and school board elections.

FINANCIAL IMPLICATIONS:

Attachment 2 provides estimated costs for the various recommendations made by the task force.

If Council wishes to implement the "Suggestions for Election Time", \$47,000 would be required almost immediately to get this work underway in a timely manner. Staff suggest that a portion of the City's Studies budget of \$100,000 in the 2011-2020 Financial Plan, be allocated to this purpose.

The required funds to implement the balance of the recommendations, which are less time-sensitive, could be deferred for consideration in the 2011 Revised budget, or the 2012-2021 Financial Plan.

The costs referenced do not include the necessary staff time to develop and implement the initiatives. Depending upon the priorities and time lines identified, staff will report on resource needs and/or work program adjustments.

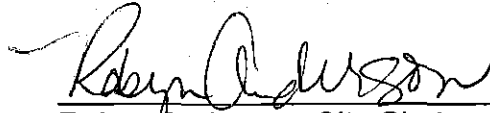
INTER-DEPARTMENTAL IMPLICATIONS:

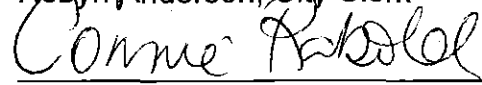
A staff working group comprised of members of the City Clerk's, Corporate Services, which included representation from the Communications and Information Technology Sections, Finance and Community Development Departments provided input into this report. Implementation of the options will often be cross departmental in nature and may require adjustments to 2011 work plans. Adjustments that represent an impact on previously endorsed work programs will be the subject of future reports to Council.

CORPORATE PLAN AND/OR POLICY IMPLICATIONS AND STRATEGIC PLAN IMPLICATIONS:

The Civic Engagement Task Force report seeks to improve and expand the City's efforts to engage and inform the community. This intent supports the strategic plan objective to enhance communications with residents, businesses and staff.

RESPECTFULLY SUBMITTED:



Robyn Anderson, City Clerk


Connie Rabold, Communications
Manager

**Recommendations of the
Civic Engagement Task Force Report
Staff Comments regarding Financial, Resource and Feasibility Implications**

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
General Principles	
<p>#1: <i>That Council adopt the following Core Values of the International Association of Public Participation (IAP2) as Council Policy:</i></p> <ol style="list-style-type: none"> 1. <i>Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.</i> 2. <i>Public participation includes the promise that the public's contribution will influence the decision.</i> 3. <i>Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.</i> 4. <i>Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.</i> 5. <i>Public participation seeks input from participants in designing how they participate.</i> 6. <i>Public participation provides participants with the information they need to participate in a meaningful way.</i> 7. <i>Public participation communicates to participants how their input affected the decision.</i> <p>ENDORSED BY COUNCIL ON JANUARY 17, 2011</p>	<p>n/a</p>
Staff Comment: NA	

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
Internet Presence & Social Media	
<p><i>#2: That the City strengthen its presence in online social media such as Facebook and Twitter, including the further enabling of Facebook functions to allow direct input from residents. The City should also explore the use of Virtual Public Forums and other forms of online deliberation.</i></p>	Communications/ IT
<p>Staff Comment:</p> <p>The City has a Facebook page and You Tube channel and is considering incorporating a Twitter presence. As well, the City continues to enhance and upgrade its social media tools. While including Facebook functions to allow online input from residents is under consideration, the City has recently secured an online community engagement application that is dedicated to virtual public forums and online resident input.</p> <p>As for online discussions on the City's Facebook page, while straightforward to allow citizens to engage in forums, the critical task of moderating the discussions, as well as providing summations and timely responses presents a resource challenge. The majority of regional municipalities who have Facebook pages, do not provide the option of external postings. However, the City is presently securing an application that is a sophisticated online citizen engagement tool that would meet all the elements of this recommendation (#2) and could be used for hosting public discussion on major projects, City budget, OCP and the municipal election.</p>	No new cost (initiative already underway)

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p><i>#3: That the City produce a localized website map that identifies current City developments and operations.</i></p>	IT/ GIS
<p>Staff Comment: While Static maps are easier to achieve, interactive maps are more challenging to develop. Interactive maps would provide information such as pot holes (pin to map), trip hazards, graffiti, as well as identifying issues and projects being deliberated in various neighbourhoods etc. The creation of interactive maps would cost approximately \$40,000 for a contract staff position for 6 months.</p> <p>The City's existing GIS system is being upgraded over 2011 and the capabilities for some of these features are being established this year. 2012 would allow certain defined maps applications to be developed using existing resources.</p>	Approx. \$40,000
<p><i>#4: That the City use the website to gather public input on budget priorities by asking citizens to consider possible trade-off decisions with which Council may be faced.</i></p>	Finance/ Communications/ IT
<p>Staff Comment: Various levels of online budget information presentation have been under consideration, from video clips explaining the budget process, to video clips of residents asking budget questions answered by the Finance Director, to graphically designed explanations etc.</p> <p>As well, a more sophisticated and interactive option has recently been undertaken, as the City has secured a software product which provides an engaging online, interactive budget allocation simulator.</p>	No new cost (initiative already underway)

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p>#5: <i>That the City use a task or typical user-based streamlined design when amending the City's website.</i></p>	IT/Communications
<p>Staff Comment: This is underway and is planned for the Content Management System (CMS) upgrade and City website redesign projects which are moving forward. Website retrofit is scheduled to begin in May 2011. The City is presently in the process of selecting a new CMS which will provide more interactive capabilities, greater customer orientation as well as a more appealing design.</p>	No new cost (initiative underway)
<p>#6: <i>That the City continue to consult with young people as it works to make the City's youth page on the website more appealing and adopt strategies to make it more interactive. A strategy to drive traffic to the page through social media and conventional promotion strategies should also be considered.</i></p>	Communications/ IT/ Community Development
<p>Staff Comment: This initiative began last year, and will continue. The development of these components such as youth oriented Virtual Public Forums are underway within the existing website and even more youth specific, technical, engaging and appealing elements for youth will be designed and introduced with the new website re-design. Local youth will be encouraged to play a role in the redesign of the youth web section as well as youth oriented Facebook enhancements.</p>	No new cost (initiative already underway)

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
Make City Government & Council Meetings More "User Friendly"	
#7: <i>That the City develop a "Welcome Package" for new City residents with basic information about City services and processes and that core sections be translated into a number of languages that are prevalent on the North Shore.</i>	Communications
Staff Comment: This initiative would require staffing and financial resources presently not in place. Creation of a welcome package would require significant design, production and writing work. As well, an efficient and effective method of delivering welcome packages to new residents would need to be established and executed. Approximate cost: \$13,000 (printing, translation, production). Distribution cost not included.	Approx. \$13,000 (distribution cost not included)
#8: <i>That City staff work with the Recreation Commission to include in the Recreation Guide a section on local government and opportunities to engage with the City.</i>	Communications/ Clerk's
Staff Comment: This initiative would require staff resources to write, design and produce the guide. The cost to secure space in the NVRC Guide would cost approximately \$4500 to \$6500 depending on the size.	Approx. \$4500 to \$6500
#9: <i>That the City engage with commissions, third-party groups and individuals to encourage civic engagement and to explore partnerships to exchange information.</i>	Community Development
Staff Comment: This initiative is a challenge for the City recognizing that there may be 3-4,000 voters entering the City as residents every year (a smaller but larger number leaving as well), as well as many organizations being established in the City. More advertising related to the election and to civic affairs will attract some of these residents and groups to participate.	

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p>In general staff believe that over the past ten years, communications and outreach to the public and to groups and organizations has become much more thorough and sophisticated. Unfortunately, perhaps the same effective tools that the City is using, the internet, newspaper advertisements, press contacts etc. are also being used more effectively and more extensively by other groups and agencies leading many to realize that some residents find it difficult to focus on local civic issues when so many other topics are readily available to them.</p> <p>This staff perspective does not suggest that pursuing Recommendation # 9 is not worthwhile; it merely is meant to indicate that there is considerable competition for the attention of City residents and groups.</p>	
<p><i>#10: That City Council provide more notice to residents of upcoming council agenda items by publishing Council meeting agendas at least 5 calendar days prior.</i></p>	Clerk's/ All
<p>Staff Comment: While Staff support the goal of providing as much advance notice of upcoming Council agenda items as possible for members of the public, the resources and feasibility implications of publishing the Council meeting agendas at least 5 calendar days prior to the meeting as specified in Recommendation #10 would be significant. Currently the Council meeting agendas only are published by 10 am on the Friday before the meeting (3 days) and the full agenda with the links to the reports are published by 4 pm. Recommendation #10 would push that deadline forward by 2 days to Wednesday. It is not feasible or practicable for this to be accomplished without a significant change to the current process. The current process that is followed ensures that items get before Council in a timely and efficient manner and are complete and accurate. It allows for some flexibility to deal with</p>	

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p>emergent issues quickly. Rarely, if ever, are late items added to the agenda and reports are rarely circulated on-table. A survey of 15 lower mainland municipalities revealed only 3 municipalities have earlier deadlines for publishing the agenda for the public than the Friday before the meeting. All 3 of these municipalities advise that there are issues with staff meeting the earlier deadlines and that late or on-table items are a concern for them.</p> <p>Should Council decide to endorse Recommendation #10 as presented, staff would report back with options on how to make this achievable and identify all the ramifications of doing so. It should be noted that Recommendation #11 may address some of the concerns raised by the Task Force around advance notice of Council Agenda items.</p>	
<p><i>#11: The City list on their website items that are known to be in preparation for future agenda meetings but presently unscheduled.</i></p>	Clerk's/ All
<p>Staff Comment: The financial resources and feasibility implications of listing possible future agenda items on the City's website would not be significant. It would likely take approximately a ½ hour per week to update the list and post it on the City's website. Staff support this recommendation as a efficient means of providing the public with advance notice of upcoming and potential agenda items.</p>	

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p><i>#12: That the agenda for Council meetings be reorganized to move the Public Input Period to follow any in-camera session, just before the regular agenda.</i></p>	<p>Clerk's</p>
<p>Staff Comment:</p> <p>The public input period was established in 2005 by Council as a means of providing members of the public with an opportunity to be heard directly by Council. The format has been a successful means for the public to directly address Council on issues of importance to them and not necessarily related to the City of North Vancouver. The current process allows for the public to address City Council at the start of the meeting and before Council considers the consent agenda. This allows the public to comment on those items prior to Council making a decision on them. The current set up allows for up to 5 speakers and rarely are all the slots taken unless there is a major issue of concern. The process is inclusive of all members of the public and allows for a wide range of topics since it is not limited to items on the agenda or even to items relating to municipal business. There have been a few complaints on the time set for the public input period which is scheduled right at the beginning of the meeting at 6:00 p.m. and the sign up sheet goes out at 5:30 and remains until the start of the meeting. The benefit of the fixed time allows the public to definitively know what time they will need to be there in order to speak. If Council decides to re-organize the agenda so that the public input period follows the in camera portion of the meeting, then public would be required to wait until Council returns to the Regular Meeting and the report of Committee of the Whole is completed. It would be difficult to determine the time of the Public Input period as it would be dependent on when the in camera portion of the meeting will be completed. The consequence would be that the public would have to sit for an undetermined amount of time. Should Council endorse the Recommendation #12, an amendment to the Council Procedure Bylaw would be required.</p>	

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p><i>#13: That Council double the public input period from 10 minutes to 20 minutes, if deemed appropriate to accommodate more speakers at any particular Council meeting, maintaining the two-minute speaking limit.</i></p>	<p>Clerk's</p>
<p>Staff Comment: The public input period currently allows for up to 5 speakers to address Council for a maximum of two minutes. A review of the Public Input section of minutes for 2010 reveals that out of 34 meetings, 9 meetings had no speakers, 17 meetings had from 1-3 speakers, 3 meetings had 4 speakers, and only 5 meetings had all the 5 slots taken. Should Council endorse the Recommendation #13, an amendment to the Council Procedure Bylaw would be required.</p>	
More Public Spaces	
<p><i>#14: That the City strive to encourage the retention and creation of community "third places" in its planning policies and processes.</i></p>	<p>Community Development</p>
<p>Staff Comment: Staff intend to continue to promote more and better third places. Planned redevelopment like the museum, Media Arts Gallery and the Harry Jerome Recreation facility, will add to the very successful recent additions of public third places like John Braithwaite Community Centre, the City Library and Wi-Fi connected public plazas in various parts of the City. There is considerable interest in the provision of more public service but private third places as well. No enumeration was done for this report, but staff estimate over 20 new private third places like coffee shops, private galleries and restaurants have opened in the last five years – growing at a much faster pace than our population and attracting City residents, workers and visitors alike.</p>	

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
New Curriculum in Schools, Lower Voting Age to 17	
#15: <i>That Council advocate through the Union of B.C. Municipalities (UBCM) to the Provincial Government for an educational program about local government to be included in the school curriculum.</i>	N/A
<p>Staff Comment: There would be no financial or resource implications for this recommendation as it is primarily a advocacy recommendation.</p>	
#16: <i>That Council advocate through the UBCM to the Provincial Government to lower the voting age to 17 years for municipal and school board elections.</i>	Clerk's
<p>Staff Comment: There would be no financial or resource implications for this recommendation at this time as it is primarily a advocacy recommendation. Although should the Provincial Government lower to the voting age for municipal and school board elections only and not for Provincial Elections as well there could be significant costs for the City. The City currently purchases the Provincial Voters List for use in the municipal election, if the two levels of government had differing voting ages, this would mean that the City would either have to maintain its own List of Electors, an expensive undertaking, or go to Voting Day registration only where there is no voter's list. Voting Day registration would also result in candidate's no longer receiving a List of Electors. Therefore it would be better to recommend that the Provincial and Federal Governments lower the voting age to 17 years for all three levels of government.</p>	

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p>Reach Out to Community Associations and Strata Councils</p> <p><i>#17: That the City adopt a policy to formally recognize community associations that meet established criteria that include open membership within a defined geographical area with non-overlapping boundaries with other similar associations, the holding of advertised general meetings and the election of officers. The policy should have provisions for these formally recognized associations to receive support from the City that could include:</i></p> <ul style="list-style-type: none"> <i>a) Provide a listing of Recognized Community Associations on the City web site, links to their web pages and information about their general meetings;</i> <i>b) Provide meeting space in City facilities; and</i> <i>c) Continue to provide community associations with notices of developments in their geographic area, as well as notices of meetings on City-wide issues.</i> 	<p>Community Development/ Communications/ Clerk's/ Facilities</p>
<p>Staff Comment:</p> <p>Staff would be pleased to be assigned to developing a program to encourage community associations to be created in the City. City financial and organizational support would certainly help. This is not a short term initiative however.</p> <p>The Community Association Program in the District of North Vancouver formally recognizes 19 associations. The District budgets \$5,000 per year for the program. This program is currently under review by the District. While the City of North Vancouver doesn't formally recognize Community Associations, it maintains an internal list of Community and Business Associations. In the City there are 9 Community Associations as well as the Coalition of Community Associations included on the list.</p> <p>Posting a list on website can be done at no cost. There could be costs associated with providing meeting space in City facilities (i.e., Commissionaire would be required at City Hall).</p>	

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
#18: <i>That the City work with the North Vancouver Recreation Commission to include in the Leisure Guide a section that describes all of the Recognized Community Associations.</i>	Communications
<p>Staff Comment: This initiative can be accomplished at an advertising cost of approximately \$500. NVRC advises it has some concerns regarding challenges related to staffing and costs to ensure accurate and inclusive listings.</p>	Approx. \$500
#19: <i>That the City reach out to strata councils and to tenants during the municipal election and during significant public consultation processes, such as the Official Community Plan update process. An example could be notices designed specifically for display in residential elevators and bulletin boards.</i>	Clerk's re Election/ Community Development
<p>Staff Comment:</p> <p>This recommendation is similar to recommendation #23 but is wider in scope than focussing only on City elections. There would be costs associated with "reaching out" to the approximately 514 strata building and rental buildings in the City during significant public consultation processes.</p> <p>The costs associated with providing notices for all the Strata and Rental Buildings in the City would be as follows for each consultation process:</p> <p>Designer resource: \$500 per poster/notice (depending on staffing resource or outsource) Writing resource \$300 per poster/notice (depending on staffing resource or outsource) Printing costs \$250 per poster/notice</p>	Approx \$1666 per poster (staffing resource cost not included)

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p>Mailout/Delivery \$616 for mailout to 514 multi-unit residential buildings (Cost of staffing resource to deliver, post and take-down posters/notices at all strata and rental buildings, not included) Total Cost: \$1666 per poster/notice</p> <p>The portion of the recommendation regarding election is covered in recommendation #23. The reference to other significant public consultation processes would be difficult to quantify as to costs at this time.</p>	
Suggestions for Election Time	
<p><i># 20: That the City publish information about the municipal election in the September NV Recreation Commission Guide.</i></p>	<p>Clerk's/ Communications</p>
<p>Staff Comment: Advertising cost to secure space in NVRC Recreation Guide is approximately \$4500 to \$6500 depending on size. Additional resource support will be required- approx \$1300.</p>	<p>Approx. \$5800-\$7800</p>
<p><i>#21: That the City expand candidate listings on the City's election web page, providing each candidate with an opportunity to describe their platform in their own words within a 200 word limit.</i></p>	<p>Clerk's/ Communications</p>
<p>Staff Comment: This is planned for the upcoming election. There will be some staff resources expended in preparing a policy, and in designing and uploading the candidate profiles to the City's website. The additional cost will not be significant.</p>	<p>No new cost (initiative already planned)</p>

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p>#22: <i>That the City publish a booklet with candidate profiles similar to the one published by the City of Vancouver in 2008, and distribute this booklet through the Library, City Hall, recreation centres, multi-family buildings and via the City web site.</i></p>	<p>Clerk's/ Communications</p>
<p>Staff Comment: This initiative will require additional resources. During the 2008 election, the City produced a series of two election information flyers, one of which provided a list of candidates, and plans to do so again. However, this recommended version for the next election is a booklet format with more pages and more candidate content which significantly increases costs and resources required. Cost of printing, design and production approx \$5000. The cost of distribution to homes is approx \$16,000 or higher.</p>	<p>Production Approx. \$6600+ Distribution Approx. \$16,000+</p>
<p>#23: <i>That the City provide posters that can be displayed in Strata and Rental Buildings to raise awareness of election, and the location of polling stations, and that the poster direct people to the City web site for more information.</i></p>	<p>Clerk's/ Communications</p>
<p>Staff Comment: There are approximately 514 strata building and rental buildings in the City. Staff support this recommendation as a method of distributing election information and raising awareness with multi-unit buildings in the City.</p> <p>The costs associated with providing posters for all the Strata and Rental Buildings in the City would be as follows:</p> <p>Designer resource: \$500 per poster/notice (depending on staffing resource or outsource) Writing resource \$300 per poster/notice (depending on staffing resource or outsource) Printing costs \$250 per poster/notice Mailout/Delivery \$616 for mailout to 514 multi-unit residential buildings (Cost of staffing resource to deliver, post and take-down posters/notices, not included) Total Cost: \$1666 per poster/notice.</p>	<p>Approx \$1666 per poster (staffing resource cost not included)</p>

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p><i>#24: That the City provide grants for all-candidates meetings for the 2011 election, similar to the pilot program in 2008.</i></p>	Finance
<p>Staff Comment: Grants for all-candidates meetings could be provided in 2011 election as was done in the 2008 election. Administration of the grants would be handled by the Finance Department. As this is not budgeted for in 2011 within the Election budget, \$5,000 could be allocated from the Council Contingency Account with a maximum of \$500 provided per eligible group that applies for the grant.</p>	\$5,000
<p><i>#25: That the City work with other partners such as community groups and major employers to encourage residents to vote.</i></p>	Clerk's/ Communications/Corporate Services
<p>Staff Comment: This City could work with other partners such as community groups and major employers to encourage residents to vote. It can be done in a relatively cost neutral manner.</p>	
<p><i>#26: That the City provide pre-election information kiosks/display boards to be located in both recreation centers and the library that would be available during the election to display and dispense City sponsored information as well as approved campaign material provided by candidates.</i></p>	Clerk's/ Communications
<p>Staff Comment: Purchase of 4 to 5 information kiosks to house election materials and candidate literature would cost approximately \$2000. Cost of resource to maintain, manage and upkeep information kiosks not included.</p>	Approx \$2000 (does not include staffing resource cost)

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p><i>#27: That the City conduct advanced voting opportunities at the Library every day in between the first required voting opportunity (ten days prior to the election date) and the day prior to the election.</i></p>	Clerk's
<p>Staff Comment: All electors are eligible to participate in advance voting. In 2008 the City held three advance voting days. Two advance voting days are required under the Local Government Act. One advance voting day must be held on the 10th day before General Voting Day and the other required day is established in the City's General Local Election Bylaw to held on the 5th day before General Voting Day. In addition the City also holds one more additional advance voting day. All advance voting opportunities have been held at the City Hall from 8:00 am to 8:00 pm on the specified days. The voting place is staffed by a Presiding Election Official and a Deputy Presiding Election Official. The Chief Election Officer or the Deputy Chief Election Officer must be present during Advance Voting hours to respond to questions and deal with any issues that may arise.</p> <p>In 2008, the City added the Mail Ballot Voting for electors of the City of North Vancouver which provides the opportunity for electors to participate in the general local election process if they are going to be absent from the municipality on Advance and General Voting Days and for those electors who are unable to travel to the Voting Places due to a physical disability. It was determined that with the addition of Mail Ballot Voting the need for additional Advance Voting Days would be reduced to one day from two days.</p> <p>Holding an additional 6 advance voting days (not included is Remembrance Day) as per the Recommendation #27 of the Task Force would have significant costs and would result in significant administrative burden for the Chief Election Officer and the Deputy Chief Election Officer during that 10 day period as one or the other would have to be present at City Hall before, during and after voting hours to respond to any questions and deal with</p>	\$3,640

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p>any issues that may arise during the additional advance voting days. These two staff already put in a lot of additional hours outside of regular office hours to provide support during the currently established advance voting days and also the training sessions for staff that are held in the evening. Recommendation #27 also includes Remembrance Day (Friday, November 11), Saturday and Sunday (November 12 and November 13) and would require the Chief Election Officer or the Deputy Chief Election Officer to be available on those days. It is staff's position that current provision for 3 advance voting opportunities and the mail ballot voting provide sufficient additional opportunities for electors. Consideration could be given for holding the advance voting at the City Library provided no significant additional costs are associated with it and accommodation could made for the requirement that voting hours must be 8 am to 8 pm as the Library opens at 9 am. Should Council endorse Recommendation #27, staff would not support advance voting opportunities being held on Friday, November 11, 2011 (Remembrance Day) or Sunday, November 13, 2010.</p> <p>Costs associated with holding the 6 additional advance voting opportunities (included is Sunday, November 13, 2011) at the Library every day in between the first required voting day opportunity (Wednesday, November 9, 2011) and the day prior to the election (Friday, Nov 18, 2011) based on 5 hours per day (1 hour to set up and take down) are broken down as follows (not included is Remembrance Day):</p> <p style="padding-left: 40px;">Staff costs per day based on 5 hours per day: \$310 (Presiding Election Official and Deputy Presiding Election Official) x 6 days = \$1860 + \$210 (Chief Election Officer/Deputy Chief Election Officer) x 6 days = \$1260 + \$520 (Commissionaire) = Total staff costs would be \$3,640.</p>	

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications								
<p>Room Costs for Library: Nil. Chief Librarian indicates that they will waive rental fee. It should be noted that the Library may see a reduction in revenue during this period for not being able to book the room to outside groups.</p> <p>Total cost of CETF recommendation \$3,640. This would be reduced by \$630 if Sunday, November 13, 2011, is not included.</p>									
<p><i>#28: That the City provide an additional Voting Place at the John Braithwaite Community Center without reducing the total number of polling station locations.</i></p>	Clerk's								
<p>Staff Comment: This recommendation is supported by staff as means of better serving the electors in Lower Lonsdale.</p> <p>Costs for providing an additional Voting Place at John Braithwaite Community Centre would be as follows:</p> <table data-bbox="373 954 1453 1136"> <tr> <td>Staff Costs (10 staff required)</td> <td>= \$2,520</td> </tr> <tr> <td>Room Rental</td> <td>= \$ 125</td> </tr> <tr> <td>Voting Machine</td> <td>= \$ 600 (includes machine rental, Logic & Accuracy Testing)</td> </tr> <tr> <td>Additional Ballots</td> <td>= \$ 435</td> </tr> </table> <p>Total cost of CETF recommendation \$3,680 which would need to be added to the 2011 Election Budget.</p>	Staff Costs (10 staff required)	= \$2,520	Room Rental	= \$ 125	Voting Machine	= \$ 600 (includes machine rental, Logic & Accuracy Testing)	Additional Ballots	= \$ 435	\$3,680
Staff Costs (10 staff required)	= \$2,520								
Room Rental	= \$ 125								
Voting Machine	= \$ 600 (includes machine rental, Logic & Accuracy Testing)								
Additional Ballots	= \$ 435								

CIVIC ENGAGEMENT TASK FORCE RECOMMENDATION	Responsive Dept. and Cost Implications
<p><i>#29: That Council receive this Report of The Civic Engagement Task Force and:</i></p> <ul style="list-style-type: none"> <i>A. Refer it to staff for comments including cost and administrative considerations;</i> <i>B. Hold a public meeting during which the Task Force recommendations can be discussed and commented on by residents and interested parties; and</i> <i>C. That Council re-assess civic engagement and voter turnout following each municipal election.</i> <p>A and B ENDORSED BY COUNCIL ON JANUARY 17, 2011.</p>	<p>Clerk's re C</p>
<p>Staff Comment: In staff's opinion the most effective method to re-assess civic engagement and voter turnout following each municipal election would be to undertake a survey. Questions regarding the election could be included in a broader survey of citizens regarding other issues of interest to the City.</p>	

**CIVIC ENGAGEMENT TASK FORCE
RECOMMENDATIONS
ESTIMATED COSTS TO IMPLEMENT**

ATTACHMENT 2

		Costs
1	General Principles	N/A
Internet Presence & Social Media		
2	City presence in online social media	Already underway
3	Localized website map	\$40,000
4	Use of website for public input on budget priorities	Already underway
5	Use a of user-based streamlined design for website.	Already underway
6	Consultation with young people re youth page on website	Already underway
Incremental Costs for Internet/Social Media Recommendations		\$40,000
Make City Government & Council Meetings More "User Friendly"		
7	Welcome Package (distribution costs not included)	\$13,000
8	Recreation Guide section on local government	\$6,500
9	Explore partnerships to exchange information.	Not quantified
10	More notice to residents of upcoming council agenda items	Not quantified
11	Website list of items in preparation	Minimal
12	Reschedule Public Input Period	Minimal
13	Increase public input period to 20 minutes,	Minimal
Incremental Costs for Council Meeting Recommendations		\$19,500
More Public Spaces		
14	Encourage the retention and creation of community "third places"	Not quantified
New Curriculum In Schools, Lower Voting Age to 17		
15	Advocate through UBCM for an educational program about local government to be included in the school curriculum.	Minimal
16	Advocate lowering the voting age to 17 years for municipal and school board elections.	Minimal
Reach Out to Community Associations and Strata Councils		
17	Adopt a policy to formally recognize Community Associations	Not quantified
18	Work with NVRC to include a Leisure Guide section describing recognized Community Associations.	\$500
19	Reach out to strata councils and to tenants with issue-related posters (per poster)	\$2,000
Incremental Costs for Community Association Recommendations		\$2,500
Suggestions for Election Time		
20	Publish information about the municipal election in the September NVRC Guide.	\$7,800
21	Expand candidate listings on the City's election web page	Already underway
22a	Publish a booklet with candidate profiles	\$6,600
22b	Distribute Booklet	\$16,000
23	Provide posters that can be displayed in Strata and Rental Buildings to raise awareness of election(per poster)	\$2,000
24	Provide grants for all-candidates meetings	\$5,000
25	Work with partners such as community groups and major employers to encourage residents to vote.	Minimal
26	Provide pre-election information kiosks/display boards	\$2,000
27	Provide additional advance voting opportunities at the Library	\$3,640
28	Provide an additional Voting Place at JBCC	\$3,680
Incremental Costs For Election Time Recommendations		\$46,720
TOTAL INCREMENTAL COSTS		\$108,720