

DATE OF MEETING | JANUARY 28, 2019 |

AUTHORED BY | TRACY LOEWEN, COMMUNICATION & MARKETING SPECIALIST |

SUBJECT | PUBLIC ENGAGEMENT PILOT PROGRAM – FINAL REPORT |

## **OVERVIEW**

### **Purpose of Report**

To present to Council the Community Engagement Task Force's final report of the Public Engagement Pilot Program and the total cost for the pilot program.

### **Recommendation**

That the Public Engagement Pilot Program – Final Report dated 2019-JAN-28 be received for information.

## **DISCUSSION**

With the fourth and final session in the Public Engagement Pilot Program wrapped up, the Community Engagement Task Force has completed their final report with recommendations for Council (see attachment for report).

The four sessions each featured a different format with a different purpose, or goal, in mind:

- Session #1 (November 23, 2017) – Augmented Open Space Technology, Vancouver Island Conference Centre
  - Attendance: 60 members of the public
  - The purpose of this session was to hear from residents on the top most pressing issues they wanted to speak about with members of Council.
- Session # 2 (April 26, 2018) – A Mini Town Hall, Beban Park Social Centre
  - Attendance – 30 members of the public
  - The purpose of this session was to engage residents in a direct dialogue with members of city council about issues of concern to the community.
- Session #3 (July 28, 2018) – Collaborative Action Process, Oliver Woods Community Centre
  - Attendance – 60 members of the public
  - The purpose of this session was to find solutions to a chosen topic (Homelessness through collaboration).
- Session #4 (November 21, 2018) – Empowering Neighbourhoods, Beban Park Social Centre
  - Attendance – 68 members of the public
  - The purpose of this session was to provide an opportunity for neighbourhoods to connect with Council.

## Program Cost

In March 2018, Council approved a \$20,000 budget for the task force to use in the remaining pilot program session. See table below for costs associated with the remaining sessions.

Item	Cost
Rental – Beban Park Auditorium (April 26, 2018)	\$376.72
Rental – Oliver Woods Community Centre (July 28, 2018)	\$356.53
Rental – Beban Park Social Lounge (November 21, 2018)	\$166.23
Staff wages	\$5,265.60
Honorariums	\$2,200.00
Materials, supplies and gifts	\$136.07
Advertising	\$3,502.16
Live-streaming hardware	\$892.23
Catering	\$1,915.44
<b>Total budget spend</b>	<b>\$14,810.98</b>

As a budget only came into effect in March 2018, the costs associated with the first session held on November 23, 2017 are not included in the above table. Please see the table below for costs associated with this session.

Item	Cost
Rental – Vancouver Island Conference Centre	\$1,852.50
Refreshments	\$1,636.48
Advertising	\$909.28
Honorarium	\$1,000.00
<b>Total cost of session 1</b>	<b>\$5,398.26</b>

The total cost for all pilot sessions was \$20,209.24.

Five feedback sessions we also held in July and August 2017 to gain sentiment from residents as to their preferred methods of engagement. This data was used to inform format development for each of the four sessions in the pilot program. Please see the table below for costs associated with the feedback sessions.

Item	Cost
Rentals	\$327.90
Refreshments	\$992.18
Advertising	\$1,016.37
<b>Total cost for feedback sessions</b>	<b>\$2,336.45</b>

This makes the total cost for the program including the data-gathering feedback sessions \$22,545.69.

Please see the attached detailed report by the Community Engagement Task Force for their findings and recommendations from the pilot program.

### **SUMMARY POINTS**

- The Public Engagement Pilot Program has wrapped up.
- The Community Engagement Task Force has completed their final report with their findings and recommendations as attached.

### **ATTACHMENTS**

Attachment A - Public Engagement Pilot Program Final Report by Community Engagement Task Force

#### **Submitted by:**

Tracy Loewen  
Communication and Marketing Specialist

#### **Concurrence by:**

Sheila Gurrie  
City Clerk