



2025 Community Building Roundtable Event Terms of Reference

I. Purpose

The purpose of the 2025 Community Engagement Roundtable Events is to inform residents about community building in the context of land use planning, offer opportunities for residents to ask questions, and for the County to engage in high-level feedback gathering.

II. Objectives

The 2025 Community Engagement Roundtable Events align to Sturgeon County's strategic goal of *collaborative governance*. Session objectives include:

- Providing residents with factual and objective information about the land use planning and development environment, including Sturgeon County processes and practices.
- Assisting residents in understanding regional planning context, including regulatory requirements.
- Creating a mechanism for high-level public feedback on current and future planning projects/initiatives.
- Fostering community awareness and engagement in local governance, including space for residents to ask questions to Council and Administration.

IAP2 Spectrum of Public Participation Applied

Inform: *To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.*

Consult: *To obtain public feedback on analysis, alternatives and/or decisions.*

III. Meeting Initiation

- Community Building Roundtable Events are initiated and organized after Council provides formal support by approving a motion authorizing such action.

- During the Council meeting when a Community Building Roundtable Event is initiated, Administration will provide information on potential dates for scheduling the event, taking into consideration venue availability, key stakeholder schedules, and other relevant community timelines.

IV. Scope

1. General Land Use Planning and Development Information
 - Local land use planning and development processes and practices
 - Regional planning environment, including high-level regulatory requirements
 - Planning enforcement
2. Area-Specific Projects and Initiatives
 - Address known and/or reoccurring, division-specific planning and development matters
3. Public Engagement and Inquiry
 - Open forum for residents to pose questions and for discussion based on issues raised
 - General feedback gathering from attendees

V. Event Format

- In person, “round table” style events
- Drop-in event with no cost, registration encouraged
- Occurs from 6pm to 8pm on designated date
- Council and some staff in attendance (limited numbers, identified in advance)
- Combination of presentations, information displays, and Q&A session available
- Light refreshments and beverages provided
- Feedback cards available for residents who wish to register additional inputs

VI. Anticipated Budget

A Community Building Engagement Event is anticipated at **approx. \$4,500 in direct costs** (dependent on venue specific options available).

Event Requirement	Anticipated Cost
Venue	\$500 - \$800
Audio-visual equipment rentals	\$1,000
Printing and meeting materials	\$450 - \$600
Light refreshments and beverages	\$400
Advertising and signage	\$1,500
Contingency	\$200

In addition, anticipated indirect costs of **approx. \$500-\$1,000 are anticipated** such as staff overtime and other ancillary costs.

VII. Roles & Responsibilities

Administration

- Engagement event planning and logistics
- Preparation of meeting content and associated materials
- Presentation of materials, as appropriate
- Respond to resident inquiries, as appropriate
- Collection of resident feedback and post-event analysis
- Engagement pre-event set-up and post-event clean-up

Council

- Council members strive to attend all divisional engagement events, subject to their availability, to network with residents and support area councillor
- Based on availability, Mayor or Deputy Mayor to provide remarks
- Division Councillor serves as the event emcee
- Respond to resident inquiries, as appropriate

Residents

- Attend applicable engagement events and join in information sharing
- Provide feedback through designated channels
- Participate in open forum/Q&A session and dialogue

VIII. Communications Strategy

- Sturgeon County will utilize various channels for promotion (e.g., Sturgeon County website, social media platforms, e-newsletter, news release, local newspapers advertisement, and road signage).
- Clear, concise, and consistent information regarding the purpose and format of the events will be developed as key messaging for staff and Council's reference.
- Attendees will receive printed material summarizing key information presented at the community engagement event. A feedback card will also be distributed for those wishing to provide additional inputs.

IX. Other Considerations

- Post-event, online surveys are not required.
- Following the completion of a Community Building Engagement Event, a summarizing report will be provided to Council.