	Council Community Connector Policy and Plan	
	Policy Type:	Governance Process
	Number:	GP-D-2.3
	To be Reviewed:	Policy: Once per term
		Plan: Annually
	Approval Date:	Policy: Sept. 24, 2018
		Plan: Oct. 22, 2018
	Motion Number:	Policy: 18.C.415
Plan: 18.C.458		
Revised Date(s):	Policy:	
	Plan:	

Policy Statement


Council is seeking to continue strengthening the relationship and linkage between Okotoks Town Council, the owners of the Town, and the policy-making process. Ownership linkage in Okotoks is called the **Okotoks Council Community Connector**.

Council commits to be accountable to the owners as a whole and as Council shall act on behalf of the owners. Owners are defined as “residents of the Town and those who operate a business in Okotoks.” Ends are defined as the “purposes” or the results to be achieved.

1. Council will gather data in a way that reflects the diversity of ownership. It shall meet with, gather input from, and otherwise interact with the broad spectrum of owners in order to understand the diversity of their perspectives. It shall recognize that diversity assures a broad base of wisdom, and shall seek to make decisions considering that input.


2. Council will establish and maintain an ownership linkage in order to ensure that Council has intentional and constructive dialogue and deliberation with the owners, primarily around the organization’s Ends (purpose statements). The plan will include a selection of representative owners for dialogue, methods to be used, and general questions to be asked of the owners. The information obtained from this dialogue with owners will be used to inform Council’s policy deliberations.
 - 2.1 Owner input may be accomplished through a variety of methods, including but not limited to focus groups, surveys, and open houses.
 - 2.2 Council may establish an internal committee to assist in creating, implementing and evaluating the plan and its execution.
 - 2.3 All members of Council are accountable to Council for participating in the linkage with owners as identified in the plan.

3. Council will consider its ownership linkage successful if:
 - 3.1 When developing or revising Ends (purpose statements), Council has access to diverse viewpoints that are representative of the ownership regarding what benefits the Town should provide, for whom, and the relative worth of those benefits.
 - 3.2 The owners are aware that Council is interested in their perspective.

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- 3.3 If asked, the owners would say that they have had opportunity to let Council know their views.
- 3.4 The owners are aware of how Council has used the information they have provided.

Appendix “A” – Okotoks Council Community Connector Plan

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APPENDIX “A” OKOTOKS COUNCIL COMMUNITY CONNECTOR PLAN

PURPOSE

Council is seeking to continue to strengthen the relationship and linkage between the elected members of Council and the owners of the Town.

Okotoks Town Council has defined owners as “residents of the Town and those who own and / or operate a business in Town”. Okotoks Town Council’s ownership linkage plan will be known as “Okotoks Council Community Connector”.

DEFINING OWNERSHIP LINKAGE

The primary purposes of Okotoks Council Community Connector Plan are:

- to ensure that owners’ wishes are taken into account in the overall development and prioritization of Ends (purpose statements);
- to discover owners’ sense of the “at what cost” element of Ends (purpose statements);
- to define how the Town will apply the owners’ input towards Ends in budget development;
- to educate owners about the concept of ownership and expand their knowledge and understanding of ownership issues;
- to report back to owners on the impact of their input and the Town’s performance.


IMPLEMENTING OWNERSHIP LINKAGE

Council can choose to link with its owners:

- in person through meetings / public presentations / forums / focus groups / open houses / coffee meeting events;
- through qualitative and /or quantitative methods such as written or online surveys / tools (i.e. Citizen Budget), etc.

2017 to 2021 Term

YEAR 1 (2019)	
Owner Group:	Residents
Topic:	General discussion
Method:	Group table set up at ORC
Questions:	General – ask us anything session
Timing:	Saturday, March 2, 2019, 9:00 to 11:30 a.m.
Notes:	Advertising in various media 2 weeks prior

	Council Community Connector Policy and Plan	
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	Number:	GP-D-2.3
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Revised Date(s):	Policy:	
	Plan:	

YEAR 2 (2020) – Cancelled due to COVID-19

YEAR 3 (2021)	
Owner Group:	Residents
Topic:	<ul style="list-style-type: none"> • Community Building • Regional Water Pipeline • Calgary Metropolitan Region Board Regional Growth Plan • Affordable Housing
Method:	Virtual Webinar
Questions:	Pre-submitted online and live questions were answered
Timing:	Monday, April 19, 2021, 6:00 to 8:00 p.m.
Notes:	Advertising in various media 2 weeks prior