

ENGAGE



ATTACH 2 - SOCIAL AND INDIGENOUS PROCUREMENT.DOCX

Engagement Summary

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Engagement Summary

1 Background

At its meeting on May 2, 2016, the Standing Policy Committee on Finance considered the recommendations of The Procurement Office with respect to improving the City's procurement framework.

At its meeting on December 18, 2017, when considering a report regarding inclusion of sustainability best practices in civic procurement processes, City Council resolved:

"That the Administration report back on the possibility of including waste diversion, among other sustainability best practices, for consideration in civic procurement processes, including assessing the waste management plans of individual bids."

When considering a report regarding revisions to the City's Procurement Policy at its January 29, 2018 meeting, City Council resolved:

"That the Administration consult with local stakeholders to identify areas where the City could use leading procurement processes to bolster social and environmental impact, and Aboriginal Inclusion, and report back on the results of that consultation."

After engagement with the appropriate parties, the Administration will report back to City Council in fall 2018 regarding inclusion of Aboriginal, Social and Sustainable procurement practices for the City. This engagement plan will address engagement activities with the Indigenous community on Indigenous and social procurement.

1.1 City Project Team

- Scott Eaton, Director of Material Management
- Gilles Dorval, Director of Aboriginal Relations
- Dazawray Landrie-Parker, Manager of Community Engagement
- Cindy Yelland, City Solicitor's Office
- Sue Martin, Communications Consultant

1.2 Spokespersons

- Scott Eaton, Director of Material Management
- Gilles Dorval, Director of Aboriginal Relations

2 Engagement Strategy

Development of a sound engagement plan requires consideration of several factors before the selection of the engagement components needed for implementation. The engagement overview will discuss the engagement plan in terms of decision-making process, goals, objectives, and components.

2.1 Preliminary Participant Identification

The engagement approach will include participants who need to be engaged in order to successfully address the engagement questions. For the purposes of this engagement approach, the Indigenous business community will be engaged. This includes Indigenous organizations, Indigenous economic development

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corporations, Indigenous-owned businesses, and businesses committed to Indigenous employment regardless of ownership.

2.2 Engagement Objectives

Our engagement objectives are to:

1. provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions;
2. work with citizens to ensure concerns and priorities are understood;
3. facilitate discussion to identify common ground for actions and solutions; and
4. provide the public with balanced and objective information to assist in problem solving, exploring alternatives, opportunities seeking and/or solution finding.

2.3 Engagement Goals

Our engagement goals are to:

1. inform participants on draft procurement process and timelines;
2. inform participants on expectations of the workshop, our commitment to them, and how we use the information;
3. inform participants on our next steps and timelines;
4. provide participants with a summary report;
5. understand barriers and success to current procurement practices both in doing business with the City or with other experiences;
6. work together to create solutions on ways the City might implement suggestions made at the workshop;
7. provide the project team with a summary of the engagement results for inclusion and consideration to recommendations on the future of procurement at the City; and
8. provide the summary report as an appendix to a City Council report on the future of procurement at the City.

3 Engagement Execution

Engagement components are initiatives undertaken as part of engagement execution and are usually designed around specific engagement techniques, tools and functions. Selection of the appropriate engagement components to use for each project, or stage of project, depends on who will be engaged, the purpose of engaging them, and the type of information or participation you hope to receive. It is also important to ensure that each of the selected components complement each other in function, schedule and purpose.

3.1 Indigenous Procurement Workshop

The workshop will consist of a maximum of 50 participants. Invitations will be sent out to all applicable stakeholders with limited capacity noted. If there is more interest than available seats, we will obtain contact information (wait list) and strategize based on the number of interested stakeholders. Options may include holding an additional workshop, administering a survey, or increasing the number of registrants.

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3.1.1 Proposed Workshop Agenda

Time	Topic	Staff
8:30 - 9:00 a.m.	Registration	Engagement
9:00 - 9:10 a.m.	Opening Prayer & Welcome	Elder Scott Eaton Gilles Dorval
9:10 - 9:45 a.m.	Presentation "Procurement at the City"	Scott Eaton
9:45 - 10:00 a.m.	Break	
10:00 - 11:00 a.m.	Breakout Sessions What are some barriers to procurement you have faced? What are some characteristics of successful procurement?	Engagement
11:00 - 11:15 a.m.	Break	
11:15 a.m. - 12:15 p.m.	Breakout Sessions Continued	Engagement
12:15 - 1:15 p.m.	Break	
1:15 - 2:00 p.m.	Presentation Reporting Back: Presentation of Successes and Barriers	Engagement
2:00 - 2:15 p.m.	Break	
2:15 - 3:00 p.m.	Breakout Sessions How do we incorporate what we have heard today into the way the City does procurement?	Engagement
3:00 - 3:15 p.m.	Break	
3:15 - 4:00 p.m.	Closing Key Highlights What to Expect: Next Steps & Timelines	Engagement Scott Eaton

4 Analysis and Reporting

During the workshop, the engagement team will utilize breaks to compile and summarize information from breakout groups into presentations to report back during the plenary. Post workshop, the engagement team will compile all the data and provide detailed notes and summarize what was heard for each topic. This report will also include a summary and justification of methodologies.

5 Engagement Targets and Measures of Success

Targets and measures for success will include:

- event attendance;
- event evaluation; and
- the inclusion and implementation of workshop outcomes into our Social/Economic Procurement Policy.

6 Evaluation Plan

Engagement should follow an iterative approach, being adaptable enough to change based on past event evaluation of what works well and what does not work so well. Therefore, evaluation as a critical part of project success. Engagement evaluation will include two streams:

1. **Internal Evaluation** – Project Managers and engagement staff will complete a standard evaluation form at the conclusion of each engagement activity designed to measure project success, identify lessons learned for future activities.
2. **External Evaluation** – Participants will be asked to complete a standard evaluation form for in-person engagement activities. It will ask how we can make future engagement better, measure communications effectiveness and provide a qualitative measurement of project success.