



# City of Prince Albert

## RPT 2026-73

**TITLE:** City of Prince Albert Collaborative Groups Policy

**DATE:** April 10, 2026

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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### **RECOMMENDATION:**

That the following be forwarded to City Council for consideration at an upcoming meeting:

That the draft City of Prince Albert Collaborative Groups Policy, as attached to RPT 2026-73 be approved.

### **EXECUTIVE SUMMARY:**

This report presents the draft Collaborative Groups Policy for the City of Prince Albert. The policy establishes a consistent framework for the creation, approval, and oversight of all collaborative groups, which may include internal committees, working groups, user groups, advisory tables, forums, etc. The new policy will help enhance accountability, ensure inter-departmental coordination, and all groups must align with the City's Strategic Plan, which will require review and approval through the City Manager's Office before establishment.

### **BACKGROUND:**

A report was considered at the January 12, 2026 Executive Committee meeting and January 26, 2026 City Council meeting regarding the Council Committees Structure Review. At that time, a motion was approved that Administration develop a Working/User Groups Policy for consideration at an upcoming meeting.

Administration has since developed a policy that expands beyond working and user groups to include all forms of collaborative groups established by Administration or Council.

### **PROPOSED APPROACH AND RATIONALE:**

The Collaborative Groups Policy provides guidelines and a formalized process for establishing and managing collaborative groups.

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The policy:

- Defines what constitutes a collaborative group, including internal and external participation;
- Establishes criteria to determine when a group is appropriate;
- Requires approval through the City Manager's Office to ensure alignment with organizational priorities and the approved Strategic Plan;
- Clarifies roles and responsibilities for group sponsors, leads, and participants;
- Supports improved tracking and reporting of active groups across the organization.

This approach ensures greater consistency, reduces duplication of efforts, and strengthens governance and accountability related to group formation and operation.

At a high level, the process to develop a group would include:

Identification of Need - Administration or Council identifies a need for a collaborative group to address a specific issue, initiative, or area of focus.

Application - The application is filled out outlining the purpose, scope, desired outcomes, and anticipated membership, including any internal staff and external stakeholders.

Review and Approval - The proposal is submitted to the City Manager's Office for review to ensure alignment with corporate priorities, avoid duplication, and confirm appropriate structure and resourcing.

Establishment and Documentation - Upon approval, the group is formally established and defined terms of reference, including roles, responsibilities, timelines (if applicable), and reporting expectations must be filled out and provided to the City Manager's Office for approval. A copy of the Terms of Reference will be housed in the City Clerk's Office for corporate records and communication to City Council, if required.

Member Identification - Members are selected based on expertise, interest, and relevance to the group's mandate. Where appropriate, the city may solicit expressions of interest from the public and maintain a database of individuals for future opportunities.

Ongoing Oversight and Reporting - The group operates in accordance with its Terms of Reference, with oversight from the responsible department and reporting mechanisms to the City Manager's Office and/or Council as required.

This structured yet flexible approach allows the city to support a wide range of group types while maintaining appropriate governance, accountability, and coordination across the organization.

## **CONSULTATIONS:**

The draft policy and process was reviewed with the Acting City Manager and subsequently with the Mayor.

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**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Following Council approval, the policy will be communicated internally to all departments and relevant staff, as well as externally to support awareness and participation opportunities.

**Key Messages:**

- A standardized process is now in place for establishing collaborative groups
- All groups must be approved through the City Manager's Office
- The policy improves coordination, transparency, and accountability
- Opportunities will be created for public participation in collaborative groups

**Public Engagement Initiative:**

Administration will develop and promote an outreach initiative inviting members of the public to submit expressions of interest for participation in future collaborative groups.

Applicants will be asked to identify their areas of interest, experience, and expertise. Submissions will be maintained in a centralized database to support future group formation. When new collaborative groups are established, the Administration Lead may draw from this database to identify and invite individuals whose interests and expertise align with the group's purpose.

**Implementation Timing:**

- Immediate internal communication upon Council approval
- Public outreach initiative launched within 2 to 4 weeks of approval

**BUDGET/FINANCIAL IMPLICATIONS:**

There are no direct financial implications associated with this policy. Implementation will be managed within existing administrative resources.

**OTHER CONSIDERATIONS/IMPLICATIONS:****Policy:**

This policy strengthens corporate governance by standardizing the approach to collaborative group formation and oversight.

**Operational:**

The policy may require existing groups to be reviewed and aligned with the new framework, which may have minor administrative impacts.

**Privacy:**

All personal information collected through this process will be managed in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP). Information will be used solely for the purpose of facilitating participation in city collaborative groups and will be securely stored and accessed only by authorized personnel.

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**OPTIONS TO RECOMMENDATION:**

Option 1: Request revisions to the policy

Council may request additional changes or clarification; however, this may delay implementation and continued inconsistencies in group governance.

Option 2: Do not approve the policy **(Not Recommended)**

This would maintain the current state, where collaborative groups may be formed without consistent oversight, potentially leading to duplication, inefficiencies, and lack of accountability.

**STRATEGIC PLAN:**

Promoting a Progressive Community

Review and approve the City's engagement approach and structure by conducting and implementing the recommendations of a full review of the effectiveness, structure, and mandate of the City's public engagement processes, including groups, committees, and boards.

**OFFICIAL COMMUNITY PLAN:**

The Decision-Making Section of the Official Community Plan – Section 5 Sustainability, outlines the goal to embrace a collaborative planning process that involves all stakeholders.

**PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

**PRESENTATION:**

Verbal by Savannah Price, Acting City Clerk

**ATTACHMENTS:**

1. Draft Collaborative Groups Policy

**Written by:** Savannah Price, Acting City Clerk

**Approved by:** Acting City Manager