Corporation of the City of
NEW WESTMINSTER

Public Engagement Task Force

Terms of Reference

Mandate:

The role of the Public Engagement Task Force is to identify options and make recommendations to City Council to enhance community public engagement and encourage greater civic participation by residents and businesses.

Scope of Work

The scope of the Task Force's work may include, but is not limited to:

- Examining and evaluating the current public engagement practices and platforms of the City from the perspective of breadth and depth of local resident and business involvement and sense of genuine involvement in overall processes.
- Identifying and evaluating best public engagement practices and platforms from other jurisdictions, both governmental and non-governmental.
- Assessing local residents' and businesses' needs, preferences and priorities related to engagement with the City.
- Provide interim status reports to City Council throughout the term of the Task Force.
- Identifying, for City Council's consideration, a series of options and recommended approaches to enhance local residents' and businesses' sense of connection and involvement with the City though its public engagement approaches.

Task Force Members:

The following individuals will form the Task Force:

Voting Members

- The Mayor as the Chair and two members of City Council
- Up to six Community Representatives

Non-voting Members

- Two Staff liaison representatives as appointed by the Mayor and CAO

At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.

Additional individuals with expertise in the areas of communications, public engagement, social media, etc. may be invited to participate as non-voting guests of the Task Force as required to help achieve the objectives of the Task Force.

Staff Support

It is anticipated that an interdepartmental staff working group will support the activities of the Task Force in areas such as research, data analysis, and report preparation. The Task Force staff member liaison representatives will direct the efforts of the staff working group.

Consulting services will be made available if required subject to prior funding approval.

Other City staff resources may also be included as required subject to approval of the CAO.

Term:

The term for all voting members appointed by City Council will end on January 31, 2017 or at the conclusion of the work of the Task Force, whichever is earlier. This period may be extended upon mutual agreement between the Task Force members and City Council.

A final report from the Task Force will be completed prior to the end of the term.

Meeting Schedule:

The Task Force will generally meet once a month. Additional meetings may be scheduled at the call of the Chair.

Budget:

Pending development of a detailed work plan by the Task Force, staff will identify any resources required to support the work plan and report back to Mayor and Council with an anticipated budget.

Adopted: January 12, 2015
Amended: February 16, 2015