

Terms of Reference: Public Engagement

Council Term:	2017-2021 Council Term
City Council Sponsor(s):	Councillor A. Knack Councillor B. Henderson
Supporting Department:	Communications and Engagement
Administration Lead:	Carolyn Campbell / Rob Klatchuk
Initiative Status:	Existing

Mandate

In Spring 2017, the Council Initiative on Public Engagement and its guiding body, the Advisory Committee, completed their original mandate through the development and approval of a new Public Engagement Policy, Administrative Procedure, and Framework. The implementation work has transitioned to the Communications and Engagement Department.

However, to provide enhanced transparency and accountability regarding the change to public engagement culture and practice, the Initiative's Council Sponsors have identified the need to continue the active collaboration between administration and the public by creating a Guiding Coalition for Public Engagement.

The Coalition's role will be to monitor the City's progress on delivering its public engagement Action Plan and ensure community perspectives remain forefront throughout the implementation. The Coalition will work collaboratively to provide advice and recommendations about the City's delivery of public engagement processes and activities through regular reviews and performance measures.

Desired Outcomes

- Outcome #1: A Guiding Coalition for Public Engagement that continues the active collaboration between administration and the public achieved through the Initiative so far by enhancing transparency and accountability regarding the change to public engagement culture and practice.
 - Monitor the City's progress on delivering on its public engagement Action Plan through reports and performance measures.
 - Provide advice and recommendations and acting as a resource for City Administration as it plans and delivers public engagement processes and activities.

- Outcome #2: Council champions for public engagement for the City, who provide the perspective of City Council to the Coalition and liaison with City Council regarding the Coalition's work.
 - Ensure community perspectives remain forefront throughout the implementation of the Public Engagement Policy.

Existing Related Corporate Programs

- Operations of the Public Engagement section, Engagement branch, Communications and Engagement department

Timelines

- This Council Initiative will report to the Executive Committee twice a year, with the exception of the final year in which the second report will be made to City Council.

Key Stakeholders

- Members of former Advisory Committee and Working Groups
- Participants in the original Council Initiative
- Civil society groups
- General public
- Other jurisdictions and public engagement academics and practitioners

Financial Implications

- Existing budget within the Communications and Engagement Department will continue to fund this work.

Any estimated additional financial and human resources for future work will be identified in the work plan that will be presented to Council on June 12, 2018.