



PUBLIC ENGAGEMENT SELECT COMMITTEE

TERMS OF REFERENCE

Preamble

When Council developed their Strategic Plan in 2019, they established a vision based on six strategic priorities, being (1) community engagement, (2) housing choices, (3) service delivery, (4) protecting the environment, (5) the economy, and (6) our community. To support achieving its engagement objective of "*ensuring open and transparent communications with the public,*" Council authorized the establishment of a select committee.

The Select Committee will provide direction to staff in the development of an *Engagement Policy and Framework* that will include: Council's vision and policy for public engagement; an action plan with clear milestones to support the realization of the vision and policy; and performance measures to track progress towards continuous improvement.

1 Mandate/Purpose

The Public Engagement Committee ("the Committee") acts as a steering committee for staff to assist in the development of the Engagement Policy and Framework.

2 Establishment and Authority

- (a) The Committee will consist of the Mayor and two Councillors;
- (b) The Mayor will chair the Committee; and,
- (c) The Committee will make a recommendation to Council on the Engagement Policy and Framework.

3 Meeting Procedures

- (a) The Committee shall meet at the direction of the Chair on an as needed basis and shall be open to all members of the public unless closed in accordance with section 90 of the *Community Charter*.
- (b) The agenda for meetings will be finalized by staff and in consultation with the Chair.
- (c) A quorum is a majority of all Committee members and is required to conduct committee business.

4 Resources and Support

- (a) The Manager of Communications and Public Engagement will provide direction to the consultant, and serve as the principal point of contact for the Select Committee.
- (b) Legislative Services will coordinate meetings and prepare and distribute the minutes and agenda.
- (c) Support services for the meetings will be provided by the Office of the CAO.

Adopted by Council: {Insert Date}