

NO: R112

COUNCIL DATE: June 24, 2019

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **June 19, 2019**

FROM: **General Manager, Corporate Services**

FILE: **0540-20**

SUBJECT: **Public Engagement Task Force - Terms of Reference Update**

RECOMMENDATION

The Corporate Services Department recommends that Council:

1. Receive this report for information; and
2. Approve the proposed amendments to the Public Engagement Task Force Terms of Reference.

INTENT

The intent of this report is to update the Public Engagement Task Force (“PETF”) Terms of Reference (“TOR”) to ensure the committee remains current with respect to its membership criteria and quorum for meetings. The proposed amended TOR is attached as Appendix “I”.

BACKGROUND

PETF is a Task Force appointed by the Mayor and is required to have its TOR approved by Council. The purpose of the TOR is to set out the committee’s mandate, role and membership.

DISCUSSION

On December 3, 2018 Council endorsed Corporate Report No. R238; 2018 which directed staff to develop a TOR and workplan for the PETF. The TOR was considered at the first meeting of the Task Force and amendments were recommended at that time. The proposed changes include formatting, removing workplan information, changing the membership criteria and identifying a meeting quorum.

Terms of Reference Formatting

The TOR was reformatted to adhere to the City’s standard TOR template. This was done for consistency and clarity for TOR documents across the City. In addition, information related to workplan items have been removed from the TOR and have been included in a separate workplan document.

Task Force Membership

Staff recommend that the membership criteria be amended to remove external members as regular members to the Task Force as it was identified that representatives from community organizations can be invited to participate as required. Further, it is recommended that staff be removed from the Membership category and instead be included under Staff Assistance category.

Meeting Quorum

Staff recommend that a quorum for meetings of the Task Force be identified. A quorum of two members is suggested.

Proposed Revisions to the Terms of Reference

The proposed TOR is attached as Appendix "I" which, if approved, replaces the existing TOR which is attached as Appendix "II".

SUSTAINABILITY CONSIDERATIONS

The recommendations of this report support the objectives of the City's Sustainability Charter 2.0. In particular, the recommendations support the Sustainability Charter 2.0 theme of Inclusion. Specifically, the amended Terms of Reference supports the following Desired Outcomes ("DO"):

- Community Pride and Engagement DO23: Numerous active local clubs, groups and agencies contribute to the community's well-being.

CONCLUSION

It is recommended that Council approve the proposed amended Public Engagement Task Force Terms of Reference which includes changes to the formatting, removal of the workplan information, changing the membership criteria and identifying a quorum for Task Force meetings.

Rob Costanzo
General Manager, Corporate Services

Appendix "I": Proposed PETF Terms of Reference
Appendix "II": Current PETF TOR

CITY OF SURREY**PUBLIC ENGAGEMENT TASK FORCE****TERMS OF REFERENCE****1. MANDATE**

The mandate of the Public Engagement Task Force will be to review best practices in project and process-based community engagement with a focus on moving beyond traditional public consultation to more innovative and unique solutions. The Task Force will review existing practices in Surrey, receive input from engagement specialists and participants and explore options for future public engagement customized for Surrey.

2. FUNCTIONS

The Public Engagement Task Force is established to:

- (a) Develop a work plan, project scope and a timeline to guide Task Force work;
- (b) Provide direction and guidance to the Working Group;
- (c) Identify and approach subject matter experts whose work and/or testimony would be beneficial to the work of the Task Force;
- (d) Consider options and recommendations; and
- (e) Advance reports and recommendations for Council consideration.

3. PROJECT SCOPE

The Task Force will focus on City-initiated project and process-based public engagement, where public input is required to support decision making. At the onset of the project the Task Force will develop and confirm a work plan and schedule. It is anticipated that their work will include the following components:

- (a) Establish Context
 - Review demographics to identify community composition and establish context.
 - Identify and review existing Surrey plans, strategies, reports and policies that provide context and direction on public engagement in Surrey.
 - Review current public engagement practices and process within Surrey to establish a baseline.
 - Review trends and best practices in public engagement, regional and global, to explore opportunities and challenges.

- (b) Explore Options
 - Connect with, discuss, coordinate presentations (as needed) with Subject Matter Experts (SME).
 - Monitor current outreach initiatives and/or partner with existing projects to test different outreach approaches within the City.
 - Work with residents and community stakeholder groups (associations, BIAs etc.) to identify challenges and opportunities with current engagement practices and processes.

- (c) Determine Direction
 - Assess gaps and growth areas for engagement practices in Surrey.
 - Connect with, discuss, coordinate presentations (as needed) with SME.
 - Refine options and determine a preferred and pragmatic approach(es) for advancing public engagement in Surrey.

- (d) Report Back & Implementation
 - Develop recommendations for Council consideration.
 - Implement resolutions of Council with potential actions that support public engagement in Surrey.

4. MEMBERSHIP

- (a) The Public Engagement Task Force is a Task Force appointed by the Mayor for a period of one-year, commencing January 1, 2019.

- (b) Two (2) Council members appointed by the Mayor, one as Chair and one as Vice-Chair.

5. STAFF ASSISTANCE

Staff assistance will be provided to the Task Force, as necessary, by the following departments:

- Engineering;
- Planning and Development;
- Parks, Recreation and Culture;
- Corporate Services;
- Surrey Libraries; and
- Other staff as required.

6. MEETINGS

- (a) Meetings will be held based on an agreed upon schedule, and/or at the call of the Chair.
- (b) A quorum for a meeting of the Committee shall be two (2) members of the Committee.
- (c) Task Force meetings will be conducted in public unless the meeting may or must be closed to the public, pursuant to *Community Charter* requirements.
- (d) Minutes of the meetings of the Task Force shall be recorded by the Legislative Services Department. Minutes of meetings shall be forwarded by the City Clerk to Council through the Regular Council meeting agenda for Council's consideration and, where recommendations are included in the minutes, such recommendations shall be highlighted for Council's consideration.

Approved by Council: _____, 2019 (RES.19-____)

Terms of Reference

Public Engagement Task Force

On December 3, 2018, Surrey City Council endorsed Corporate Report R238 which directed staff to develop a Terms of Reference (ToR) and workplan for a Public Engagement Task Force. This document outlines the scope and structure of the Task Force and serves as the basis for confirming a common understanding and approach among stakeholders.

February 2019



Purpose

The purpose of the Public Engagement Task Force will be to review best practices in project and process-based community engagement with a focus on moving beyond traditional public consultation to more innovative and unique solutions. The Task Force will review existing practices in Surrey, receive input from engagement specialists and participants and explore options for future public engagement customized for Surrey.

Background & Context

Public engagement is based on the belief that people should have, and want, a say in the decisions that affect their lives. Today's residents expect more opportunities for involvement and influence in consultation processes.

Refining and enhancing how the City engages with the public will add meaning to people's participation. Innovative and intelligent solutions will support genuine two-way dialogue between citizens and government. And outreach will support and educate participants on the opportunities and methods available.

Surrey's Public Consultation Principles

The City undertakes public engagement for a variety of strategic projects and processes. This engagement adheres to a set of core consultation principles established through prior work.

In 2010 the City, together with 38 community associations and members of the public, undertook a process to create a foundation for engagement. Seven public meetings were hosted across the City. The result was the development of consultation principles formally endorsed by Council on October 13, 2011. These principles put into words how residents want to see engagement undertaken. In this context they form a helpful reference point and foundation for the work of the Task Force. The principles (and guiding statements) are as follows:

Statement A: The City of Surrey is committed to public engagement that is open, relevant, proactive, equitable, partnership-based, ethical, responsive, accessible, available, and balanced through education and communications, and guided by the following principles:

1. Two-Way Communication
2. Respectful Partnership
3. Inclusive Public Process
4. Balance
5. Responsive Dispute Resolution

Statement B: The City of Surrey supports the open flow of timely information amongst government, the Community Groups and the community-at-large based on the following principles:

1. Early Involvement
2. Transparency
3. Accountability
4. Knowledge and Education
5. Information Updates

Project Scope

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Establish Context

- Review demographics to identify community composition and establish context.
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Explore Options

- Connect with, discuss, coordinate presentations (as needed) with Subject Matter Experts (SME).
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- Work with residents and community stakeholder groups (associations, BIAs etc.) to identify challenges and opportunities with current engagement practices and processes.

Determine Direction

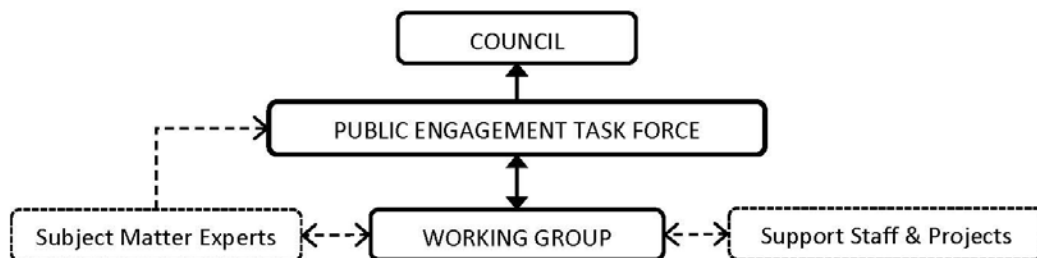
- Assess gaps and growth areas for engagement practices in Surrey.
- Connect with, discuss, coordinate presentations (as needed) with SME.
- Refine options and determine a preferred and pragmatic approach(es) for advancing public engagement in Surrey.

Report Back & Implementation

- Develop recommendations for Council consideration.
- Implement potential actions and recommendations.

Membership / Responsibilities

The Taskforce will be composed of two councillors (including a chair), senior City staff and staff from key external agencies. The Task Force will be supported and resourced by an internal staff working group.



Public Engagement Taskforce – Terms of Reference

TASK FORCE
<p>Membership</p> <ul style="list-style-type: none">• Cllr Guerra (<i>Chair</i>)• Cllr #2• General Manager, Planning & Development Department• General Manager, Parks Recreation & Culture Department• Manager, Community Planning Division• Manager, Transportation Division• Director Strategic Initiatives and Corporate Reporting• Director Marketing & Communications, Surrey Libraries <p>• Potential External Members (to be determined by the Task Force):</p> <ul style="list-style-type: none">• Simon Fraser University;• Fraser Health;• School District; and• Others as appropriate. <p><i>Observing Members (from the Working Group)</i></p> <ul style="list-style-type: none">• Community Planner (<i>Working Group coordinator</i>)• Community Planning Manager <p>Administrative support provided by Legislative Services</p>
<p>Key Responsibilities</p> <ul style="list-style-type: none">• Develop project scope/mandate. Responsible for overall decision-making.• Provide direction and guidance to the Working Group.• Consider options and recommendations.• Advance reports and recommendations for Council consideration.
WORKING GROUP
<p>Membership</p> <ul style="list-style-type: none">• Community Planner (<i>Coordinator</i>)• Community Planning Manager• Transportation Planning Manager• Parks Planning & Design Manager• Community Enhancement Manager• Manager, Sustainability• Stakeholder Engagement Manager (Public Safety)• Manager, Marketing and Communications• Area Planning Manager• Manager of Learning, Programs and Partnerships, Surrey Libraries

Key Responsibilities

- Support the Task Force scope of work.
- Coordinate with staff.
- Act as departmental liaisons for related Task Force work program(s).
- Coordinate any required outside expertise to support the Task Force mandate.
- Consider and develop draft options and recommendations for Task Force consideration.
- Assist with developing content for reports for the Task Force and Council.

Project Schedule

The Task Force will operate for one year, beginning in Spring 2019 and concluding in Spring 2020. While the Task Force will confirm its own scheduling, it is expected to incorporate the following tentative schedule:

Phase 0:	Develop Project Scope	Jan, 2019 – Mar, 2019
Phase 1:	Establish Context	Apr, 2019 – Jun, 2019
Phase 2:	Explore Options	Jul, 2019 – Sep, 2019
Phase 3:	Determine Direction	Oct, 2019 – Jan, 2020
Phase 4:	Report Back & Implementation	Feb, 2019 – Apr, 2020

It is proposed that the Task Force will convene monthly. Additional meeting details will be determined at the initial Task Force meeting.

Communications & Reporting

It is expected that communication and reporting protocols will be discussed and confirmed at the initial Task Force meeting. These, as well as any other changes to this Terms of Reference, will be reflected in a final version of the Terms of Reference following the kick-off meeting.