

**Report from:** Legal and Clerks Services, Office of the City Clerk

**Report Date:** January 2, 2020      **Meeting Date:** January 22, 2020

**Report Number:** LCS-B001-2020      **File:** 10.57.33

**Subject:** Budget Engagement Task Force Terms of Reference

## Recommendation

That the Terms of Reference for the Budget Engagement Task Force, as attached in Appendix 1, be approved; and

That Councillor \_\_\_\_\_ be appointed to the Budget Engagement Task Force.

## Summary

This report provides a terms of reference for a task force to make recommendations on engaging and communicating with the public during the budget process.

## Background

At its meeting of September 16, 2019, the Budget Standing Committee approved a motion made by Councillor Porter to approve a task force specific to public engagement.

Further, at its meeting of December 16, 2019, City Council approved the following amendment as part of the 2020 Operating Budget deliberations:

That staff be directed to review public engagement and consultation strategies of other municipalities (including City of Ottawa);

That staff also be directed to consult with the public, ensuring we are using the best and most meaningful citizen engagement methods; and

That the money previously used for the Telephone Town Hall be earmarked for public engagement and that staff report back in Q2.

## **Report**

This report presents a terms of reference for a Budget Engagement Task Force, attached as Appendix 1. The role of the task force will be to review options for engaging and communicating with the public through the budget process, and to make a recommendation on how to utilize the funds approved in the 2020 Operating Budget for public engagement.

## **Financial Implications**

The financial implications of approving this report's recommendation are the staff resources required to support the Task Force and its work. The 2020 Operating Budget includes \$9,050 for public engagement which was originally proposed for the Telephone Town Hall.

### **Prepared and Submitted by:**

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### **Approved by**

Heather Salter  
Director of Legal and Clerks Services / City Solicitor

## **Appendices**

1. Appendix 1 – Budget Engagement Task Force Terms of Reference

## Terms of Reference

### Statement of Purpose

The Budget Engagement Task Force will make recommendations to the Budget Standing Committee regarding public engagement for the City's budget process for 2021. The task force will be responsible for:

- Reviewing options for engaging and communicating with the public; and
- Making recommendations for the allocation of funds approved in the 2020 Operating Budget for public engagement

The Task Force will be required to report to the Budget Standing Committee at its meeting of March 11, 2020.

### Composition

The Task Force shall be comprised of up to three members as follows:

- The Chair, Vice-Chair, and one Member of the Budget Standing Committee (3)

Staff liaisons will include the Manager of Corporate Communications (or designate) and the Director of Financial Management Services (or designate).

### Term of Appointments

The Task Force will be disbanded following consideration of the associated report by the Budget Standing Committee.

### Reporting Structure

The Task Force reports to the Budget Standing Committee. Administrative support to the Task Force shall be provided by the Office of the City Clerk, which shall assign a Secretary to the Committee. Additional staff resources will be provided, as required from time to time.

### Schedule of Meetings

The Task Force will meet, as required, at the discretion of the Chair.

### Other

The Task Force shall conduct its meetings in accordance with and otherwise comply with the City of St. Catharines Procedural By-law No. 2015-170 (as amended).