

	<h1>POLICY</h1>	<u>Policy No:</u> GOV-BOA-077
<u>Policy Title:</u> COMPASS KITCHENER - TERMS OF REFERENCE <u>Policy Type:</u> COUNCIL <u>Category:</u> Governance <u>Sub-Category:</u> Board & Committee <u>Author:</u> Author Unknown <u>Dept/Div:</u> Chief Administrator's Office / Administration	<u>Approval Date:</u> March 31, 2003	<u>Reviewed Date:</u> July 2016 <u>Next Review Date:</u> July 2021 <u>Reviewed Date:</u>
<u>Related Policies, Procedures and/or Guidelines:</u> To be included at next review.	<u>Last Amended:</u> August 27, 2018	<u>Replaces:</u>
	<u>Repealed:</u>	<u>Replaced by:</u>

1. POLICY PURPOSE:

Compass Kitchener provides advice to Council on Guiding Principles, Values, and Strategic Priorities on a regular basis, with the community's input and participation. This Committee creates and leads public engagement processes with staff to determine community concerns. It identifies community priorities for action, and to monitors progress toward achieving the community vision and in implementing the Strategic Plan. The community priorities comprise an integral component of the City of Kitchener Strategic Plan.

2. DEFINITIONS:

To be included at next review.

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3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

To be included at next review.

4. POLICY CONTENT:

4.1 Goals

- (a) To identify critical strategic issues and goals in, and with, the community.
- (b) To evaluate and recommend strategic priorities.
- (c) To monitor and evaluate progress against achievement of strategic priorities.
- (d) To report on progress made toward achieving strategic priorities to Council and the community.

4.2 Objectives

- (a) To create and lead public engagement processes in collaboration with staff.
- (b) To determine evaluation criteria for use in measuring Council implementation of strategic priorities.
- (c) To establish a reporting tool(s) to monitor progress on implementing changes in collaboration with staff.
- (e) To bring Advisory Committees of Council together on a regular basis to share information and identify opportunities for collaboration.

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4.3 **Committee Composition, Reporting and Decision Making**

- (a) The Compass Kitchener Committee will be composed of no less than 8 and no more than 12 community members, supported by City of Kitchener staff. It is desired that the Committee have diverse representation reflective of the current community context and the City's demographic make-up as follows:
 - (i) All Council (Ex Officio), and
 - (ii) 8-12 community members representing the diversity of the City of Kitchener
- (b) Normally, appointments will be made through Council's annual appointment meeting in November of each year.
- (c) Members will serve for a period of 2 years, up to a maximum of 8 years.
- (d) The Committee shall annually choose a Chair and Vice-Chair.
- (e) Meetings will be held monthly or at the call of the Chair.
- (f) The Committee shall report directly to Council.
- (g) The Committee strives to make decisions through consensus. If consensus cannot be reached, the decision will be made by vote and a simple majority is required.

4.4 **Responsibilities**

In addition to attending regular meetings Compass Kitchener members have an active role outside of meetings preparing material, working with staff and participating in community engagement activities in fulfilling Committee responsibilities for:

- (a) Designing and implementing public engagement processes in collaboration with staff to validate the community's vision and major strategic priorities and recommending critical community priorities before each municipal election.
- (b) Reporting to Council on critical community priorities to assist in the establishment of, and updating of, Council's four year Strategic Plan and annual Business Plans.

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- (c) Developing evaluation criteria in collaboration with staff reflective of the community's priorities and monitoring the City's performance against goals included in the Strategic Plan for the City of Kitchener.
- (d) Reporting on performance to Council and the Community on an annual (Report Card) basis.
- (e) Ensuring communication and collaboration among Advisory Committees of Council by convening two yearly meetings, one for Chairs and Vice Chairs and the second for all Committees' full membership.
- (f) Developing a yearly workplan and submitting it to Council for feedback.

5. HISTORY OF POLICY CHANGES

Administrative Updates

- 2016-06 - Policy I-77 template re-formatted to new numbering system and given number GOV-BOA-077.
- 2018-04-03 - Department name change due to corporate re-organization.

Formal Amendments

- 2006-12-04 - As per Council directive
- 2009-08-24 - As per Council directive
- 2018-08-27 - As per Council directive