

**District of North Vancouver  
Placemaking Task Force  
Terms of Reference**

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The Placemaking Task Force (Task Force) is a select committee of the District of North Vancouver Council to provide advice and recommendation on a vision, delivery model and resourcing for the activation and programming of public spaces in the District's town and village centres.

**Task Force Responsibilities**

Within the scope of Council priorities, the responsibilities of the Task Force include:

- Define the objectives and vision for placemaking in the District context
- Review the current model for planning and delivery of events/activations in District-owned public spaces, including annual planning process and key elements of the delivery plan, roles and responsibilities, resources and budgets, and community feedback received in recent years.
- Identify gaps between current events/activation services and known community expectations.
- At a high level, identify events/activations service needs that can be implemented immediately or implemented through the medium term over the next 3 to 5 years.
- Identify gaps between the current events/activations delivery model and anticipated service needs over the next 3 to 5 years.
- Review case studies, best practices and alternative public space events/activations delivery models.
- Provide recommendations for an events/activations delivery model and associated resourcing plan to address known community expectations and anticipated service needs over the next 3 to 5 years.

Within scope are District-owned plazas, parks, streets and related public gathering spaces. Outside of scope are District owned facilities and assets that are operated, managed and programmed exclusively by North Vancouver Recreation and Culture (NVRC).

The Task Force will provide its findings and recommendations in a report to District Council, in accordance with the *Council Procedure Bylaw*.

**Task Force Membership and Meetings**

Task Force membership will be comprised of a maximum of seven members, as follows:

- Two appointees from the Advisory Oversight Committee (AOC)
- The District Chief Administrative Officer or their Senior Management Team appointee
- One appointee representing NVRC
- One appointee representing District staff from Communications, Economic Development and Corporate Services.

Expertise from other staff within the District and NVRC will be enlisted as needed. A support staff will be assigned to assist with Task Force administration.

The Task Force meets at the call of the Chair. A quorum of 50% plus one of the Task Force members is required to conduct Task Force business. The Task Force will conduct meetings in accordance with the District's *Council Procedure Bylaw*.

The AOC Council appointees will act as Chair and Vice Chair on the Task Force.

### **Task Force Management**

A work plan will be created at the commencement of the Task Force with input from staff. Meeting agendas will be prepared by support staff in consultation with the co-chairs.

Task Force members are required to conduct themselves in accordance with the District's *Code of Ethics* and all associated Council and corporate policies, which includes any real or perceived conflict of interest issues.

### **Task Force Term**

The Task Force term will expire upon delivery of the Task Force recommendations report to District Council as soon as reasonably practical within six months from the date of adoption of the Terms of Reference, whichever date comes first. The Task Force will automatically dissolve at the expiration of its term.