

SOCIAL PLANNING ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Purpose

The purpose of the Social Planning Advisory Committee is to provide advice to Council and to undertake initiatives to enhance the social well-being of the present and future residents of Surrey.

2. Responsibilities

- (a) To advise and make recommendations to Council on policies, priorities, new initiatives and direction to maintain and improve the social well-being of Surrey residents.
- (b) To hear and respond to delegations by community groups, social service agencies and others and make recommendations to Council.
- (c) To advise and make recommendations to Council on the implementation of the Plan for the Social Well-Being of Surrey Residents.
- (d) To liaise, on behalf of Council, with public and private agencies including senior governments, to encourage the provision of programs and services for Surrey residents.
- (e) To consider other social planning issues as may be referred by Council.

3. Membership

- (a) One member of City Council shall be appointed annually by the Mayor to serve as Chair of the Committee.
- (b) Members of the Committee shall be appointed by Council, and shall consist of at least one member of Council, and eight community members. The latter shall include representatives of community groups or social agencies.
- (c) Members of the Committee shall be appointed for a term of two (2) years, to a maximum of three consecutive terms.

- (d) The Committee shall select a vice-Chair from among its members on an annual basis.
- (e) Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third (1/3) or more of all meetings over any six (6) month period without leave of absence from the Committee, or without reason satisfactory to the Committee, shall forthwith cease to be a member of the Committee.
- (f) Council shall appoint one alternate member to the Committee on an annual basis.

4. Meetings

- (a) Meetings shall be held at the call of the Chair.
- (b) A quorum for the meeting shall be one half of the Council appointed members plus one member.
- (c) Minutes of meetings of the Committee shall be recorded by the Legislative Services Department and be forwarded by the City Clerk to a Regular Council meeting as information and, where recommendations are included in the minutes, for approval by City Council.
- (d) Staff assistance will be provided to the Committee, as necessary, by: Social Planning Section of the Planning and Development Department and staff of other Departments as necessary.

Approved by Council: October 15, 2007 (RES.R07-2751)