

SOCIAL POLICY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. **Mandate**

- (a) The purpose of the Social Policy Advisory Committee is to advise Council and to undertake initiatives to enhance the social well-being of the present and future residents of Surrey.

2. **Role**

The Social Policy Advisory Committee will:

- (a) 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) Hear and respond to delegations by community groups, social service agencies and others and make recommendations to Council;
- (c) Advise and make recommendations to Council on the implementation of the Plan for the Social Well-Being of Surrey Residents and related plans and strategies;
- (d) Liaise, on behalf of Council, with public and private agencies including senior governments, to encourage the provision of programs and services for Surrey residents; and
- (e) Consider other social planning issues as may be referred by Council.

3. **Membership**

- (a) The Committee will consist of fifteen (15) voting members, as follows:
 - Ten (10) volunteer members who are either: City of Surrey residents with experience and expertise with social policy matters; or members of agencies, organizations or interest groups that focus on social policy matters.
 - One (1) volunteer member who is an Indigenous young person (under 30 years of age).
 - Two (2) representatives from academic institutions who possess experience in social policy matters.
 - Two (2) members of City Council, appointed annually by the Mayor. One of these members must be appointed to serve as the Chair of the Committee. The other member may be appointed to serve as the Vice Chairperson of the committee.

- (b) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- (c) Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- (d) The Vice Chairperson will be either:
 - An appointed member of Council; or
 - A committee member selected from the Committee membership at the first meeting of each term.

The Vice Chairperson will preside at any meeting where the chair is absent.

4. **General Terms and Code of Conduct**

- (a) **Decorum and Debate:** Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.
- (b) **Authority and Reporting:** The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Mayor and Council.
- (c) **Media / Social Media:** Members of the Committee are not permitted to speak to the media as representatives of the Committee. Committee members must strive to convey the public interest and remember that they represent the City of Surrey; this means that they must be consistent with the City's position on specific issues.

It is the policy of the City of Surrey to encourage clear and effective communication with all Committee members, stakeholders and members of the public. Any use of social media must, as with all other forms of communication meet tests of credibility, privacy, authority and accountability.

- (d) **Professionalism:** Committee members who engage in activities regarding the City of Surrey or Committee initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the City of Surrey.
- (e) **Confidentiality:** All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part as their general orientation. All returning Committee members have previously signed a copy of the agreement and are expected to honour and uphold the provisions as outlined within the Agreement.
- (f) **Surrey Residency Requirement:** all Committee volunteers must reside in the City of Surrey. In the event that a Committee member's primary place of residence

changes to another municipality during the term of an appointment, the member must notify the Chair and Administrative Assistant regarding change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

- (g) Conflict of Interest: City policy regarding conflict of interest applies to all Committee members.

A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of committee deliberations. Committee Members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict and leave the room prior to any discussions and must refrain from voting thereon.

Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following the completion of their term(s).

5. Meetings

- (a) Meetings will be held at the call of the Chair.
- (b) Quorum for a meeting of the Committee is one half (1/2) of the voting members plus one (1) member. Any member who is absent from three (3) or more meetings of the Committee per year without reason satisfactory to the Committee may be removed from the Committee.
- (c) Minutes of meetings of the Committee will 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 consideration by City Council.

6. Annual Work Plan

- (a) From a strategic approach, Select Committees are expected to identify a concise set of annual targets and objectives to be submitted to Council for endorsement each November for the following calendar year. The Annual Work Plan must be in line with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities and underlying principles of the City of Surrey.

- (b) The agreed upon Work Plan will be executed by the Committee, with the reasonable assistance of support staff, and must contribute to the overarching goals of the City of Surrey and align with themes identified in the Sustainability Dashboard.

7. Amending, Modifying, or Varying Terms of Reference

- (a) Any request for amendment, modification or variation to these ToR can be enacted either by way of a Committee recommendation to Council or through specific direction of Mayor and Council.
- (b) In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master ToR document.

8. Staff Assistance

- (a) Staff assistance will be provided to the Committee, as necessary, by:
 - Staff of the Planning and Development Department – Social Policy Division; and
 - Other staff as required.

*Approved by Council: October 15, 2007 (RES.R07-2751)
Amended by Council – October 7, 2013 (RES.R13-2211)*