

NO: R114

COUNCIL DATE: June 24, 2019

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## REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **June 13, 2019**

FROM: **General Manager, Corporate Services**

FILE: **0540-20**

SUBJECT: **Social Policy Advisory Committee Terms of Reference Update**

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## RECOMMENDATION

The Corporate Services Department recommends that Council:

1. Receive this report for information; and
2. Approve the proposed amendments to the Social Policy Advisory Committee Terms of Reference.

## INTENT

The intent of this report is to update the existing Social Policy Advisory Committee (“SPAC”) Terms of Reference (“TOR”). The existing TOR is attached to this report as Appendix “I”.

## BACKGROUND

SPAC is a select committee of Council and, as such, is required to have its TOR approved by Council. The purpose of the TOR is to set out the committee’s mandate, role, membership and code of conduct. Staff recommend that the TOR be updated at this time to ensure the committee remains current with respect to its membership and the qualifications required in order for the committee to achieve its mandate.

## DISCUSSION

At the March 27, 2019 and May 1, 2019 committee meetings, SPAC members reviewed the TOR and passed resolutions recommending that the existing TOR be amended. Proposed amendments to the TOR include changes to the committee name and committee membership criteria. The proposed amendments are contained in Appendix “II”.

### **Committee Name**

In consideration of modernizing the language of the TOR, staff recommend that the words “Policy Advisory” be replaced with the words “Equity and Diversity”. Accordingly, the name of the committee will be changed to the Social Equity and Diversity Committee (“SEDC”).

## **Committee Membership**

It is recommended that the membership criteria be broadened in order to be more inclusive. To this end, staff recommend adding volunteers that represent additional groups and other agencies in order to facilitate communication and input from representatives across the community. The recommended amendments to membership include:

- Increase the voting membership from 15 to 16 members;
- Reduce the community members from 10 to 8;
- Include a member who represents persons with disabilities;
- Remove the age limit for the Indigenous representative;
- Include a representative from the LGBTQ+ community;
- Include two representatives from social/community organizations;
- Include three non-voting members from the Surrey Schools, Fraser Health Authority and the Homelessness and Housing Society; and
- Remove the requirement for a second Councillor representative.

## **Proposed Revisions to the Terms of Reference**

The proposed draft SEDC TOR that contains the above noted changes is attached as Appendix “III”.

## **SUSTAINABILITY CONSIDERATIONS**

The recommendations of this report support the objectives of the City’s Sustainability Charter 2.0. In particular, the recommendations support the Sustainability Charter 2.0 theme of Inclusion. Specifically, the amended Terms of Reference supports the following Desired Outcome (“DO”):

- Community Pride and Engagement DO23: Numerous active local clubs, groups and agencies contribute to the community’s well-being.

## **CONCLUSION**

It is recommended that Council approve the proposed amended Social Policy Advisory Committee Terms of Reference which includes a name change to the Social Equity and Diversity Committee.

Rob Costanzo  
General Manager, Corporate Services

Appendix “I”: Existing Social Policy Advisory Committee Terms of Reference

Appendix “II”: Summary of Proposed Revisions to the Terms of Reference

Appendix “III”:Draft Amended Social Equity and Diversity Committee Terms of Reference

## 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 resolution 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: December 18, 2017 (RES.17-3439)  
Revised: February 25, 2019*

SOCIAL ~~POLICY ADVISORY~~EQUITY AND DIVERSITY COMMITTEE

TERMS OF REFERENCE

1. **Mandate**

- (a) The purpose of the Social ~~Policy Advisory~~Equity and Diversity 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~~16) voting members, as follows:
- ~~Ten (10)~~Eight (8) 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).~~that represents persons with disabilities.
  - One (1) volunteer member who is an Indigenous person.
  - One (1) volunteer member that represents the LGBTQ+ community.
  - Two (2) representatives from academic institutions who possess experience in social policy matters.
  - Two (2) members-representatives from social or community services.

- ~~One (1) member~~ of City Council, appointed annually by the Mayor. ~~One of these members must be appointed to~~The Council representative will serve as the Chair of the Committee. ~~The other member may be appointed to serve~~
- ~~Three (3) non-voting members, as the Vice Chairperson of the committee follows:~~
  - One (1) Surrey Schools representative
  - One (1) Fraser Health Authority representative
  - One (1) Homelessness and Housing Society representative

- (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.
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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.

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