

# COMMUNITY SERVICES COMMITTEE

## TERMS OF REFERENCE

### 1. **Mandate**

The purpose of the Community Services Committee (the “Committee”) is to advise Council on strategic and policy issues pertaining to the City’s key community services related to the City’s public safety goals including but not limited to:

- Increasing feeling of safety;
- Improving quality of life;
- Increasing opportunities for civic participation; and
- Preventing and reducing crime.

### 2. **Role**

To achieve the City’s public safety goals, the Committee will:

- a) Focus on three public safety priorities for our community
  - I. **Ensure Safe Places:** ensuring that citizens feel safe and can enjoy the variety of physical spaces where they spend their lives. This includes design considerations for the use of our roadways, commercial areas, residential neighbourhoods, public spaces and parks; dealing with distressed properties, increasing CCTV coverage, safe mobility, etc.
  - II. **Build Community Capacity:** Working through early intervention and education programs for children and youth, as well as ensuring individuals and neighbourhoods are prepared for emergencies; and
  - III. **Support Priority Populations:** through the collaborative efforts of multiple service providers including Bylaw, Fire, Police and external resources, this priority will focus on ensuring that priority populations receive timely, effective and holistic services via an integrated service delivery approach that ensures their safety and wellbeing.
- b) **Prevent and Reduce Crime:** The Committee will receive regular updates from the Surrey RCMP and/or the Surrey Police Service on their key initiatives and performance measures pertaining to crime prevention and reduction.
- c) Consider and make recommendations to Council on any other matters referred to the Committee by Council;
- d) Liaise, on behalf of Council, with the public and private agencies including senior governments, to encourage the provision of programs, services and support for persons experiencing housing insecurity, substance use disorders and mental illness; and

- e) Advocate for, supporting and monitoring comprehensive approaches that respond to persistent social challenges (including homelessness, mental health, addictions,) impacting public safety and priority populations in the City of Surrey;
- f) Advocate for, supporting and monitoring comprehensive prevention programming in the City of Surrey that contribute to enhancing community safety and well-being; and
- g) Recognize and support the important relationship and partnerships between the City and the community-based social services sector.

### **3. Membership**

The Committee is a standing committee appointed by the Mayor until October 2022.

- a) The Committee will consist of six (6) voting members, as follows:
  - Three (3) members of City Council, appointed by the Mayor, with one designated as Chair and one designated as Vice Chair of the committee; and
  - Three (3) volunteer members who are City of Surrey residents will be appointed or re-appointed for a term of two (2) years, except as otherwise determined by the Mayor.
- b) Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by the Mayor; and
- c) 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") endorsed 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, and 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 be a resident of Surrey. Vacancies will be filled through advertisement placed in local newspapers, social media, and on the City website; applications received will be reviewed and appointed by the Mayor.
- 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) The Committee will generally meet monthly and will be held at the call of the Chair.
- b) Meetings will take place at least four times per year.
- c) Quorum for a meeting of the Committee is one half ( $\frac{1}{2}$ ) of the voting members. Any member who is absent from three (3) or more meetings of the Committee per year without reason satisfactory to the Committee Chair may be removed from the Committee by the Mayor.

- d) 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 Mayor and 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.

## 7. Administration

Staff assistance will be provided to the Committee, as necessary, by:

- a) The General Manager, Corporate Services and other staff, as required.

## 8. Authority

- a) Section 141 (1) of the Community Charter states that “The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by a committee and must appoint persons to those committees.”.
- b) This Committee is a standing committee appointed by the Mayor.
- c) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

Supported by Council on January 11, 2021. This is a standing committee as set out in Section 141 of the *Community Charter*, the Terms of Reference were approved by the Mayor on January 11, 2021.