

NO: R244

COUNCIL DATE: December 18, 2017

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **December 8, 2017**

FROM: **General Manager, Corporate Services**

FILE: **0540-20**

SUBJECT: **Select Committee Terms of Reference Review**

RECOMMENDATION

The Corporate Services Department recommends that Council approve the revised select committee Terms of Reference attached to this report as Appendices “III” through “X”.

INTENT

Following Council’s direction earlier in 2017, the intent of this report is to present revisions to the Terms of Reference of the select committees for Council’s consideration and approval.

BACKGROUND

Select committees are created by Council, and are required to have their Terms of Reference approved by Council. The purpose of the Terms of Reference is to set out each committee's mandate, role and membership. In addition, Terms of Reference commonly contain code of conduct provisions and general terms that specify Council's expectations relative to how the committee, and its members, should operate.

The formation of the City of Surrey's committees occurred at various times over a number of years. As a result of this temporal gap, the various existing committee Terms of Reference differ stylistically and linguistically, have formatting inconsistencies, and vary in terms of technical content. Pursuant to Council's direction, staff have reviewed and revised the select committee Terms of Reference in order to standardize these documents and eliminate inconsistencies. A list of the City’s select committees is outlined in Appendix “I”.

DISCUSSION

Staff recently initiated an in-depth review of the Terms of Reference for the following eight committees:

1. Agriculture and Food Security Advisory Committee
2. Culture Development Advisory Committee
3. Diversity Advisory Committee
4. Environmental Sustainability Advisory Committee
5. Parks, Recreation and Sport Tourism Committee

6. Public Art Advisory Committee
7. Seniors Advisory Committee
8. Social Policy Advisory Committee

Standardization and Modification of Existing Sections

Following the review process, staff explored how best to retain the intent of the existing committee Terms of Reference while standardizing the material contained therein. Changes to the style, language, formatting and technical content of each Terms of Reference were made. Preferred stylistic and technical elements were implemented globally to ensure standardization of the Terms of Reference as a group.

The modification of existing content was also required with regards to:

1. Committee membership terms and term limits;
2. Provisions for the election of a vice chair; and
3. Improving clarity relative to staff assistance provided to select committees.

A detailed explanation outlining the specific sections of the Terms of Reference that were standardized and modified is contained in Appendix “II”.

Addition of New Sections

In addition to the standardization and modification initiatives, the various Terms of Reference were reviewed to determine if new information could be added to improve transparency and provide clarity for both committee members and the public relative to Council's expectations for each committee and its members. Accordingly, staff determined that there was value in adding the following new sections to each Terms of Reference:

Section 4:	General Terms and Code of Conduct	- Contains the expectations relative to the behaviour and conduct of committee members.
Section 6:	Annual Work Plan	- Contains the requirement that each committee develop an annual work plan, including targets and objectives for Council's review.
Section 7:	Amending, Modifying or Varying Terms of Reference	- Describes the process for altering the committee's Terms of Reference.

The details of the above proposed new sections are also contained in Appendix “II”.

Proposed Revisions to Terms of Reference

The aforementioned proposed changes have been applied to all eight committee Terms of Reference, all of which are contained as Appendices “III” through “X”.

CONCLUSION

Pursuant to Council's direction, the attached Terms of Reference have been refreshed and re-written. Existing content was consolidated, reformatted, and standardized to ensure consistency in the Terms of Reference. In addition, new content was added to each Terms of Reference regarding General Terms and Code of Conduct, Annual Work Plan, and Amending, Modifying, or Varying Terms of Reference. The revised terms of reference are attached for Council's consideration. Staff recommend approval of the Terms of Reference outlined in the attached Appendices "III" through "X".

Rob Costanzo
General Manager,
Corporate Services

MP/rac/js

Appendix "I" - 2017 Select Committees

Appendix "II" - Proposed Committee Terms of Reference Standardizations, Modifications, and New Additions

Appendix "III" - Proposed Terms of Reference for Agriculture and Food Security Advisory Committee

Appendix "IV" - Proposed Terms of Reference for Culture Development Advisory Committee

Appendix "V" - Proposed Terms of Reference for Diversity Advisory Committee

Appendix "VI" - Proposed Terms of Reference for Environmental Sustainability Advisory Committee

Appendix "VII"- Proposed Terms of Reference for Parks, Recreation and Sport Tourism Committee

Appendix "VIII"- Proposed Terms of Reference for Public Art Advisory Committee

Appendix "IX" - Proposed Terms of Reference for Seniors Advisory Committee

Appendix "X" - Proposed Terms of Reference for Social Policy Advisory Committee

APPENDIX “I”

2017 SELECT COMMITTEES – COUNCIL APPOINTED

Committee Name	Current Membership (Per Terms of Reference)	Proposed Membership (Per Revised Terms of Reference)
Agriculture and Food Security Advisory (AFSAC)	<ul style="list-style-type: none"> • 10 Volunteer Members • 1 ESAC Representative • 1 Councillor 	<ul style="list-style-type: none"> • 10 Volunteer Members • 1 ESAC Representative • 2 Councillors
Culture Development Advisory (CDAC)	<ul style="list-style-type: none"> • 12 Representatives • 1 School Board Trustee • 2 Councillors 	<ul style="list-style-type: none"> • 8 Representatives • 5 Volunteer Members • 1 School Board Trustee • 2 Councillors
Diversity Advisory (DAC)	<ul style="list-style-type: none"> • Undefined Number of Volunteer Members • 1 Councillor 	<ul style="list-style-type: none"> • 12-14 Volunteer Members • 1 School Board Trustee • 2 Councillors
Environmental Sustainability Advisory (ESAC)	<ul style="list-style-type: none"> • 10 Volunteer Members • 1 AFSAC Representative • 1 Councillor 	<ul style="list-style-type: none"> • 10 Volunteer Members • 1 AFSAC Representative • 2 Councillors
Parks, Recreation and Sport Tourism (PRSTC)	<ul style="list-style-type: none"> • 6 Volunteer Members • 1 School Board Trustee • 2 Councillors 	<ul style="list-style-type: none"> • 6 Volunteer Members • 1 School Board Trustee • 2 Councillors
Public Art Advisory (PAAC)	<ul style="list-style-type: none"> • 10 Volunteer Members • Up to 2 Councillors 	<ul style="list-style-type: none"> • 10 Volunteer Members • 2 Councillors
Seniors Advisory and Accessibility (SAAC)	<ul style="list-style-type: none"> • Up to 16 Volunteer Members • At least 1 Councillor 	<ul style="list-style-type: none"> • 11 Representatives • 3 Volunteer Members • 2 Councillors
Social Policy Advisory (SPAC)	<ul style="list-style-type: none"> • 8 Volunteer Members • 2 Representatives • At least 1 Councillor 	<ul style="list-style-type: none"> • 2 Representatives • 11 Volunteer Members • 2 Councillors

**PROPOSED COMMITTEE TERMS OF REFERENCE STANDARDIZATION,
MODIFICATIONS AND NEW ADDITIONS**

STANDARDIZATION

The sections listed below existed in the majority of the Terms of Reference documents reviewed, albeit under a variety of names and headers, and in a variety of formats. For the purpose of consistency, these headers were standardized and the content in each of the sections was modified for consistency.

- | | | |
|------------|------------------|---|
| Section 1: | Mandate | - Describes, in general terms, the purpose of the committee. |
| Section 2: | Role | - Describes, in specific terms, how the committee will fulfil its mandate, including through the development of plans, review of projects and initiatives, provision of topical expertise, working with staff, and making recommendations to Council. |
| Section 3: | Membership | - Describes the composition of the committee, including voting rights, the duration of appointments, and term limits. |
| Section 5: | Meetings | - Describes when and how meetings are to be held, and specifies the process for forwarding committee minutes and recommendations to Council. |
| Section 8: | Staff Assistance | - Describes the departments that are required to provide staff to support and assist the committee in fulfilling its mandate. |

MODIFICATIONS

As contained within the corporate report, staff determined that further changes were required to fulfill Council's direction relative to committee membership terms and term limits; to provide for election of a vice chair; and to improve clarity relative to staff assistance provided to select committees, as follows:

Section 3: Membership

- Modified to specify that appointments to a committee are for a term of two years, with members eligible to serve up to a maximum of three consecutive terms. The inclusion of term limits is consistent with the direction provided by Council earlier this year. Some members of Council subsequently expressed concern relative to the loss of committee members who possess technical or specialized skills, through attrition. In response to these concerns, language has been incorporated into the appointment and term limit provisions that specifies that these limitations are effective "except as otherwise determined by Council". The addition of this language provides Council with the flexibility to adjust membership terms as required in response to circumstances that may arise.
- Some Council members also expressed concerns relative to the loss of longstanding committee members through the imposition of term limits. When considering committee appointments, Council may wish to consider reappointing some or all of the existing committee members up for reappointment for an additional term. Phasing in the proposed appointment terms and the enforcement of term limits on an incremental basis

would ensure that experienced committee members are retained and that knowledge is transferred to incoming committee members on an incremental basis, therefore preventing the loss of institutional knowledge which may occur should some or all of a committee's membership be replaced at the same time.

- With regards to the position of vice chair, the Terms of Reference were modified to permit the election of a vice chair from and by the committee membership for all select committees. The role of vice chair can still be held by a member of Council, but now may instead be occupied by a committee member who the committee feels would be a suitable candidate to fulfil that role. This change permits greater flexibility in the determination of the vice chair role, while still retaining Council's prerogative to appoint a vice chair should that option be deemed more desirable.

Section 8: Staff Assistance

- Modified as representatives from the listed departments are not always required to attend every committee meeting. The proposed revision provides for flexibility in staff attendance should matters under consideration not pertain to specific staff. In addition, this section now lists departments that are required to provide assistance, rather than specific positions. This change provides flexibility to ensure that the necessary staff attend each committee meeting.

NEW SECTIONS

It is recommended that the following new sections be incorporated into the Terms of Reference:

Section 4: General Terms and Code of Conduct

- Codifies and enshrines the City's expectations of committee members. By placing this information in each Terms of Reference the standards of conduct expected by Council are clearly communicated to both members of the public and committee members. Each subsection under this heading addresses a different expectation relative to committee members' conduct, specifically as it relates to:
 - Decorum and Debate;
 - Authority and Reporting;
 - Media/Social Media;
 - Professionalism;
 - Confidentiality;
 - Surrey Residency; and
 - Conflict of Interest.

Section 6: Annual Work Plan

- Contains the requirement that each committee develop an annual work plan and submit their annual targets and objectives to Council. This addition is beneficial as it:
 - Provides an oversight mechanism to ensure that committees operate in accordance with their mandate;
 - Ensures that Council is both aware and supportive of the work done by committees;

- Provides a means of benchmarking each committee's achievements on an annual basis; and
- Promotes transparency and public awareness relative to the work done by committees.

Section 7: Amending, Modifying, or Varying Terms of Reference

- Clarifies that Council approval is required to amend, modify, or vary committee Terms of Reference. By supporting the addition of this section Council is making information regarding the Terms of Reference alteration process more accessible to committee members and the public alike. In the past, committees have mistakenly attempted to amend their own Terms of Reference without seeking Council approval, and staff have fielded questions from members of the public who do not understand how changes to Terms of Reference are made. Staff anticipate that by both clearly outlining and codifying this information within each Terms of Reference document, confusion about this process will be reduced.

AGRICULTURE AND FOOD SECURITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Mandate

- (a) The purpose of the Agriculture and Food Security Advisory Committee (AFSAC) is to establish liaison and maintain communication between the agricultural community and the City on agricultural and food security issues.

2. Role

The Agriculture and Food Security Advisory Committee will:

- (a) Advise and assist City Council in developing a proactive plan to sustain the agricultural community and improve agricultural viability within Surrey with assistance from the Agricultural Land Commission and the Ministry of Agriculture;
- (b) Work in conjunction with staff regarding submissions to other levels of government;
- (c) Make recommendations on all aspects of the agricultural community, including land use and economic development matters;
- (d) Review and comment from the agricultural viability perspective on issues, plans and specific development applications referred by staff or Council;
- (e) Promote awareness and education of agricultural issues in Surrey;
- (f) Promote increased access to healthy, local food for all residents of Surrey; and
- (g) Review the objectives of the Agriculture and Food Security Advisory Committee every year, and to recommend changes, if any.

3. Membership

- (a) The Committee will consist of twelve (12) voting members, as follows:
 - A minimum of five (5) volunteer 'farming representatives' ('farming representative' is defined as a farmer who derives at least 75% of his/her income from farming);
 - A maximum of five (5) volunteer representatives from other agricultural and food sectors, such as from a diversity of commodity groups, agriculture processing and food distribution and marketing sectors; and
 - 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) The Committee may also include one (1) representative from the Environmental Sustainability Advisory Committee (ESAC) as a voting member. If a member from ESAC is appointed to AFSAC then the Committee will consist of thirteen (13) voting members.
- (c) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- (d) Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- (e) 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.
- (f) The Committee membership will include four (4) non-voting members:
 - A representative from the Ministry of Agriculture.
 - A staff member from the Engineering Department.
 - A staff member from the Planning & Development Department.
 - A staff representative from the Agricultural Land Commission.

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) meetings of the Committee 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;
 - Staff of the Engineering Department; and
 - Other staff as required.

Approved by Council: December 1, 1997

Revised: March 16, 1998

Revised: December 13, 2010

Revised: December 12, 2011

Revised March 1, 2012, Adopted by Council: April 23, 2012 (RES.R12-911)

Revised to increase membership February 23, 2015 (RES.CC15-13)

Revised Oct. 29, 2015 (re: ESAC representation), adopted by Council: December 14, 2015 (RES.R15-2372)

CULTURE DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Mandate

- (a) The purpose of the Culture Development Advisory Committee is to research and provide advice to Council on strategies to increase arts, heritage services, and cultural activity in Surrey, and to enhance Surrey's profile, community identity, and civic pride to achieve the benefits of being a creative urban cultural centre in Canada.

2. Role

The Culture Development Advisory Committee will:

- (a) Review and advise on the implementation of the cultural recommendations of the Parks, Recreation and Culture Department's Strategic Plan;
- (b) Provide suggestions on strategies and services to enhance residents awareness of and engagement in existing arts and heritage services in the City;
- (c) Provide input on strategies and services and identify opportunities that would enhance the capacity, sustainability and programming of not-for-profit cultural organizations in Surrey and the development of professional arts and heritage organizations;
- (d) Review and recommend strategies that attract and retain cultural workers and artists in Surrey, including affordable live – work spaces and other amenities that support the development of their craft and expand Surrey's creative labour force and enterprise markets;
- (e) Assist staff to identify potential funding resources and develop strategies to overcome barriers to accessing resources from other orders of government and foundations to advance Surrey; and
- (f) Advise on matters referred to the Committee by Council.

3. Membership

- (a) The Committee will consist of sixteen (16) voting members, as follows:
 - One (1) representative from the Arts Council of Surrey;
 - One (1) representative from the Semiahmoo Arts Society;
 - One (1) representative from the Friends of the Surrey Museum and Archives Society;

- One (1) representative from the Heritage Services Community Advisory Board;
 - One (1) representative from the Surrey Art Gallery Association;
 - One (1) representative from Simon Fraser University – Surrey;
 - One (1) representative from Kwantlen Polytechnic University;
 - One (1) representative from the Surrey Board of Education;
 - One (1) representative from Fraser Region Aboriginal Friendship Centre Association (FRAFCA);
 - One (1) volunteer member from the Performing Arts community (artist or artist-run organization);
 - One (1) volunteer member from the Visual Arts community (artist or artist-run organization);
 - One (1) volunteer member from the Heritage/Cultural community (cultural worker or historical society);
 - Two (2) volunteer members who are City of Surrey residents; and
 - 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 Parks, Recreation and Culture Department;
 - Staff of the Planning and Development Department;
 - Staff of the Investment & Inter-Governmental Relations Department;
 - Staff of the Surrey Library; and
 - Other staff as required.

Approved by Council: April 23, 2012 (RES.R12-918)

DIVERSITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Mandate

- (a) The purpose of the Diversity Advisory Committee is to promote, support, enhance, and celebrate diversity and inclusivity, and to advance Surrey as a welcoming community for all.

2. Role

The Diversity Advisory Committee is established to:

- (a) Identify and research issues, and advocate on behalf of residents, in order to ensure that the needs of Surrey's diverse population are recognized and met;
- (b) Review and provide advice on proposed City policies, programs, initiatives, and services;
- (c) Review the policies, programs and initiatives of other organizations with to determine how the City of Surrey can enhance its policies, programs, initiatives, and services to better serve Surrey's diverse population;
- (d) Continue to maintain and support the cultural celebrations in the City including the Fusion Festival;
- (e) Review matters that are referred to the Committee by City Council and staff; and
- (f) Make recommendations to City Council, as necessary.

For clarity, the above actions are to be based on the principles of diversity, inclusion, and cooperation, consistent with City values.

3. Membership

- (a) The Committee will consist of fifteen (15) – seventeen (17) voting members, as follows:
- 12-14 volunteer members who are City of Surrey residents with diverse backgrounds, abilities and experiences.
 - One (1) School Board Trustee (selected by the School Board, not appointed by Council).
 - 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 Parks, Recreation & Culture Department;
 - Staff of the Human Resource Department;
 - Staff of the Planning and Development Department - Social Policy Section; and
 - Other staff as required.

*Approved by Council: December 4, 2006
Revised: December 18, 2006
Revised: September 17, 2007
Revised: January 24, 2011
Revised: December 12, 2011
Revised September 18, 2012
Revised: October 1, 2012 (RES. 12-2077)*

ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Mandate

- (a) The purpose of the Environmental Sustainability Advisory Committee is to promote public education and awareness by reporting on environmental issues brought forward by the community

2. Role

The Environmental Sustainability Advisory Committee will:

- (a) Provide assistance to Council with advice, comments and information on environmental issues referred by Council to the Environmental Sustainability Advisory Committee;
- (b) Receive and comment on issues related to the natural and built environment of the City that are brought to the attention of the Environmental Sustainability Advisory Committee by the citizens of Surrey, and to bring such issues to Council's attention;
- (c) Support the work of Council by advising them on environmental issues raised by the Environmental Sustainability Advisory Committee;
- (d) Promote public education and awareness of environmental issues;
- (e) Liaise with other civic Committees to avoid duplication and to have a free flow of communication;
- (f) Carry out policy analysis and development for the City, when called upon to do so; and
- (g) Make recommendations to City Council, as necessary.

3. Membership

- (a) The Committee will consist of twelve (12) voting members, as follows:
 - Ten (10) volunteer members who are City of Surrey residents with experience and expertise in environmental matters (these residents do not need to be representatives of particular agencies, organizations or interest groups).
 - 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) The Committee may also include one (1) representative from the Agriculture and Food Security Advisory Committee (AFSAC) as a voting member. If a member from AFSAC is appointed to ESAC then the Committee will consist of thirteen (13) voting members.
- (c) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- (d) Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- (e) 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 Parks, Recreation & Culture Department;
 - Staff of the Engineering Department;
 - Staff of the Planning and Development Department; and
 - Other staff as required.

*Approved by Council: February 7, 2000
Revised: April 7, 2003 (RES.R03-848)
Revised: July 7, 2003 (RES.R03-1879)
Revised: March 11, 2013 (RES.R13-429)*

PARKS, RECREATION AND SPORT TOURISM COMMITTEE

TERMS OF REFERENCE

1. Mandate

- (a) The purpose of the Parks, Recreation and Sport Tourism Committee is to enhance the City’s parks and recreation facilities and services for the enjoyment and well-being of current and future residents, and to enhance and attract sport tourism opportunities to the City of Surrey.

2. Role

The Parks, Recreation and Sport Tourism Committee will:

- (a) Advise and make recommendations to Council on policies, priorities, new initiatives and direction to respond to current and emerging needs and expectations in the City;
- (b) Hear and respond to delegations and appeals by community groups, sports organizations and others and make recommendations to Council;
- (c) Review the provision of parks and recreation facilities for community and sport tourism purposes;
- (d) Review and recommend a schedule of annual fees and charges for various parks and other community services to Council for approval; and
- (e) Consider other issues and tasks as may be assigned by City Council.

For clarity, the scope of this work includes parks and recreation, programs and facilities, sport tourism opportunities as well a broad range of activities undertaken by the City in support of the social well-being of the City’s residents.

3. Membership

- (a) The Committee will consist of nine (9) voting members, as follows:
 - Six (6) volunteer members who are City of Surrey residents with experience and expertise in parks, recreation and sport tourism matters (these residents do not need to be representatives of particular agencies, organizations or interest groups).
 - One (1) School Board Trustee (selected by the School Board, not appointed by Council).
 - 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 Parks, Recreation & Culture Department; and
 - Other staff as required.

Approved by Council: May 29, 2006 (RES.R06-1260)

Revised; September 20, 2007

Revised: January 19, 2009 (RES.R09-34)

Revised: May 4, 2009 (RES.R09-792)

Revised: May 16, 2012, minutes adopted by Council June 11, 2012 (RES.R12-1310)

PUBLIC ART ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Mandate

- (a) The purpose of the Public Art Advisory Committee is to advise Council on the implementation of the Public Art Policy (PAP) for the City of Surrey.

2. Role

The Public Art Advisory Committee will provide reasonable and objective advice on the:

- (a) Public Art Master Plan.
- (b) Development of calls for artist proposals, selection of panel members and the selection of recommended artists and artwork or projects falling within the City’s responsibility, as a result of the program or otherwise.
- (c) Communication and outreach strategies regarding the Public Art Program to achieve cultural partnerships and build awareness of the Public Art Program and the public art collection in the City.
- (d) Proposed gifts, donations, bequests, de-accessions and loans of artworks to the City collection.
- (e) Development and implementation of private-sector public art and public/private partnerships for public art.
- (f) Identify issues, new trends and future needs related to the delivery of the public art program in Surrey and act as a resource to the City and Council and to its boards, agencies, commissions or staff, and to developers and citizens.

3. Membership

- (a) The Committee will consist of twelve (12) voting members, as follows:
 - Nine (9) volunteer members who are City of Surrey residents who: possess experience and expertise with public art practice; represent a broad cross-section of the community; and include artists of recognized standing, art professionals (artists, designers, gallery directors, curators, historians, educators, conservators etc.), and urban designers (architects, landscape architects, designers or others) (these residents do not need to be representatives of particular agencies, organizations or interest groups).
 - One (1) volunteer member from the private sector development community.

- 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 Parks, Recreation & Culture Department; and
 - Other staff as required.

Approved by Council: December 15, 2004 (RES.R04-3386)

Revised: December 13, 2010 (RES.R10-2241)

Revised (housekeeping changes re: appointment of Chair): December 14, 2015 (RES.CC15-167)

SENIORS ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Mandate

- (a) The purpose of the Seniors Advisory Committee is to: provide networking for individuals, service agencies and organizations that work with seniors; undertake initiatives that provide information regarding the many programs and services available within the City of Surrey to seniors, their caregivers, and their families; and make recommendations to Council regarding matters that pertain to seniors.

2. Role

The Seniors 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) Focus on addressing seniors' issues and to build resources and expertise for sharing through Forums, the City website and written materials for distribution;
- (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;
- (e) Consider other seniors' issues as may be referred by Council; and
- (f) Recognize the important relationship between the City and the Community-based Seniors Services Sector, and support these partnerships where possible.

3. Membership

- (a) The Committee will consist of sixteen (16) voting members, as follows:
 - Four (4) individuals or representatives from organizations or groups that work closely with seniors of diverse backgrounds and cultures within the City of Surrey.
 - Two (2) representatives from academic institutions who possess experience in gerontology, active aging, or a similar discipline.
 - One (1) representative from the Seniors Come Share Society.
 - One (1) representative from Fraser Health.
 - One (1) representative from the Fraser Valley Real Estate Board.

- One (1) representative from a community-based organization that supports families living with dementia.
 - One (1) representative from a community-based organization that advocates for food security.
 - Three (3) volunteer members who are City of Surrey residents.
 - 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

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- (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 Parks, Recreation and Culture Department;
 - Staff of the Engineering Department – Transportation Division;
 - Staff of the Planning and Development Department – Social Policy Division;
 - Staff of Library Services;
 - Staff of Fire Services;
 - Staff of the Royal Canadian Mounted Police; and
 - Other staff as required.

*Approved by Council: September 10, 2012(Res.R12-1956)
Revised (housekeeping changes re: membership): December 14, 2015 (RES.CC15-167)*

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)*