

	<i>Title:</i> Social Planning Committee Terms of Reference	<i>Number:</i> CO-20
	<i>Authority (if applicable):</i>	<i>Section:</i> Council
	<i>Date Adopted:</i> February 6, 2006	<i>Motion:</i> 06/016
	<i>Historical Changes (Amended, Repealed, or Replaced):</i>	
	<i>Cross Reference:</i>	

1. PURPOSE

The purpose of the Social Planning Committee is to identify issues and enhance the social well being of present and future residents of our community by:

- (a) Advising City Council on policy and other matter relating to social planning and the social needs, social well being and social development of the community;
- (b) Liaising with local Health Authorities, the Provincial Government, School District, Municipal Governments and other social service agencies and social advocacy groups within the community to facilitate issue identification, communication and information exchange;
- (c) Initiating and/of facilitating discussion and review of social issues with the public when deemed appropriate.

2. ESTABLISHMENT

- (a) The Social Planning Committee is a standing committee of City Council.
- (b) The Social Planning Committee shall not have any authority to commit funds or enter into contracts.
- (c) A standing committee cannot direct staff to take any action contrary to existing policies and directives or establish policies for the City without referral to City Council for adoption. The staff resource assigned to the committee or the City Manager can advise the committee members regarding existing City policies and the need to refer matters to Council prior to taking any action.

3. COMPOSITION

- (a) The membership of the Social Planning Committee will include the Mayor and a minimum of two councillors with a maximum of six councillors.
- (b) The Mayor will act as Chair of the Social Planning Committee.

- (c) The City Manager will designate staff members who will act in an advisory and/or participatory capacity to the Social Planning Committee and who will attend the Social Planning Committee meetings. The staff members designated by the City Manager will not be voting members of the Social Planning Committee.
- (d) The Mayor may add or invite other non-voting advisors to the Social Planning Committee who may add input on topical issues the committee is reviewing.

4. PROCEDURE

- (a) The Social Planning Committee will follow the Council Procedure Bylaw.
- (b) All meetings are open to the public.
- (c) All members of the Social Planning Committee will serve without remuneration.

5. ANNUAL REPORT

The Social Planning Committee Chair will prepare and present an annual report to City Council for the preceding year.