

	<b>Mission Healthy Community Committee</b>
<b>TERMS OF REFERENCE</b>	
Date Approved:	Council Resolution No:

**1. PURPOSE**

The mandate of the Mission Healthy Community Council is to execute the Community Wellness Strategy in collaboration with community agencies. The MHCC also serves as a Select Committee to Council regarding matters pertaining to social planning, health planning, community well-being and quality of life for all residents in Mission.

**2. DURATION**

The Committee will exist until Council determines if the committee needs to be discontinued or re-established.

**3. RESPONSIBILITIES / DELIVERABLES**

The Committee will, consistent with the purpose described above, undertake the following:

1. The MHCC is primarily responsible for overseeing and guiding the creation, implementation and periodic review of Mission’s Community Wellness Strategy.
2. The MHCC may also advise on community needs and questions referred from Council as they arise, in coordination with other working groups and agencies, in the following areas:
  - Expand housing options
  - Improve access and quality of active transportation options
  - Ensure community members do not face stigma or discrimination
  - Strengthen mental health and substance use prevention
  - Attract, retain and train social service and healthcare staff
  - Improve communication with the public about wellness services and resources
  - Encourage relationship building through community spaces and programs
  - Create a robust volunteer network
  - Provide basic needs supports
  - Enhance care for Indigenous people
  - Support wellness for youth, families, and seniors
  - Prepare for climate emergencies
  - Improve inter-agency coordination and collaboration
  - Create a central hub for services
  - Create a culture of strong civic engagement, where many participate in local democracy
3. The committee’s role is to assist in or facilitate the collection of data as well as to advise/process/present that data, contributing to a baseline of social and health in Mission.

4. Respond to matters and questions referred to the MHCC by Council.
5. Provide opportunities for community agencies to network and collaborate, and for new leaders and organizations to quickly orient themselves to Mission.

#### 4. AUTHORITY

- a. The Committee is a Select Committee established under Council resolution pursuant to Section 142 of the *Community Charter*. The Committee supports the Community Wellness Strategy development, strategic directions, and community actions, reporting progress to Council. As a Select Committee, issues are discussed and recommendations forwarded to Council through the Staff Liaison for consideration.
- b. The Committee does not have the authority to give direction to City staff or to commit to expenditures of City funds or resources. Action recommended by the Committee must be carried out by Council resolution.
- c. The Committee may refer a matter or task to a party outside of the MHCC membership only with the approval of Council. Requests for outside resources must be brought back to Council in the form of a staff report, through the Staff Liaison.
- d. The Committee may undertake multiple initiatives, however, if staff resources are required only one initiative at a time is undertaken or as staff resources are available.
- e. The Committee may create separate working groups from the membership roster to complete specific additional tasks.
- f. These Terms of Reference are established by Council and can only be altered by Council. Changes to the Terms of Reference can be suggested by the Committee in the form of a staff report to Council.

#### 5. MEMBERSHIP COMPOSITION

The organizations identified below will each be asked to designate one representative to the committee. The members at large may serve an unlimited number of terms on the committee. Committee members may bring forward new members to the group, which would need to be approved by Council. To have quorum for each meeting, a minimum of 10 members at large will need to be present.

The Co-Chairs(2) will be a) a member of the City (elected official) and b) the Fraser Health Executive Director. In the absence of either Co-Chair, the Co-Chair will appoint a representative to cover in their absence.

##### **Member Organizations:**

- Mission Community Services
- Mission Friendship Centre Society
- Xyólheméylh
- Hope Central
- United Way
- Union Gospel Mission
- Mission RCMP Representative
- Fraser Health MHO
- Fraser Health-MMH Exec.Director
- Fraser Health Authority (Community Health Specialist)
- Ministry of Child and Family Development
- Fraser House Society
- Ministry of Social Development and Poverty Reduction
- Mission Library
- Mission Downtown Business Association
- Mamele'awt Qweesome/To'o Housing Society
- First Nation Health Authority

## Attachment A

- SARA for Women
- Mission Association for Seniors Housing
- Centennial Place
- Peer Community Representative
- University of the Fraser Valley
- School District 75
- Mission All Together for Healthcare (MATH)
- Long Term Inmates Now in the Community (LINC)
- Youth Unlimited
- WorkBC Employment Services
- Mission Association for Community Living
- Mission Community Skills Centre
- Fraser Health-Mental Health and Substance Use
- 3 Members at large
- More Than A Roof
- Northview Church
- Pacific Regional Director of Chaplaincy
- Manager of Community Wellness—Mission City
- Mission Crime Prevention Office
- Community Living BC
- Parks, Recreation and Culture Staff
- Mission Division of Family Practice
- LGBTQ2S+ Representative
- BC Housing
- Mayor
- Council

### 6. MEETINGS

- Regular meetings will be held bimonthly during the months of January, March, May, July, September and November.
- Meetings may be called at other times by the Chair.
- At least once annually, an extended workshop-style meeting will be scheduled for the purposes of reporting out on progress and engaging the broader community.
- Meetings will be held in person unless otherwise required by staff and Council to be virtual, in which case options may be provided to attend meetings virtually.

### 7. RESOURCES AND BUDGET

- There is no budget allocated for support for the MHCC.

### 8. REPORTING

- The Committee reports directly to Council through the staff liaison. The Committee may also appear before Council as a delegation.
- Committee recommendations must be made in the form of a motion, passed by majority vote and recorded in the minutes.
- Any motion requiring Council attention such as decisions of action, approval or expenditure must be provided to Council through a staff report. An example of the type of recommendation requiring Council attention is:

Moved and seconded,  
THAT the MHCC supports the BLANK Policy/or the proposed bylaw amendment to BLANK.

- The Committee minutes will be provided to Council for information purposes at a Regular meeting of Council. The minutes will summarize key points and detail decisions and action items only.
- The Committee will work with the staff liaison to provide an annual progress report to

Attachment A

Council summarizing the accomplishments of the prior year, including the reporting of key performance indicators as outlined in the Community Wellness Strategy.

END OF TERMS OF REFERENCE

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Record of Amendments/Review:

Date adopted or revised	Council Resolution No.	At the request of