



resources to those working groups independently and they must identify a timeline when a working group is created.

- 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

- a. There will be a minimum of 5 and a maximum of ~~13~~ **voting members** (including Council representatives), who may include the following:
  - i. One (1) Council representative, and alternate (see section d.)
  - ii. One (1) member from Fraser Health Authority
  - iii. One (1) member Indigenous Housing Provider
  - iv. One (1) member from Ministry of Social Development and Poverty Reduction
  - v. One (1) member from Mission Association for Community Living
  - vi. One (1) member from Mission Association for Senior's Housing
  - vii. One (1) member from Mission Community Services
  - viii. One (1) member from SARA for Women
  - ~~ix.~~ One (1) housing provider/builder/agency
  - x. ~~One (1) member from Community Living BC~~
  - xi. ~~Three (3)~~ citizen representatives
- b. Term of Public Appointments
  - i. The term shall be for 2 years and may include repeat appointments.
  - ii. Council may remove a member of the Committee by resolution.
  - iii. Council may appoint members to fill vacancies for the unexpired term of former members.
- c. Appointment of Chair
  - i. In the absence of Council appointing a Chair and Alternate Chair to the Committee, the Committee will elect a Council representative, City staff person, or a non-City representative with the authorization of Council for each respective position.
  - ii. The first item of business for the first Committee meeting of each new calendar year will be to elect a Chair and Alternate Chair.
  - iii. The Chair and Alternate Chair may be re-elected throughout their respective terms on the Committee.
  - iv. If the Chair is the staff liaison, they do not have voting privileges.
- d. Council Representation
  - i. One (1) appointed Council representative will be a voting member of the Committee. The Council representative will participate in discussion and debates, listen to feedback, and ask questions but will not direct the Committee towards a specific recommendation.

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- ii. There is also one (1) appointed alternate Council representative, who may attend meetings but shall only participate as a voting member when they are attending on behalf of/in the place of the regular representative.
  - iii. The appointed Council representative(s) will also provide an impartial communication channel between the Committee and Council.
- e. Staff Liaison
- i. The City will appoint a Staff Liaison, who will be assisted by a Recording Secretary, to provide support and expertise to the Committee.
  - ii. The Staff Liaison and Recording Secretary are not members of the Committee and are not entitled to make motions or vote.
  - iii. The responsibilities of the Staff Liaison are outlined in the Committees of Council Policy ADM.41(C), include, but are not limited to:
    - a. attending the meeting and ensuring the proceedings are properly conducted;
    - b. providing information and professional advice, including informing the Committee of any limitations as provided in the relevant legislation, bylaws, and policies; and
    - c. supporting the Chair in promoting effective Committee functioning.
- f. Attendance and Committee Service
- i. Any Committee member who is absent from three (3) consecutive regular meetings without leave of absence from the Chair or without reason satisfactory to the Committee shall cease to be a member of the Committee.
  - ii. Any Committee member who expects to be absent for three (3) or more consecutive regular meetings must request a leave of absence from the Chair in writing.
  - iii. Committee Members should adhere to the general conflict of interest provisions in the Community Charter.

## 6. MEETINGS

- a. Regular meetings will be held during the months of February, April, June, October, and December.
- b. Meetings will be held in person unless otherwise required by staff and Council to be virtual, in which case options will be provided to attend meetings virtually.

## 7. REPORTING

- a. The Committee reports directly to Council through a report prepared by the staff liaison.
- b. The Committee may appear before Council as a delegation.
- c. Committee recommendations made by motions and passed by majority affirmative vote will be recorded in the minutes.
- d. Any motion requiring Council attention such as decisions of action or recommendations/ advice to Council 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 \_\_\_\_ Committee supports the \_\_\_\_ Plan (or \_\_\_\_ Policy) (or .... the proposed bylaw amendment to \_\_\_\_\_).

- e. 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.

END OF TERMS OF REFERENCE

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Record of Amendments/Review:

<b>Date adopted or revised</b>	<b>Council Resolution No.</b>	<b>At the request of</b>
November 21, 2016	RC16/620	
May 6, 2019	RC19/258	
January 17, 2022	RC22-004	
April 14, 2024	RC24-221	