



## **TERMS OF REFERENCE**

### **Social Issues Committee**

Whereas, pursuant to Council Procedures By-law No. 2420 Council may establish a special committee to investigate and consider any matter; Hay River Town Council hereby establishes a Special Committee to be known as the “**Social Issues Committee**” (Committee) with the following terms of reference:

#### **INTRODUCTION**

1. The Town of Hay River has identified that there may be gaps in the coordination of community social services program delivery and enforcement. The coordination gaps are thought to limit the potential collective value and alignment of social priorities within the community. All levels of government have departments with defined roles and interests in improving social wellbeing of the community. In addition, local businesses, NGOs, and residents have invested interest and insight into social wellbeing. The Committee serves to coordinate these organizations and execute public engagement practices to develop and implement measurable plans that target specific community social health issues.

#### **SCOPE**

1. The Committee will develop and implement collective community plan(s) to provide a strategic and defined approach to improving identified social issues within Hay River.
2. The Committee will, collectively or individually, without breach of committee confidentiality, solicit input from various sectors within the community (government, non-profit, and/or the business sector) or the public at large.
3. The responsibility of the Committee members is to:
  - a. Recommend, suggest, or bring awareness of opportunities for developing community social health;
  - b. Advise on effective strategies and initiatives regarding social programs;
  - c. Hear and consider requests from any delegation of citizens with respect to social issues;
  - d. Assist with implementation of social programs and developed community plans;
  - e. Conduct surveys and carry out other forms of research.

#### **MEMBERSHIP**

##### **Composition:**

4. The Social Issues Committee shall consist of eight (8) to ten (10) members appointed at pleasure by Council and shall include the following:
  - a. The Mayor of the Town of Hay River (voting)
  - b. One (1) Member of Town Council
  - c. The Director of Protective Services
  - d. One (1) representative from Hay River Health and Social Services
  - e. One (1) representative from Housing NWT
  - f. One (1) representative from the RCMP
  - g. Three (3) representatives from the Public at Large.
5. The Public at Large members of the Social Issues Committee shall be from such organizations representing:
  - a. Local Indigenous Government or Organization
  - b. Non-Government Organization
  - c. Youth Organization
  - d. Seniors Society
  - e. District Education Authority
6. Desired qualifications for the Committee members. Knowledge or experience in the following areas would be an asset:
  - a. Substance Abuse / Addictions
  - b. Difficult to House / Homelessness, Public Housing
  - c. Law Enforcement
  - d. Recreational Services
  - e. Mental Health
  - f. Analysis and Planning
  - g. Leadership experience
7. A member of Town Administration shall provide administrative support to the Social Issues Committee.
8. The Member of Town Council shall be the Chair of the Committee.
9. If a Member is unable or unwilling to continue to serve on the Committee, for whatever reason, the Committee will inform Town Administration of the vacancy so that it can commence the process to have a new member appointed by Town Council.
10. If any Member misses three (3) consecutive meetings without approval of the Committee, the Member shall be struck from Committee membership and replaced by Council.
11. Council may remove any member of the Committee.
12. Public at Large Members must be in good financial standing with the Town of Hay River.
13. Members shall be appointed for approximately a three (3) year term with the term expiring on the

31<sup>st</sup> day of December following each municipal election.

## **MEETINGS**

14. The Committee shall meet every second month to perform the duties of the Committee
15. Special meetings of the Committee may be called at the request of the Chair.
16. A quorum of the Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.
17. The Committee may, in accordance with the Town of Hay River Council Procedures By-law, conduct all or a portion of any meeting during an in camera session to discuss issues that fall within the permitted categories as set out in Council Procedures By-law No. 2420, if it is determined, by resolution, to be in the public interest to do so.
18. The motion to move to an in camera session must identify the general nature of the topics to be discussed during the in camera session.
19. Regular and Special meetings are to be advertised publicly a minimum of 48 hours ahead of meeting
20. The Chair may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
21. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present.

## **REMUNERATION**

22. The Members of the Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration.

## **FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT**

23. The Committee shall have no authority to expend or commit financial resources of the Town of Hay River.
24. Town Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to Committee Members at least five (5) days in advance of the meeting or as soon thereafter as is possible.
25. Administration shall prepare minutes of all meetings of the Committee and distribute them within one week to the Committee members.
26. Administration shall forward all original approved minutes and recommendations of the Committee to the Council Administrator for retention and forwarding to the appropriate Standing

Committee of Council.

## **COMMUNICATIONS**

27. Town Committees are Committees appointed by the Town of Hay River (through Council motion) and represent the Town of Hay River.
28. Committee chairs are the spokespeople for Town committees. Media responses are to be coordinated through the Senior Administrative Officer.
29. Any advertising must adhere to the Town's branding guidelines and be approved by the Senior Administrative Officer.

## **REPORTING RELATIONSHIPS**

30. The Committee shall make recommendations through the appropriate Standing Committee of Council.

## **DUTIES**

31. The Chair's responsibilities will be as follows:
  - a. Chair meetings;
  - b. Assist with agenda/meeting preparation in conjunction with the secretary;
  - c. Monitor attendance; contact members as necessary re: absences;
  - d. Vote in the case of a tie;
  - e. Represent the Committee when presenting recommendations to the appropriate Standing Committee of Council.
32. The Committee Members' responsibilities will be as follows:
  - a. To attend all regular meetings of the Committee;
  - b. To discuss issues pertaining to the Committee without breach of confidentiality; and
  - c. Where it deems advisable, to make recommendations, reached by the majority of its membership, to the appropriate Standing Committee of Council.

## **CONFIDENTIALITY**

33. Committee members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Committee member.

## **TIMELINE**

34. This is an ongoing Committee with no identified timeline for completion at this time.

## **TERMINATION**

35. The Committee shall be considered dissolved upon completion of their term or being otherwise

dissolved by resolution of Council.

36. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.

| Revision History |                 |                      |             |            |
|------------------|-----------------|----------------------|-------------|------------|
| #                | Revised Section | Revision Description | Revised By  | Issue Date |
| 1                | All             | TOR created          | Glenn Smith |            |
| 2                |                 |                      |             |            |