

## **FAMILY AND COMMUNITY SERVICES COMMITTEE**

### **TERMS OF REFERENCE**

#### **MANDATE**

The Family and Community Services Committee is a select committee of Council established under section 142 of the *Community Charter*. It is formed to advise Council on issues of importance to seniors, youth, homeless people and physically challenged. The objective of the Committee is to provide information and insight on creating a liveable, diverse and inclusive community.

#### **SCOPE OF WORK**

The Family and Community Services Committee shall provide advice and recommendations to Council in the following areas:

- Reviewing proposed bylaws, policies and programs related to services for or relating to seniors, youth, homeless people, physical accessibility, and a liveable, diverse and inclusive community;
- Reviewing new development or redevelopment within the City as referred by Council, in terms of accessibility, affordability and liveable community issues and the needs of seniors, youth, and homeless people;
- To advise on social planning matters, thereby promoting community well being and raising awareness about social issues and those organizations and/or levels of government responsible for delivery of support services;
- Researching and exploring opportunities for enhancement of services for seniors, youth, and homeless people and enhancement of physical accessibility for all Cranbrook citizens;
- Any other matters referred to the Committee by Council; and
- May identify other areas for approval by Council.

The Family and Community Services Committee may hear and consider representations by any individual, organization or delegation of citizens on matters referred to it from Council.

#### **MEMBERSHIP**

The Committee shall consist of eight (8) voting members as follows:

- Two members from City of Cranbrook Council
- Two members representing the following community-wide organizations
  - School District No. 5;
  - United Way;
  - Salvation Army;
  - Cranbrook Society for Community Living;
  - Chamber of Commerce;

**Family and Community Services Committee**  
**Terms of Reference**

---

- College of the Rockies;
- Columbia Basin Trust
- Two members representing the following public agencies:
  - Ministry of Children and Family Development;
  - Ministry of Employment and Income Assistance
  
- Interior Health
- RCMP
- Two members from citizens selected “at large” to provide balance in the committee from the following priority specific representation:
  - Youth
  - Seniors
  - Children and Family
  - People with disabilities
  - Diversity and immigration
  - Wellness and health
  - Public safety and justice
  -

All members shall be residents of the City of Cranbrook

**APPOINTMENT AND TERM**

Members representing the public-at-large shall be appointed by Council for a term of up to three years and for no more than two terms. Members representing an agency or organization shall be appointed by Council for one year, renewable at Council’s discretion upon written confirmation by the agency/organization of the member’s status of employment with the agency/organization and the agency/organization recommendation to appoint the representative.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to Council.

Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by resolution of Council.

Committee members shall serve without remuneration.

**CHAIR**

The Chair shall be appointed by Council for 2009 and shall be elected by majority vote of Committee members thereafter at the first meeting of the calendar year.

**QUORUM**

Quorum of the committee is 5 voting members.

**MAYOR’S ATTENDANCE**

**Family and Community Services Committee**  
**Terms of Reference**

---

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, the Mayor is an ex-officio member of the Committee and as such has the same rights as other committee members, but is not obligated to attend meetings. The ex-officio member shall not be counted in determining quorum of the Committee, but is included in determining if a Committee has quorum.

**COUNCILLOR'S ATTENDANCE**

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, any member of council not appointed to the select committee may attend the committee meetings, speak if recognized by the Chair, but is not entitled to vote.

**MEETINGS**

The Committee shall meet as required in order to adequately address Scope of Work in a timely manner. Meetings shall generally be held once per month.

The Committee Administration Liaison shall be responsible for minutes and a copy of approved minutes shall be provided to the Municipal Clerk within 5 days of approval.

**RULES OF PROCEDURE**

The Committee must follow the City of Cranbrook Council Procedure Bylaw, No. 3644, 2009.

**VOTING**

All voting members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

**REPORTING TO COUNCIL**

The Chair or designate shall report to Council on behalf of the Committee once every six months, and shall provide other reports to Council, as needed from time to time.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

**AUTHORITY**

The Committee does not have the authority to communicate with other levels of government on behalf of the City of Cranbrook, to pledge the credit of the City, or to authorize any expenditures to be charged against the City.

**Family and Community Services Committee**  
**Terms of Reference**

---

Members (other than Council Members) do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by City Council.

**STAFF SUPPORT**

The Committee Administration Liaison will be appointed as non-voting member by the Chief Administrative Officer.

Other City staff shall be available from time to time and upon request through the Chief Administrative Officer to provide technical and periodic administrative support.