



## CITY OF YELLOWKNIFE

### TERMS OF REFERENCE

#### Social Issues Committee

Whereas, pursuant to Council Procedures By-law Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Committee to be known as the “**SOCIAL ISSUES COMMITTEE**” with the following terms of reference:

#### INTRODUCTION

1. The City of Yellowknife has identified that there may be gaps in services or a lack of services in specific social fields. Any issues in relation to these services, or possible lack of services is compounded by the number of Territorial Government Departments, Agencies or Organizations that may be tasked to operate in these fields.

#### BACKGROUND

2. A Social Plan was requested by City Council and developed for the City to assist in dealing with other orders of government and be proactive in voicing concerns or looking at issues that may affect residents. “Championing Well-Being in Yellowknife: City of Yellowknife Social Plan” was accepted for information by City Council on July 27, 2009.

#### SCOPE

3. The purpose of the Social Issues Committee is to assist the City, the Government of the Northwest Territories and the Government of Canada in an advisory capacity regarding social issues within the municipal boundaries of the city of Yellowknife.
4. The Committee shall further assist the GNWT by considering issues and conveying areas of concern and providing advice to the GNWT as they relate to social issues.
5. The Committee will, collectively or individually, without breach of committee confidentiality, solicit input from various sectors within the community (non-profit organizations or the business sector) or the public at large.

## MEMBERSHIP

### Composition:

6. The Social Issues Committee shall consist of members appointed by Council and shall include the following:
  - a. The **Mayor** of the City of Yellowknife - ex-officio, voting member;
  - b. One (1) Member of **City Council**;
  - c. One (1) representative from the Yellowknife Chamber of Commerce;
  - d. One (1) representative from the Yellowknives Dene;
  - e. One (1) representative from the Yellowknife Health and Social Services Board;
  - f. Three (3) representative from the Public at Large; and
  - g. One (1) Co-Chair from the Community Advisory Board (CAB).
8. Two members from the GNWT, Departments of Health and Social Services and Justice will also be appointed as advisory to the Committee by their respective Departments. This will allow them to provide information, presentations or clarity on various issues or programs offered by the GNWT.
9. A member of City Administration shall provide administrative support to the Social Issues Committee.
10. The Member of City Council shall be the Chair of the Social Issues Committee.
11. No Member may appoint an alternate to represent that Member and act on their behalf during absences.
12. In the event that a Member is unable or unwilling to continue to serve on the Committee, for whatever reason, the Committee will inform City Administration of the vacancy so that it can commence the process to have a new member appointed by City Council.
13. If any Member misses two (2) consecutive meetings without approval of the Committee, the Member shall be struck from Committee membership and replaced by Council.
14. Council may remove any member of the Committee for any good and sufficient cause.
15. Members shall be appointed for a two (2) year term.

## MEETINGS

16. The first meeting shall be called within 30 days of the appointments to the Committee being established.

17. Regular meetings of the Committee shall be held monthly with the time and place to be determined by the Chair in consultation with the Committee. Special meetings of the Committee may be called at the request of the Chair.
18. A quorum of the Committee shall consist of a majority of the Members. Vacant position(s) do not count towards quorum.
19. The Committee may, in accordance with the City of Yellowknife 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 if it is determined, by resolution, to be in the public interest to do so.
20. 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.
21. 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.
22. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present.
23. If, within 10 (ten) minutes from the time appointed for a meeting, a quorum is not present, the meeting will be terminated and re-scheduled for another date and time that falls within four weeks of the terminated meeting.
24. The rules of procedure for the Committee shall be governed by the City of Yellowknife Council Procedures By-law No. 4250 insofar as it may be applicable.

#### **REMUNERATION**

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

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

26. The Committee shall have no authority to expend or commit financial resources of the City of Yellowknife.
27. 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.
28. Administration shall prepare minutes of all meetings of the Committee and distribute them within one week to the Committee members.
29. Administration shall forward all original approved minutes and recommendations of the Committee to the City Clerk for retention and forwarding to the appropriate Standing Committee of Council.

## **COMMUNICATIONS**

30. City Committees are Committees appointed by the City of Yellowknife (through Council motion) and represent the City of Yellowknife.
31. Committee chairs are the spokespeople for City committees. If Administration is contacted in addition to committee chairs then the media response may be coordinated through City Administration.
32. All committee activities shall adhere to the City of Yellowknife Social Media Policy and Communications Policy (available through the Chair). These policies do not apply to elected official, but apply to all other members appointed by the City of Yellowknife.
33. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available.
34. Communications Plans are prepared in partnership with the Department of Communications and Economic Development.
35. Any advertising must adhere to the City's branding guidelines and be approved by the Department of Communications and Economic Development.
36. Financial resources for the implementation of a communications plan shall form part of the communications plans.

## **REPORTING RELATIONSHIPS**

37. The Committee shall make recommendations to the appropriate Standing Committee of Council.
38. All communications from the Committee in relation to educational materials or media releases shall be reviewed by the Chair and forwarded to City Administration for review and approval prior to being published or released.

## **DUTIES**

39. The Chair's responsibilities will be as follows:
  - a. Chair meetings;
  - b. Assist with agenda/meeting preparation in conjunction with the Administrative Support person;
  - 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 City Council for approval; and
  - f. Present a written and verbal annual report to the appropriate Standing Committee of Council within the second quarter.

40. 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 City Council.

#### **CONFIDENTIALITY**

41. 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**

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

#### **TERMINATION**

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