

**CITY OF SALMON ARM**  
**SOCIAL IMPACT ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

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**MANDATE**

The mandate of the Social Impact Advisory Committee is to assist Council in an advisory capacity regarding social impacts identified within the municipal boundaries of the City of Salmon Arm, in an effort to minimize the negative impacts and maximize the positive impacts.

**SCOPE**

The Committee will advise and make recommendations to Council on policies, priorities, new initiatives and direction to maintain and improve the social well being of all citizens through a) the provision of the City's core services and b) community services which are supported by the City.

**MANDATE AND SCOPE LIMITATIONS**

The Committee shall recommend to Council a priority list of issues to be reviewed and discussed at Committee meetings, which must be approved by Council.

Other issues referred to the Committee by Council may supersede previously prioritized issues, and the Committee may review other issues that are not prioritized subject to time constraints during meetings.

The scope of the Committee shall not include issues that are under the mandate of another committee of Council.

The Committee shall acknowledge which issues are outside the City's jurisdiction, legislative authority, and / or resource capability, when reviewing issues and making a recommendation to Council.

**COMMITTEE MEMBERSHIP**

The membership shall include one (1) member of Council who will serve as the Committee Chair, a maximum of three members of the public representing the community-at-large, and a representative from each of the following organizations:

- Interior Health;
- Okanagan College;
- Canadian Mental Health Association;
- Shuswap Area Family Emergency (S.A.F.E.) Society;

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- Seniors Resource Centre (Salmon Arm);
  - Shuswap Association for Community Living;
  - Okanagan Regional Library (Salmon Arm);
  - Shuswap Children's Association;
  - Shuswap Family Centre;
  - Shuswap Immigrant Services Society;
  - Aspiral Youth Partners;
  - Adams Lake Indian Band; and
  - Neskonlith Indian Band

Committee members will serve on a voluntary basis and without remuneration. School District and Provincial representatives will continue to be encouraged to attend as non-voting members.

### **MEETING FREQUENCY AND ATTENDANCE**

Committee meetings will be held a minimum of three (3) times in a twelve month period and no more than one (1) meeting per month.

Committee members are expected to attend meetings on a regular basis. Members who are absent for more than three (3) consecutive Committee meetings may be dismissed from the Committee by Council.

### **INVITATIONS TO GUESTS**

By request of the Committee Chair, invitations may be extended to any guest deemed to have applicable background knowledge and / or technical expertise on an agenda issue.

### **CITY STAFF INVOLVEMENT**

One (1) clerical staff from Corporate Services shall coordinate, prepare agendas, attend, and record minutes for Committee meetings, and prepare follow-up correspondence.

By request of the Committee Chair, invitations may be extended to City staff from any department who is deemed to have applicable involvement, background knowledge and/or technical expertise on an agenda issue.

### **MEETING STRUCTURE**

- The appointed Council member will Chair the Committee and be its spokesperson;
- The Committee may schedule a regular date and time for meetings;
- Attendance by fifty percent plus one (50% +1) of the Committee members constitutes a quorum;

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- Only Committee members may take part in the debate and vote on a matter before the Committee (City staff members and guests are exempt from voting on matters);
  - The Committee will deal with all matters within their mandate. No sub-committees will be established by the Committee;
  - The Committee will conduct its meetings in accordance with the City's Procedure Bylaw; and
  - Minutes of each meeting shall be available to the public upon request and posted on the City's website, with the exception of In-Camera items.

### **DECISION MAKING**

- Committee members will deal only with matters within their mandate and scope;
- All decisions and recommendations will be determined by a majority vote of the members present at the meeting;
- Any member who has a conflict of interest in a matter being dealt with by the Committee must advise the Chair and that member will be excused from the Committee meeting while the matter is being dealt with; and

### **REPORTING**

- Committee minutes will be presented to Council for information purposes;
- All recommendations of the Committee must be ratified by Council prior to being sanctioned;
- The Social Impact Advisory Committee is responsible directly to Council; and
- All media releases must be ratified by Council.