

NO: R032

COUNCIL DATE: February 24, 2025

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## REGULAR COUNCIL

TO: **Mayor & Council** DATE: **February 20, 2025**

FROM: **General Manager, Corporate Services** FILE: **0540-20**

SUBJECT: **Select Committee Terms of Reference Review and Council Committee Appointments**

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## RECOMMENDATION

The Corporate Services Department recommends that Council:

1. Receive this report for information;
2. Dissolve the Livability and Social Equity Committee and the Public Safety Committee;
3. Approve the establishment of the Liveability, Social Equity and Public Safety Committee as a Select Committee;
4. Approve the proposed revised Select Committee Terms of Reference, attached to this report as Appendices “I – VI”; and
5. Appoint Council representatives for a two-year term to the following Select Committees:
  - a. One Council member as Chair of the Agriculture and Food Policy Committee;
  - b. One Council member as Chair of the Arts and Culture Advisory Committee;
  - c. One Council member as Chair of the Environment and Climate Change Committee;
  - d. One Council member as Chair of the Investment, Innovation and Business Committee;
  - e. One Council member as Chair and one Council member as Vice-Chair of the Parks, Recreation and Sport Tourism Committee;
  - f. One Council member as Chair and one Council member as Vice-Chair of the Liveability, Social Equity and Public Safety Committee.

## INTENT

The purpose of this report is to seek Council approval of the proposed Select Committee Terms of Reference (“TOR”) revisions, the establishment of the proposed Liveability, Social Equity and Public Safety Committee, and to appoint Council members to Select Committees.

## **BACKGROUND**

Select Committees are created by Council and are required to have their TOR approved by Council. The purpose of the TOR is to set out each committee's mandate, role and membership.

At the January 13, 2025 Regular Council Public Hearing meeting, staff were directed to conduct a review of the Select Committee TOR and report back to Council. Once the TOR are updated, Council would consider appointments to the Select Committees.

A list of the City's Select Committees and proposed changes is outlined in Appendix "VII".

## **DISCUSSION**

### **Terms of Reference Review**

Pursuant to Council's direction, staff have conducted a comprehensive review and revision of the Select Committee TOR. Input from Council, staff and former volunteer members has been incorporated into the proposed revisions.

The following changes have been reflected in the proposed revised TOR, attached to this report as Appendices "I-VI".

- Designate the Mayor as an ex-officio, non-voting member of all Select Committees and appoint Council members as follows: two members to the Parks, Recreation and Sport Tourism Committee and the Liveability, Social Equity and Public Safety Committee, and one member to all other committees.
- Permit volunteer members to serve a maximum of three terms, prioritize Surrey residents and business owners for committee appointments, and remove members after missing three meetings.
- Ensure consistency across all committee TORs, clearly define each committee's purpose and objectives, and adjust the number of meetings per year based on each committee's specific mandate.
- Require Council approval for each committee's workplan, require committees to participate in public events, and have each committee report annually to Council during a Council in Committee meeting.
- Dissolve the Public Safety Committee and the Livability and Social Equity Committee, while establishing a new Liveability, Social Equity and Public Safety Committee.

### **Council Appointments**

In addition to seeking Council approval for the proposed revisions to the Select Committee TOR, staff is recommending that Council appoint one Council member to each of the following Select Committees:

- Agriculture and Food Policy Committee;
- Arts and Culture Advisory Committee;
- Environment and Climate Change Committee; and
- Investment, Innovation and Business Committee.

It is further recommended that Council appoint two Council members to each of the following Select Committees:

- Parks, Recreation and Sport Tourism Committee; and
- Liveability, Social Equity and Public Safety Committee.

### **Appointment of Volunteer Members of the Public**

Staff conducted comprehensive committee membership solicitation as part of the Committee Recruitment Campaign that ran from August 1 to October 31, 2024. The multi-faceted approach which included advertising in local newspapers, updating the City's website, and engaging the community through social media, resulted in a substantial number of committee applications.

Appointments of volunteer members of the public will be subsequently considered by Council once the TOR have been approved by Council.

### **Legal Services Review**

Legal Services has reviewed this report.

### **CONCLUSION**

Pursuant to Council's direction, the Select Committee Terms of Reference (attached as Appendices "I-VI"), have been refreshed to ensure a clear mandate and consistency across all committees. It is recommended that Council support the establishment of the Liveability, Social Equity and Public Safety Committee, approve the proposed Select Committee Terms of Reference and appoint Council representatives to the Select Committees as outlined in this report.

Joey Jatinder Singh Brar  
General Manager, Corporate Services

- Appendix "I": Proposed Terms of Reference - Agriculture and Food Policy Committee;
- Appendix "II": Proposed Terms of Reference - Arts and Culture Advisory Committee;
- Appendix "III": Proposed Terms of Reference - Environment and Climate Change Committee;
- Appendix "IV": Proposed Terms of Reference - Investment, Innovation and Business Committee;
- Appendix "V": Proposed Terms of Reference - Parks, Recreation and Sport Tourism Committee;
- Appendix "VI": Proposed Terms of Reference - Liveability, Social Equity and Public Safety Committee
- Appendix "VII": 2025 Select Committees

## AGRICULTURE AND FOOD POLICY COMMITTEE

### TERMS OF REFERENCE

#### 1. Mandate

The purpose of the Agriculture and Food Policy Committee (the “Committee”) is to establish liaison and maintain communication between the agricultural community and the City on agricultural issues. As a select committee established by Council under section 142(1) of the *Community Charter*, the Committee will:

- Advise Council on agricultural sector needs, issues as well as industry trends in order to support and promote agriculture in Surrey.

#### 2. Role

The Committee will:

- Advise and make recommendations to Council on policies, procedures and bylaws that affect the agricultural community and impact agricultural viability within Surrey;
- Consider and make recommendations to Council on any other matters referred to the Committee by Council;
- Establish and maintain an effective channel of communication between Council, City staff, and the agricultural industry in Surrey;
- Work in conjunction with staff regarding submissions to or from other levels of government (such as commenting on proposed Provincial or Federal legislation impacting the agricultural industry);
- Review and make recommendations to Council regarding subdivisions, rezonings, and development applications in and adjacent to the Agricultural Land Reserve;
- Review and comment from the agricultural viability perspective on issues, plans (including but not limited to the City’s Official Community Plan and Secondary Land Use Plans) as referred by staff;
- Promote awareness and education of agricultural issues in Surrey;
- Promote agricultural best practices for farm operations;
- Promote opportunities for Agri-tourism, and associated value-added agriculture in partnerships with private businesses, non-profit groups, and volunteers; and
- Promote urban food projects and make recommendations on policies and regulations that create a just and sustainable food system.

#### 3. Membership

##### a) Composition

- The Agriculture and Food Policy Committee is a select committee established by Council.
- The Committee will consist of ten (10) voting members, appointed by Council, preferably including:

- One (1) member of Council appointed as Chair for a two-year term;
- Seven (7) volunteer farming representatives who are Surrey residents (preferably farmers who derive at least 75% of their income from farming), preferably with one volunteer farming representative being from each of the following commodity groups: vegetable, blueberry, dairy, poultry, greenhouse, organic and small lot direct marketing;
- One (1) volunteer representative from a food advocacy group; and
- One (1) volunteer representative from the food processing industry.
- The Vice-Chair will be appointed by the Committee for a two-year term.
- The Committee may also include one (1) representative from the Environmental and Climate Change Committee as a voting member.
- If a member from the Environmental and Climate Change Committee is appointed to the Committee then the Committee will consist of eleven (11) voting members.
- Council strives for committee composition that reflects the broadest range of qualifications, skills, experiences, perspectives and identities essential to advance the mandate of the committee.
- The Mayor is an ex-officio and non-voting member of all select committees.
- The Committee membership may include four (4) non-voting members:
  - A representative from the Ministry of Agriculture;
  - A staff representative from the Agricultural Land Commission;
  - A faculty member from Simon Fraser University; and
  - A faculty member from Kwantlen Polytechnic University.

**b) Term of Appointment**

- Members are appointed for a two-year term, except as otherwise determined by Council.
- Members may serve up to three terms, except as otherwise determined by Council.
- If a member leaves mid-term, Council may appoint a replacement for the remainder of that term.

**c) Surrey Residency Requirement**

- Preference for volunteer members will be given to Surrey residents, business owners and property owners.

**4. General Terms and Code of Conduct**

All Committee members are expected to abide by the City of Surrey’s policies, including *Surrey Code of Conduct By-law, 1994, No. 12196*, Respectful Workplace Policy, and these Terms of Reference. Appropriate measures will be taken to address Committee members who contravene the City’s policies, including possible removal from the Committee by Council.

Volunteer members receive an orientation package that includes three forms required to be signed and returned to staff prior to participating in Committee meetings:

1. Acknowledgement of Expectations
2. Council Appointed Volunteer Code of Ethics
3. Council Appointed Volunteer Confidentiality Agreement

**a) Decorum and Debate**

- Committee members must devote the necessary time and effort to prepare for meetings, arrive on time, provide input germane to the Committee's mandate, and maintain respect for different perspectives.

**b) Authority and Reporting**

- The Committee and its members will not represent themselves as having any authority beyond that delegated in this Terms of Reference.
- Committee minutes and recommendations are forwarded to Council for information or approval.

**c) Media/Social Media**

- Members must not speak to the media or post on social media as official representatives of the Committee unless expressly authorized by Council.
- Any use of media or social media must reflect the City's values, maintain confidentiality where required, and stay consistent with official City positions.

**d) Professionalism:**

- Members must maintain a respectful, constructive, and professional tone in all Committee-related communications, promotions, and activities.

**e) Confidentiality**

- All new Committee members are required to sign the "Council Appointed Volunteer Confidentiality Agreement." Returning members are bound by any previously signed agreement.
- Members must not disclose confidential information acquired through their Committee role.

**f) Conflict of Interest**

- A conflict of interest exists if a member (or their immediate family) has a direct or indirect financial or personal interest in a matter under Committee consideration.
- Members with a conflict of interest must declare its nature, abstain from voting, and leave the room during discussion of that matter.
- Members must not benefit directly or indirectly from Committee participation during their term and for a period of 12 months thereafter.

**5. Meetings**

**a) Schedule and Frequency**

- The Committee will typically meet monthly at the call of the Chair to a maximum of ten meetings per year, excluding August and December.

**b) Quorum and Attendance**

- Quorum is a simple majority of voting members (i.e., more than half).
- A member who is absent from three meetings within a 12-month period without satisfactory reason, will be referred to Council for removal from the Committee.

**c) Guests and Delegations**

- Community partners, subject matter experts, or guests may be invited to meetings at the call of the Chair.
- Delegation requests must be submitted through the City Clerk's Office; if approved, delegations may present at open meetings.

**d) Minutes**

- The Legislative Services Division records meeting minutes.
- The City Clerk forwards the minutes to a Regular Council meeting for information and any required Council action on Committee recommendations.

**e) Attendance at Relevant City and/or Community Events**

- Committee members are required to participate in a minimum of one City or community event as identified in their annual workplan, or as otherwise directed by Council or determined by the Committee.

**6. Annual Work Plan**

**a) Plan Development**

- Each year, the Committee will develop a concise set of annual objectives and targets that align with Council priorities and the Committee's mandate.
- This Work Plan must be submitted to Council for approval.

**b) Execution and Alignment**

- With reasonable assistance from City staff, the Committee executes its Work Plan.
- Activities should contribute to the overarching goals of the City and align with the Committee's Terms of Reference.

**7. Administration**

**a) Staff Support**

- Staff support, including meeting coordination and project assistance, will be provided by staff of the Planning & Development Department, along with other City staff as required.

**b) Budget**

- No operating budget is allocated to the Committee unless otherwise provided by Council.

## **8. Authority**

### **a) Legislative Authority**

- This Committee is established by Council in accordance with section 142 of the *Community Charter*, which permits Council to create select committees to consider, inquire into, and report on any matter.
- As a select committee, its meetings will be open to the public unless the subject matter falls under a section of the *Community Charter* that allows for in-camera proceedings (Section 90).

### **b) Reporting to Council**

- The Committee provides findings, opinions, and recommendations to Council for final approval or direction.
- A Committee member (who is not the Chair) will present to Council-in-Committee in the first quarter of each year, its accomplishments over the previous year as well as its current year workplan.



### ARTS AND CULTURE ADVISORY COMMITTEE

#### TERMS OF REFERENCE

##### 1. Mandate

The purpose of the Arts and Culture Advisory Committee (the “Committee”) is to review and advise on Surrey’s arts and cultural initiatives. Additionally, the Committee makes recommendations on public art, offers input on policy development, and fosters partnerships. As a select committee established by Council under section 142(1) of the *Community Charter*, the Committee will:

- Advise Council regarding public art, visual and performing arts, community arts, special events, heritage, inclusion, and cultural activities in Surrey; and to enhance Surrey's profile, community identity, and civic pride to achieve the benefits of being a vibrant and creative cultural community.

##### 2. Role

The Committee will:

- Review and advise on the implementation of strategic plans adopted by Council, including: PRC 10-Year Strategic Plan, Public Art Master Plan, Surrey Music Strategy, and strategic plans of cultural institutions and operations,
- Review and advise on the implementation of the Public Art Policy (“PAP”) for the City of Surrey: Review Public Art Plans for various projects and review recommendations from selection panels for recommended artists and artworks or projects falling within the City’s responsibility, as a result of the PAP program;
- Consider proposed gifts, donations, bequests, de-accessions and loans of artworks, regarding the City’s public art collection;
- Consider and provide recommendation on development and implementation of private-sector public art and public/private partnerships for public art;
- Provide suggestions on strategies and services to enhance residents’ awareness of and engagement in Arts and Culture services in the City;
- Review the policies, programs and initiatives of other arts and culture organizations to establish best practices to better serve Surrey’s diverse population;
- Provide input on strategies and services and identify opportunities that would enhance the capacity, sustainability and programming of not-for-profit and professional cultural organizations in Surrey;
- Assist staff to identify potential funding resources and develop strategies to overcome barriers to accessing resources from other orders of government and foundations to advance arts and culture in Surrey;
- Consider and make recommendations to Council on any other matters referred to the Committee by Council; and

- As directed, liaise, on behalf of Council, with the public and private agencies including senior governments, to encourage the provision of programs, services and support for arts and culture services.

### **3. Membership**

#### **a) Composition**

- The Arts and Culture Advisory Committee is a select committee established by Council.
- The Committee will consist of seven (7) voting members, appointed by Council, preferably including:
  - One (1) member of Council appointed as Chair for a two-year term; and
  - Six (6) volunteer members.
- The Vice-Chair will be appointed by the Committee for a two-year term.
- Council strives for committee composition that reflects the broadest range of qualifications, skills, experiences, perspectives and identities essential to advance the mandate of the committee.
- The Mayor is an ex-officio and non-voting member of all select committees.

#### **b) Term of Appointment**

- Members are appointed for a two-year term, except as otherwise determined by Council.
- Members may serve up to three terms, except as otherwise determined by Council.
- If a member leaves mid-term, Council may appoint a replacement for the remainder of that term.

#### **c) Surrey Residency Requirement**

- Preference for volunteer members will be given to Surrey residents, business owners and property owners.

### **4. General Terms and Code of Conduct**

All Committee members are expected to abide by the City of Surrey's policies, including *Surrey Code of Conduct By-law, 1994, No. 12196*, Respectful Workplace Policy, and these Terms of Reference. Appropriate measures will be taken to address Committee members who contravene the City's policies, including possible removal from the Committee by Council.

Volunteer members receive an orientation package that includes three forms required to be signed and returned to staff prior to participating in Committee meetings:

1. Acknowledgement of Expectations
2. Council Appointed Volunteer Code of Ethics
3. Council Appointed Volunteer Confidentiality Agreement

**a) Decorum and Debate**

- Committee members must devote the necessary time and effort to prepare for meetings, arrive on time, provide input germane to the Committee’s mandate, and maintain respect for different perspectives.

**b) Authority and Reporting**

- The Committee and its members will not represent themselves as having any authority beyond that delegated in this Terms of Reference.
- Committee minutes and recommendations are forwarded to Council for information or approval.

**c) Media / Social Media**

- Members must not speak to the media or post on social media as official representatives of the Committee unless expressly authorized by Council.
- Any use of media or social media must reflect the City’s values, maintain confidentiality where required, and stay consistent with official City positions.

**d) Professionalism**

- Members must maintain a respectful, constructive, and professional tone in all Committee-related communications, promotions, and activities.

**e) Confidentiality**

- All new Committee members are required to sign the “Council Appointed Volunteer Confidentiality Agreement.” Returning members are bound by any previously signed agreement.
- Members must not disclose confidential information acquired through their Committee role.

**f) Conflict of Interest**

- A conflict of interest exists if a member (or their immediate family) has a direct or indirect financial or personal interest in a matter under Committee consideration.
- Members with a conflict of interest must declare its nature, abstain from voting, and leave the room during discussion of that matter.
- Members must not benefit directly or indirectly from Committee participation during their term and for a period of 12 months thereafter.

**5. Meetings**

**a) Schedule and Frequency**

- The Committee will typically meet up to a maximum of eight and a minimum of four times a year, at the call of the Chair, excluding the months of March, August and December.

**b) Quorum and Attendance**

- Quorum is a simple majority of voting members (i.e., more than half).

- A member who is absent from three meetings within a 12-month period, without satisfactory reason, will be referred to Council for removal from the Committee.

**c) Guests and Delegations**

- Community partners, subject matter experts, or guests may be invited to meetings at the call of the Chair.
- Delegation requests must be submitted through the City Clerk's Office; if approved, delegations may present at open meetings.

**d) Minutes**

- The Legislative Services Division records meeting minutes.
- The City Clerk forwards the minutes to a Regular Council meeting for information and any required Council action on Committee recommendations.

**e) Attendance at Relevant City and/or Community Events**

- Committee members are required to participate in a minimum of one City or community event as identified in their annual workplan, or as otherwise directed by Council or determined by the Committee.

**6. Annual Work Plan**

**a) Plan Development**

- Each year, the Committee will develop a concise set of annual objectives and targets that align with Council priorities and the Committee's mandate.
- This Work Plan must be submitted to Council for approval.

**b) Execution and Alignment**

- With reasonable assistance from City staff, the Committee executes its Work Plan.
- Activities should contribute to the overarching goals of the City and align with the Committee's Terms of Reference.

**7. Administration**

**a) Staff Support**

- Staff support, including meeting coordination and project assistance, will be provided by staff of the Parks, Recreation & Culture Department, along with other City staff as required.

**b) Budget**

- No operating budget is allocated to the Committee unless otherwise provided by Council.

## **8. Authority**

### **a) Legislative Authority**

- This Committee is established by Council in accordance with section 142 of the Community Charter, which permits Council to create select committees to consider, inquire into, and report on any matter.
- As a select committee, its meetings will be open to the public unless the subject matter falls under a section of the Community Charter that allows for in-camera proceedings (Section 90).

### **b) Reporting to Council**

- The Committee provides findings, opinions, and recommendations to Council for final approval or direction.
- A Committee member (who is not the Chair) will present to Council-in-Committee in the first quarter of each year, its accomplishments over the previous year as well as its current year workplan.

## ENVIRONMENT AND CLIMATE CHANGE COMMITTEE

### TERMS OF REFERENCE

#### 1. Mandate

The purpose of the Environment and Climate Change Committee (the “Committee”) is to provide a community perspective and advice to Council on actions to protect the environment, reduce greenhouse gases, foster sustainability and climate resiliency. As a select committee established by Council under section 142(1) of the *Community Charter*, the Committee will:

- Advise Council on strategies and initiatives related to environment, climate action and sustainability; and identify ways to build local environmental awareness; and promote environmental stewardship within the City.

#### 2. Role

The Committee will:

- Provide advice and recommendations to Council on initiatives and strategies relating to the environment, climate change, and sustainability;
- Identify and review opportunities for minimizing habitat impacts, enhancing ecosystems and biodiversity, and natural areas;
- Provide advice on community energy reduction strategies identified and prioritized from the City’s Climate Change Action Strategy;
- Identify and discuss issues and emerging trends relating to climate adaptation and climate resiliency, within the legislative authority of the City;
- Provide advice on sustainability initiatives and municipal services including energy reduction, water conservation, stormwater management and solid waste;
- Provide input on how climate and sustainability initiatives impact vulnerable and marginalized communities ensuring an equitable transition to a sustainable future;
- From time to time, provide feedback on capital projects and annual programming concerning habitat enhancement, stormwater management, green technology, active transportation, and vehicle electrification;
- Hear and consider representations by an individual, organization, or delegation on environmental and climate action matters referred by the City or Council;
- Foster community partnerships through collaboration with non profits, academic institutions, and youth programs; and
- Consider and make recommendations to Council on any other matters referred to the Committee by Council.

#### 3. Membership

##### a) Composition

- The Environment and Climate Change Committee is a select committee established by Council.

- The Committee will consist of seven (7) voting members, appointed by Council, preferably including:
  - One (1) member of Council appointed as Chair for a two-year term;
  - Six (6) volunteer members who collectively bring awareness of a broad range of aspects of environment, climate change and sustainability matters such as:
    - Environmental stewardship and stormwater controls;
    - Community energy and greenhouse gas reduction;
    - Water conservation; or
    - Waste management, recycling, and organic waste reduction.
- The Vice-Chair will be appointed by the Committee for a two-year term.
- Council strives for committee composition that reflects the broadest range of qualifications, skills, experiences, perspectives and identities essential to advance the mandate of the committee.
- The Mayor is an ex-officio and non-voting member of all select committees.

**b) Term of Appointment**

- Members are appointed for a two-year term, except as otherwise determined by Council.
- Members may serve up to three terms, except as otherwise determined by Council.
- If a member leaves mid-term, Council may appoint a replacement for the remainder of that term.

**c) Surrey Residency Requirement**

- Preference for volunteer members will be given to Surrey residents, business owners and property owners.

**4. General Terms and Code of Conduct**

All Committee members are expected to abide by the City of Surrey’s policies, including *Surrey Code of Conduct By-law, 1994, No. 12196*, Respectful Workplace Policy, and these Terms of Reference. Appropriate measures will be taken to address Committee members who contravene the City’s policies, including possible removal from the Committee by Council.

Volunteer members receive an orientation package that includes three forms required to be signed and returned to staff prior to participating in Committee meetings:

1. Acknowledgement of Expectations
2. Council Appointed Volunteer Code of Ethics
3. Council Appointed Volunteer Confidentiality Agreement

**a) Decorum and Debate**

- Committee members must devote the necessary time and effort to prepare for meetings, arrive on time, provide input germane to the Committee’s mandate, and maintain respect for different perspectives.

**b) Authority and Reporting**

- The Committee and its members will not represent themselves as having any authority beyond that delegated in this Terms of Reference.

- Committee minutes and recommendations are forwarded to Council for information or approval.

**c) Media / Social Media**

- Members must not speak to the media or post on social media as official representatives of the Committee unless expressly authorized by Council.
- Any use of media or social media must reflect the City's values, maintain confidentiality where required, and stay consistent with official City positions.

**d) Professionalism**

- Members must maintain a respectful, constructive, and professional tone in all Committee-related communications, promotions, and activities.

**e) Confidentiality**

- All new Committee members are required to sign the "Council Appointed Volunteer Confidentiality Agreement." Returning members are bound by any previously signed agreement.
- Members must not disclose confidential information acquired through their Committee role.

**f) Conflict of Interest**

- A conflict of interest exists if a member (or their immediate family) has a direct or indirect financial or personal interest in a matter under Committee consideration.
- Members with a conflict of interest must declare its nature, abstain from voting, and leave the room during discussion of that matter.
- Members must not benefit directly or indirectly from Committee participation during their term and for a period of 12 months thereafter.

## **5. Meetings**

**a) Schedule and Frequency**

- The Committee will typically meet up to a maximum of eight and a minimum of four times a year, at the call of the Chair, excluding the months of March, August and December.

**b) Quorum and Attendance**

- Quorum is a simple majority of voting members (i.e., more than half).
- A member who is absent from three meetings within a 12-month period, without satisfactory reason, will be referred to Council for removal from the Committee.

**c) Guests and Delegations**

- Community partners, subject matter experts, or guests may be invited to meetings at the call of the Chair.
- Delegation requests must be submitted through the City Clerk's Office; if approved, delegations may present at open meetings.



**d) Minutes**

- The Legislative Services Division records meeting minutes.
- The City Clerk forwards the minutes to a Regular Council meeting for information and any required Council action on Committee recommendations.

**e) Attendance at Relevant City and/or Community Events**

- Committee members are required to participate in a minimum of one City or community event as identified in their annual workplan, or as otherwise directed by Council or determined by the Committee.

**6. Annual Work Plan**

**a) Plan Development**

- Each year, the Committee will develop a concise set of annual objectives and targets that align with Council priorities and the Committee's mandate.
- This Work Plan must be submitted to Council for approval.

**b) Execution and Alignment**

- With reasonable assistance from City staff, the Committee executes its Work Plan.
- Activities should contribute to the overarching goals of the City and align with the Committee's Terms of Reference.

**7. Administration**

**a) Staff Support**

- Staff support, including meeting coordination and project assistance, will be provided by staff of the Engineering Department, along with other City staff as required.

**b) Budget**

- No operating budget is allocated to the Committee unless otherwise provided by Council.

**8. Authority**

**a) Legislative Authority**

- This Committee is established by Council in accordance with section 142 of the Community Charter, which permits Council to create select committees to consider, inquire into, and report on any matter.
- As a select committee, its meetings will be open to the public unless the subject matter falls under a section of the Community Charter that allows for in-camera proceedings (Section 90).

**b) Reporting to Council**

- The Committee provides findings, opinions, and recommendations to Council for final approval or direction.

- A Committee member (who is not the Chair) will present to Council-in-Committee in the first quarter of each year, its accomplishments over the previous year as well as its current year workplan.

### INVESTMENT, INNOVATION AND BUSINESS COMMITTEE

#### TERMS OF REFERENCE

##### 1. Mandate

The purpose of the Investment, Innovation, and Business Committee (the “Committee”) is to support the continued growth of Surrey’s economy. As a select committee established by Council under section 142(1) of the *Community Charter*, the Committee will:

- Advise Council on strategic and policy issues related to attracting investment to Surrey, stimulating innovation, building the local economy, and effectively collaborating with and supporting Surrey’s business community.

##### 2. Role

The Committee will:

- Serve as a connector between the City, business, industry and academia to foster collaboration and innovation;
- Identify opportunities to enhance business attraction, retention, resilience and expansion;
- Identify opportunities to recognize and leverage new academic and industry innovation, research, and emerging initiatives;
- Identify opportunities to develop and attract essential talent to support Surrey’s growing and emerging industries; and
- Consider and provide recommendations to Council on any other matters referred to the Committee by Council.

##### 3. Membership

###### a) Composition

- The Investment, Innovation, and Business Committee is a select committee established by Council.
- The Committee will consist of ten (10) voting members, appointed by Council, preferably including:
  - One (1) member of Council appointed as Chair for a two-year term;
  - Three (3) volunteer local business association representatives;
  - Three (3) volunteer local business leaders; and
  - One (1) volunteer representative from each of Surrey’s three (3) universities.
- The Vice-Chair will be appointed by the Committee for a two-year term.
- Council strives for committee composition that reflects the broadest range of qualifications, skills, experiences, perspectives and identities essential to advance the mandate of the committee.
- The Mayor is an ex-officio and non-voting member of all select committees.

**b) Term of Appointment**

- Members are appointed for a two-year term, except as otherwise determined by Council.
- Members may serve up to three terms, except as otherwise determined by Council.
- If a member leaves mid-term, Council may appoint a replacement for the remainder of that term.

**c) Surrey Residency Requirement**

- Preference will be given to volunteer local business leaders with businesses based in the City of Surrey.
- If volunteer local business leaders place of business changes outside Surrey during the appointment term, the member must inform the Chair. Council may then determine whether the member must step down.

**4. General Terms and Code of Conduct**

All Committee members are expected to abide by the City of Surrey's policies, including *Surrey Code of Conduct By-law, 1994, No. 12196*, Respectful Workplace Policy, and these Terms of Reference. Appropriate measures will be taken to address Committee members who contravene the City's policies, including possible removal from the Committee by Council.

Volunteer members receive an orientation package that includes three forms required to be signed and returned to staff prior to participating in Committee meetings:

1. Acknowledgement of Expectations
2. Council Appointed Volunteer Code of Ethics
3. Council Appointed Volunteer Confidentiality Agreement

**a) Decorum and Debate**

- Committee members must devote the necessary time and effort to prepare for meetings, arrive on time, provide input germane to the Committee's mandate, and maintain respect for different perspectives.

**b) Authority and Reporting**

- The Committee and its members will not represent themselves as having any authority beyond that delegated in this Terms of Reference.
- Committee minutes and recommendations are forwarded to Council for information or approval.

**c) Media / Social Media**

- Members must not speak to the media or post on social media as official representatives of the Committee unless expressly authorized by Council.
- Any use of media or social media must reflect the City's values, maintain confidentiality where required, and stay consistent with official City positions.

**d) Professionalism**

- Members must maintain a respectful, constructive, and professional tone in all Committee-related communications, promotions, and activities.

**e) Confidentiality**

- All new Committee members are required to sign the “Council Appointed Volunteer Confidentiality Agreement.” Returning members are bound by any previously signed agreement.
- Members must not disclose confidential information acquired through their Committee role.

**f) Conflict of Interest**

- A conflict of interest exists if a member (or their immediate family) has a direct or indirect financial or personal interest in a matter under Committee consideration.
- Members with a conflict of interest must declare its nature, abstain from voting, and leave the room during discussion of that matter.
- Members must not benefit directly or indirectly from Committee participation during their term and for a period of 12 months thereafter.

**5. Meetings**

**a) Schedule and Frequency**

- The Committee will typically meet up to a maximum of eight and a minimum of four times a year, at the call of the Chair, excluding the months of March, August and December.

**b) Quorum and Attendance**

- Quorum is a simple majority of voting members (i.e., more than half).
- A member who is absent from three meetings within a 12-month period, without satisfactory reason, will be referred to Council for removal from the Committee.

**c) Guests and Delegations**

- Community partners, subject matter experts, or guests may be invited to meetings at the call of the Chair.
- Delegation requests must be submitted through the City Clerk’s Office; if approved, delegations may present at open meetings.

**d) Minutes**

- The Legislative Services Division records meeting minutes.
- The City Clerk forwards the minutes to a Regular Council meeting for information and any required Council action on Committee recommendations.

**e) Attendance at Relevant City and/or Community Events**

- Committee members are required to participate in a minimum of one City or community event as identified in their annual workplan, or as otherwise directed by Council or determined by the Committee.

## **6. Annual Work Plan**

### **a) Plan Development**

- Each year, the Committee will develop a concise set of annual objectives and targets that align with Council priorities and the Committee's mandate.
- This Work Plan must be submitted to Council for approval.

### **b) Execution and Alignment**

- With reasonable assistance from City staff, the Committee executes its Work Plan.
- Activities should contribute to the overarching goals of the City and align with the Committee's Terms of Reference.

## **7. Administration**

### **a) Staff Support**

- Staff support, including meeting coordination and project assistance, will be provided by staff of the Economic Investment Services Division, along with other City staff as required.

### **b) Budget**

- No operating budget is allocated to the Committee unless otherwise provided by Council.

## **8. Authority**

### **a) Legislative Authority**

- This Committee is established by Council in accordance with section 142 of the Community Charter, which permits Council to create select committees to consider, inquire into, and report on any matter.
- As a select committee, its meetings will be open to the public unless the subject matter falls under a section of the Community Charter that allows for in-camera proceedings (Section 90).

### **b) Reporting to Council**

- The Committee provides findings, opinions, and recommendations to Council for final approval or direction.
- A Committee member (who is not the Chair) will present to Council-in-Committee in the first quarter of each year, its accomplishments over the previous year as well as its current year workplan.

## PARKS, RECREATION AND SPORT TOURISM COMMITTEE

### TERMS OF REFERENCE

#### 1. Mandate

The purpose of the Parks, Recreation and Sport Tourism Committee (the “Committee”) is to review and advise on Surrey’s parks, recreation, and sport tourism initiatives. The Committee makes recommendations on parks and recreation services, and fosters partnerships with local community organizations. Additionally, the Committee helps identify opportunities for sport tourism events. As a select committee established by Council under section 142(1) of the *Community Charter*, the Committee will:

- Advise Council on strategies and activities related to parks, recreation, diversity, inclusion, sport tourism, youth and seniors’ services in Surrey.

#### 2. Role

The Committee will:

- Review and advise on the implementation of the Parks, Recreation & Culture Department’s Strategic Plan and other related Council adopted Strategic Plans;
- Provide suggestions on strategies and services to enhance residents’ awareness of and engagement in Parks and Recreation services in the City;
- Review and recommend a schedule of annual fees and charges for various Parks, Recreation and other community services to Council for approval;
- Recognize the important relationship between the City and the community-based Seniors Services Sector, and support these partnerships where possible;
- Review the policies, programs and initiatives of other organizations to establish best practices to better serve Surrey’s diverse population;
- Provide input on strategies and services and identify opportunities that would enhance the capacity, sustainability and programming of sport tourism event hosting opportunities, not-for-profit and professional organizations in Surrey;
- Assist staff to identify potential funding resources and develop strategies to overcome barriers to accessing resources from other orders of government and foundations to advance Surrey;
- Consider and make recommendations to Council on any other matters referred to the Committee by Council; and
- Liaise, on behalf of Council, with the public and private agencies including senior governments, to encourage the provision of programs, services and support for parks and recreation services.

For clarity, the scope of this work includes parks, recreation, diversity, sport tourism, youth and seniors’ opportunities as well as a broad range of activities undertaken by the City in support of the social well-being of all the City’s residents.

### **3. Membership**

#### **a) Composition**

- The Parks, Recreation and Sport Tourism Committee is a select committee established by Council.
- The Committee will consist of nine (9) voting members, appointed by Council, preferably including:
  - Two (2) members of Council (one appointed as Chair and another as Vice Chair, each for a two-year term);
  - Six (6) volunteer members; and
  - One (1) Surrey School Trustee as a voting member.
- Council strives for committee composition that reflects the broadest range of qualifications, skills, experiences, perspectives and identities essential to advance the mandate of the committee.
- The Mayor is an ex-officio and non-voting member of all select committees.

#### **b) Term of Appointment**

- Members are appointed for a two-year term, except as otherwise determined by Council.
- Members may serve up to three terms, except as otherwise determined by Council.
- If a member leaves mid-term, Council may appoint a replacement for the remainder of that term.

#### **c) Surrey Residency Requirement**

- Preference for volunteer members will be given to Surrey residents, business owners and property owners.

### **4. General Terms and Code of Conduct**

All Committee members are expected to abide by the City of Surrey's policies, including *Surrey Code of Conduct By-law, 1994, No. 12196*, Respectful Workplace Policy, and these Terms of Reference. Appropriate measures will be taken to address Committee members who contravene the City's policies, including possible removal from the Committee by Council.

Volunteer members receive an orientation package that includes three forms required to be signed and returned to staff prior to participating in Committee meetings:

1. Acknowledgement of Expectations
2. Council Appointed Volunteer Code of Ethics
3. Council Appointed Volunteer Confidentiality Agreement

#### **a) Decorum and Debate**

- Committee members must devote the necessary time and effort to prepare for meetings, arrive on time, provide input germane to the Committee's mandate, and maintain respect for different perspectives.



**b) Authority and Reporting**

- The Committee and its members will not represent themselves as having any authority beyond that delegated in this Terms of Reference.
- Committee minutes and recommendations are forwarded to Council for information or approval.

**c) Media / Social Media**

- Members must not speak to the media or post on social media as official representatives of the Committee unless expressly authorized by Council.
- Any use of media or social media must reflect the City's values, maintain confidentiality where required, and stay consistent with official City positions.

**d) Professionalism**

- Members must maintain a respectful, constructive, and professional tone in all Committee-related communications, promotions, and activities.

**e) Confidentiality**

- All new Committee members are required to sign the "Council Appointed Volunteer Confidentiality Agreement." Returning members are bound by any previously signed agreement.
- Members must not disclose confidential information acquired through their Committee role.

**f) Conflict of Interest**

- A conflict of interest exists if a member (or their immediate family) has a direct or indirect financial or personal interest in a matter under Committee consideration.
- Members with a conflict of interest must declare its nature, abstain from voting, and leave the room during discussion of that matter.
- Members must not benefit directly or indirectly from Committee participation during their term and for a period of 12 months thereafter.

**5. Meetings**

**a) Schedule and Frequency**

- The Committee will typically meet up to a maximum of eight and a minimum of four times a year, at the call of the Chair, excluding the months of March, August and December.

**b) Quorum and Attendance**

- Quorum is a simple majority of voting members (i.e., more than half).
- A member who is absent from three meetings within a 12-month period, without satisfactory reason, will be referred to Council for removal from the Committee.

**c) Guests and Delegations**

- Community partners, subject matter experts, or guests may be invited to meetings at the call of the Chair.

- Delegation requests must be submitted through the City Clerk's Office; if approved, delegations may present at open meetings.

**d) Minutes**

- The Legislative Services Division records meeting minutes.
- The City Clerk forwards the minutes to a Regular Council meeting for information and any required Council action on Committee recommendations.

**e) Attendance at Relevant City and/or Community Events**

- Committee members are required to participate in a minimum of one City or community event as identified in their annual workplan, or as otherwise directed by Council or determined by the Committee.

**6. Annual Work Plan**

**a) Plan Development**

- Each year, the Committee will develop a concise set of annual objectives and targets that align with Council priorities and the Committee's mandate.
- This Work Plan must be submitted to Council for approval.

**b) Execution and Alignment**

- With reasonable assistance from City staff, the Committee executes its Work Plan.
- Activities should contribute to the overarching goals of the City and align with the Committee's Terms of Reference.

**7. Administration**

**a) Staff Support**

- Staff support, including meeting coordination and project assistance, will be provided by staff of the Parks, Recreation & Culture Department, along with other City staff as required.

**b) Budget**

- No operating budget is allocated to the Committee unless otherwise provided by Council.

**8. Authority**

**a) Legislative Authority**

- This Committee is established by Council in accordance with section 142 of the Community Charter, which permits Council to create select committees to consider, inquire into, and report on any matter.
- As a select committee, its meetings will be open to the public unless the subject matter falls under a section of the Community Charter that allows for in-camera proceedings (Section 90).

**b) Reporting to Council**

- The Committee provides findings, opinions, and recommendations to Council for final approval or direction.
- A Committee member (who is not the Chair) will present to Council-in-Committee in the first quarter of each year, its accomplishments over the previous year as well as its current year workplan.

## LIVEABILITY, SOCIAL EQUITY AND PUBLIC SAFETY COMMITTEE

### TERMS OF REFERENCE

#### 1. Mandate

The purpose of the Liveability, Social Equity and Public Safety Committee (the “Committee”) is to enhance the connection, inclusion, social equity and increase a sense of safety for the diverse communities in Surrey and prevent and reduce crime. As a select committee established by Council under section 142(1) of the *Community Charter*, the Committee will:

- Advise Council on social policies, programs and services that ensure connection, inclusion and social equity for the diverse communities in Surrey; and
- Advise Council on strategic and policy issues pertaining to the City’s provision of public safety programs that engage our residents and businesses.

#### 2. Role

The Committee will:

- Provide a venue for the voices, experiences and recommendations of our diverse citizens, community groups and social service agencies and others and makes recommendations to Council;
- Cooperate and liaise with groups in the development of creating community-engaged programs to prevent crime and enhance liveability, safety and social equity;
- Receive regular updates from the Surrey Police Service, the Surrey Fire Service, and SMART & CHART programs, on key initiatives; and
- Consider and make recommendations to Council on any other matters referred to the Committee by Council.

#### 3. Membership

##### a) Composition

- The Liveability, Social Equity and Public Safety Committee is a select committee established by Council.
- The Committee will consist of eighteen (18) voting members, appointed by Council, typically including:
  - Two (2) members of Council (one appointed as Chair and another as Vice-Chair each for a two-year term);
  - Nine (9) volunteer members who have demonstrated a long-term connection to the City of Surrey, preferably with experience and expertise in policing and public safety matters; and
  - Seven (7) volunteer members, preferably with experience and expertise in social issues.

- Volunteer members do not need to be representatives of particular agencies, organizations or interest groups.
- Council strives for committee composition that reflects the broadest range of qualifications, skills, experiences, perspectives and identities essential to advance the mandate of the committee.
- The Mayor is an ex-officio and non-voting member of all select committees.

**b) Term of Appointment**

- Members are appointed for a two-year term, except as otherwise determined by Council.
- Members may serve up to three terms, except as otherwise determined by Council.
- If a member leaves mid-term, Council may appoint a replacement for the remainder of that term.

**c) Surrey Residency Requirement**

- Preference for volunteer members will be given to Surrey residents, business owners and property owners.

**4. General Terms and Code of Conduct**

All Committee members are expected to abide by the City of Surrey’s policies, including *Surrey Code of Conduct By-law, 1994, No. 12196*, Respectful Workplace Policy, and these Terms of Reference. Appropriate measures will be taken to address Committee members who contravene the City’s policies, including possible removal from the Committee by Council.

Volunteer members receive an orientation package that includes three forms required to be signed and returned to staff prior to participating in Committee meetings:

1. Acknowledgement of Expectations
2. Council Appointed Volunteer Code of Ethics
3. Council Appointed Volunteer Confidentiality Agreement

**a) Decorum and Debate**

- Committee members must devote the necessary time and effort to prepare for meetings, arrive on time, provide input germane to the Committee’s mandate, and maintain respect for different perspectives.

**b) Authority and Reporting**

- The Committee and its members will not represent themselves as having any authority beyond that delegated in this Terms of Reference.
- Committee minutes and recommendations are forwarded to Council for information or approval.

**c) Media / Social Media**

- Members must not speak to the media or post on social media as official representatives of the Committee unless expressly authorized by Council.

- Any use of media or social media must reflect the City’s values, maintain confidentiality where required, and stay consistent with official City positions.

**d) Professionalism**

- Members must maintain a respectful, constructive, and professional tone in all Committee-related communications, promotions, and activities.

**e) Confidentiality**

- All new Committee members are required to sign the “Council Appointed Volunteer Confidentiality Agreement.” Returning members are bound by any previously signed agreement.
- Members must not disclose confidential information acquired through their Committee role.

**f) Conflict of Interest**

- A conflict of interest exists if a member (or their immediate family) has a direct or indirect financial or personal interest in a matter under Committee consideration.
- Members with a conflict of interest must declare its nature, abstain from voting, and leave the room during discussion of that matter.
- Members must not benefit directly or indirectly from Committee participation during their term and for a period of 12 months thereafter.

**5. Meetings**

**a) Schedule and Frequency**

- The Committee will typically meet up to a maximum of eight and a minimum of four times a year, at the call of the Chair, excluding the months of March, August and December.

**b) Quorum and Attendance**

- Quorum is a simple majority of voting members (i.e., more than half).
- A member who is absent from three meetings within a 12-month period, without satisfactory reason, will be referred to Council for removal from the Committee.

**c) Guests and Delegations**

- Community partners, subject matter experts, or guests may be invited to meetings at the call of the Chair.
- Delegation requests must be submitted through the City Clerk’s Office; if approved, delegations may present at open meetings.

**d) Minutes**

- The Legislative Services Division records meeting minutes.
- The City Clerk forwards the minutes to a Regular Council meeting for information and any required Council action on Committee recommendations.

**e) Attendance at Relevant City and/or Community Events**

- Committee members are required to participate in a minimum of one City or community event as identified in their annual workplan, or as otherwise directed by Council or determined by the Committee.

**6. Annual Work Plan**

**a) Plan Development**

- Each year, the Committee will develop a concise set of annual objectives and targets that align with Council priorities and the Committee's mandate.
- This Work Plan must be submitted to Council for approval.

**b) Execution and Alignment**

- With reasonable assistance from City staff, the Committee executes its Work Plan.
- Activities should contribute to the overarching goals of the City and align with the Committee's Terms of Reference.

**7. Administration**

**a) Staff Support**

- Staff support, including meeting coordination and project assistance, will be provided by staff of the Surrey Fire Service, the Surrey Police Service and Bylaw Services, along with other City staff as required.

**b) Budget**

- No operating budget is allocated to the Committee unless otherwise provided by Council.

**8. Authority**

**a) Legislative Authority**

- This Committee is established by Council in accordance with section 142 of the Community Charter, which permits Council to create select committees to consider, inquire into, and report on any matter.
- As a select committee, its meetings will be open to the public unless the subject matter falls under a section of the Community Charter that allows for in-camera proceedings (Section 90).

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**b) Reporting to Council**

- The Committee provides findings, opinions, and recommendations to Council for final approval or direction.
- A Committee member (who is not the Chair) will present to Council-in-Committee in the first quarter of each year, its accomplishments over the previous year as well as its current year workplan.

**APPENDIX “VII”**

**2025 SELECT COMMITTEES**

<b>Committee Name</b>	<b>Current Membership</b>	<b>Proposed Membership (Per Revised Terms of Reference)</b>
Agriculture and Food Policy Committee (AFPC)	<ul style="list-style-type: none"> <li>• 2 members of Council</li> <li>• 7 volunteer farming representatives</li> <li>• 1 volunteer representative from a food advocacy group</li> <li>• 1 volunteer representative from the food processing industry</li> </ul>	<ul style="list-style-type: none"> <li>• 1 member of Council</li> <li>• 7 volunteer farming representatives</li> <li>• 1 volunteer representative from a food advocacy group</li> <li>• 1 volunteer representative from the food processing industry</li> <li>• Mayor as ex-officio and non-voting member</li> </ul>
Arts and Culture Advisory Committee (ACAC)	<ul style="list-style-type: none"> <li>• 2 members of Council</li> <li>• 7 volunteer members</li> </ul>	<ul style="list-style-type: none"> <li>• 1 member of Council</li> <li>• 6 volunteer members</li> <li>• Mayor as ex-officio and non-voting member</li> </ul>
Environment and Climate Change Committee (ECCC)	<ul style="list-style-type: none"> <li>• 2 members of Council</li> <li>• 5 volunteer members</li> </ul>	<ul style="list-style-type: none"> <li>• 1 member of Council</li> <li>• 6 volunteer members</li> <li>• Mayor as ex-officio and non-voting member</li> </ul>
Investment, Innovation and Business Committee (IIBC)	<ul style="list-style-type: none"> <li>• 2 members of Council</li> <li>• 3 volunteer local business association representatives</li> <li>• 3 volunteer local business leaders</li> <li>• 1 volunteer representative from each of Surrey’s three universities</li> </ul>	<ul style="list-style-type: none"> <li>• 1 member of Council</li> <li>• 3 volunteer local business association representatives</li> <li>• 3 volunteer local business leaders</li> <li>• 1 volunteer representative from each of Surrey’s three universities</li> <li>• Mayor as ex-officio and non-voting member</li> </ul>
Parks, Recreation and Sport Tourism Committee (PRSTC)	<ul style="list-style-type: none"> <li>• 2 members of Council</li> <li>• 6 volunteer members</li> <li>• 1 Surrey Schools Trustee</li> </ul>	<ul style="list-style-type: none"> <li>• 2 members of Council</li> <li>• 6 volunteer members</li> <li>• 1 Surrey Schools Trustee</li> <li>• Mayor as ex-officio and non-voting member</li> </ul>



Committee Name	Current Membership	Proposed Membership (Per Revised Terms of Reference)
Liveability, Social Equity and Public Safety Committee (LSEPSC)	Staff recommend establishing this committee	<ul style="list-style-type: none"> <li>• 2 members of Council</li> <li>• 9 volunteer members, preferably with experience and expertise in policing and public safety matters</li> <li>• 7 volunteer members, preferably with experience and expertise in social issues</li> <li>• Mayor as ex-officio and non-voting member</li> </ul>
Livability and Social Equity Committee (LSEC)	<ul style="list-style-type: none"> <li>• 2 members of Council</li> <li>• 7 volunteer members</li> </ul>	Staff recommend dissolving this committee
Public Safety Committee (PSC)	<ul style="list-style-type: none"> <li>• 2 members of Council</li> <li>• 7 volunteer members</li> </ul>	Staff recommend dissolving this committee