



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**AT RISK AND VULNERABLE POPULATION TASK**  
**FORCE**  
**POLICY NUMBER:** **COUNCIL POLICY 172**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2021-</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

**Mandate**

The At Risk and Vulnerable Population Task Force will be comprised of government, faith and non-profit representatives. It will be mandated with advising response efforts related to at-risk and vulnerable populations in White Rock and South Surrey.

At-risk and vulnerable populations include but are not limited to families, individuals and households in the White Rock and South Surrey area who are dealing with homelessness, and precarious or unstable living arrangements (e.g., couch surfing)

**1. Responsibilities**

The Task Force will have the following responsibilities:

- identifying short, medium and longer term actions to ensure that the needs of at-risk and vulnerable populations are being addressed.

**2. General Terms**

Appointments will be made by the Mayor of the City of White Rock for a term until when the work plan/designated task(s) are completed.

Subsequent appointments by the Mayor to the Task Force will be done to address the replacement of members who resign mid-term. The Chairpersons and Vice-Chairpersons will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

### **3. Membership**

The At Risk and Vulnerable Population Task Force will consist of up to six (6) voting members which will bring expertise /experience in the area of the mandate of the Task Force. These members would be in addition to the Mayor of the City of White Rock, and three (3) Councillors (one from the City of White Rock and two from the City of Surrey). One of the City of Surrey Councillors will be named as Co-Chairperson. The remaining Councillors will serve as Alternates for the Co-Chairpersons in their absence. All Council members on the Task Force will be non-voting.

The following considerations will be made by Council when appointing members to the Task Force: diversity including age, gender, ethnicity, etc.

The following agencies will have representatives on the Task Force

- Peace Portal Alliance Church
- Options Community Services
- Sources Community Resource Centres
- BC Housing
- Peninsula Homeless to Housing
- Fraser Health

City Staff Liaisons (non-voting):

- City of White Rock Director of Recreation and Culture
- City of Surrey Social Planner
- White Rock RCMP
- Surrey RCMP Police Mental Health and Outreach Team
- The assigned Committee Clerk (to be discussed to possibly share with the City of Surrey)

### **4. Chairperson/ Vice-Chairperson**

The Mayor of the City of White Rock and a Surrey Councillor will serve as Co-Chairpersons for the Task Force. The two (2) additional members of Council on the Task Force (one from the City of White Rock and one from the City of Surrey) will serve as Co-Vice Chairpersons. Councillors will serve as non-voting members on the Task Force.

### **5. Meetings**

- a) The Task Force will meet on a bi-weekly basis, or as decided by the majority of the Task Force. Extraordinary meetings may be called at the discretion of the Chairperson.
- b) The Committee Clerk will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the respective municipalities.

- c) The agenda will be created and distributed by the assigned Committee Clerk, including a standing item with a review of the Task Force's progress toward completion of its work plan.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The assigned Committee Clerk will inform the Chairpersons, Vice-Chairperson, staff liaison(s) followed by Task Force members.
- e) Staff will inform the Chairperson and Vice-Chairpersons in the circumstance a meeting must be cancelled prior to an official notice going to the Task Force. A meeting may be called, cancelled or rescheduled by the Chairpersons. Notice of a meeting, cancellation or rescheduling must be received by the assigned Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) Task Force members must advise the assigned Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the assigned Committee Clerk will cancel the meeting by first attempting to notify the Chairpersons, Vice-Chairpersons and staff liaisons, followed by informing all members.
- g) At the initial Task Force meeting:  
An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:
  - Review of the Terms of Reference;
  - Summary of the mandate;
  - Overview of the responsibilities;
  - Task Force membership;
  - Clerical support for Task Force business meetings.
- h) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public, and held in person.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- k) Members are expected to attend all regularly scheduled meetings, or assign an alternate to attend on their agency's behalf;
- l) The Task Force may from time to time invite experts to attend meetings. Any person with particular expertise, including City staff, may be invited by the Chairpersons or staff liaisons

to attend a meeting in order to provide information or advice.

- m) The Task Force does not have the authority to commit funds, enter into contracts or commit the City of White Rock or the City of Surrey to a particular course of action.
- n) The Task Force cannot direct City staff to act without the endorsement of their Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for their City.
  - i. Any such action must be referred to Council for consideration and adoption; and
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- o) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the Task Force, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- p) Members are not permitted to speak directly with the media on behalf of the Task Force.
- q) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference.

## **6. Meeting Quorum**

- a) Quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

If during the meeting the Chairpersons are aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

- b) If there is no quorum present within 15 minutes of the scheduled start time, the assigned Committee Clerk will:
  - i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **7. Meeting Minutes**

- a) The meeting minutes will be action based and will only include:
  - i. Attendance
  - ii. Items discussed
  - iii. Resolutions that were adopted
  - iv. Action Items that were directed
  - v. Recommendations that were directed or adopted by the Task Force

## **8. Staff Support**

- a) The City of White Rock’s Director of Recreation and Culture and the City of Surrey’s Social Planner will provide support functions including:
- i. Participate in the orientation of Task Force members at the beginning of their term, and to new members as they are appointed, in regard to the mandate, responsibilities, or adopted work plan, previous successes, how the Task Force fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to the assigned Committee Clerk at least one (1) week prior to the meeting date for agenda preparation;
  - iii. Prepare reports on behalf of the Task Force;
  - iv. Review and return draft minutes to assigned Committee Clerk prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare a final report to be submitted to Council(s) with their recommendations. The report will be forwarded to the Task Force prior to going to the Councils so their feedback can be considered.
- b) The assigned Committee Clerk will provide meeting management and recording support. Support functions include:
- i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures and responsibilities;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairpersons and staff liaisons;
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference; and
  - xi. Create, amend and post, as needed, the Task Force meeting calendar.