

## **Terms of Reference – Community Engagement, Culture and Inclusion Committee**

### **Purpose**

To provide Council with advice and recommendations on issues relative to community engagement and inclusiveness, as outlined below, and as aligned with the Corporate Strategic Plan.

### **Mandate**

The Committee will provide advice and recommendations, on the request of Council, in the following areas.

- The protection or enhancement of Anmore's heritage;
- The enhancement of interest and participation at Anmore's public meetings and community events;
- The enhancement of Anmore's social programs for residents of all ages;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

### **Membership**

One (1) Council member will be Chair, as appointed by the Mayor. The Committee will consist of up to a maximum of four (4) volunteer members as appointed by Council. Membership is open to all residents and non-resident property owners of Anmore. The membership term is in effect from April 1, 2017 to March 31, 2019. The Mayor is an ex-officio of the Committee and when present may constitute a quorum.

### **Committee Support**

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

## **Meetings**

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet monthly, or at the call of the Chair.

This Committee is not authorized to hold a meeting In-Camera.

## **Agendas and Minutes**

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

## **Governance**

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act*, *Community Charter*, *Anmore Procedure Bylaw*, and *Anmore Code of Conduct*.

