

**TERMS OF REFERENCE
COMMUNITY COMMUNICATIONS COMMITTEE
(Updated January 6, 2023)**

Name of Committee:

Community Communications Committee

Background:

Following the work of the Ad Hoc Committee on Community Communications, established in 2004, City Council accepted a recommendation to establish an advisory committee on communications.

Objectives:

1. To review, with input from Administration, the Corporate external communication policies, strategies for major initiatives, programs and tools, including the web site.
2. To provide input into the development of a Community Communications Plan for the term of Council, for Council's consideration.
3. To work with Members of Administration in establishing criteria by which the success of the community plan may be assessed. Such criteria may include costs of production and distribution, and response by the community.
4. To provide Council's input into the Reports to Citizens through discussions with Administration, on the development of plans for the Report, its general content, purpose and design.
5. To submit through its minutes and such reports as are deemed necessary ongoing information and recommendations to Committee of the Whole on these matters.

Resources and Finances:

All expenditures proposed by the Committee shall first be approved by City Council. Any financial requirement should be identified when possible prior to the approval of the annual operating budget by Council and included in the Strategic Initiatives & Engagement or Council Initiatives budgets, as appropriate. The Committee will be supported by City Administration through the Strategic Initiatives & Engagement Division, with general clerical support being provided by the Office of the City Clerk.

Membership and Responsibilities:

The Committee will be comprised of the following five (5) voting members, to be appointed for the term of Council:

- Two (2) Council Appointees
- Three (3) Citizen Appointees

And such non-voting members of Administration as the City Manager deems necessary.

Preference will be given for Citizen Appointees who bring diversity to the Committee.

Other Members of Council or Administration, may attend and participate with the permission of the Chair, in discussions and debates on matters before the Committee, and provide information, advice and assistance to the Committee, but shall not vote at the meeting.

Voting on motions and questions before the Committee shall be in accordance with the procedural rules of Council. The Committee Chair and Vice-Chair will be selected annually from within the voting Committee members.

The City Clerk will act as Clerk to the Committee, and will provide administrative support including co-ordinating the distribution of agendas and minutes, correspondence to and on behalf of members, and booking of meeting rooms etc.

Governance:

The Committee reports to City Council through the Office of the City Clerk.

A quorum of members present to conduct business at a Community Communications meeting is a simple majority of filled voting member positions. Each of the five appointed voting members is entitled to one vote at Committee meetings.

The Committee's terms of Reference will be reviewed annually and, if changes are made, returned to Council for approval.

Timelines:

The Committee will meet on a bimonthly basis in accordance with the calendar of meeting dates for the year, or at the call of the Chair. The calendar of meeting dates shall be approved by Committee on an annual basis.

This is an on-going Committee.

Contact:

Director – Strategic Initiatives & Engagement
Phone: (807) 625-3859

Or

Council & Committee Clerk – Office of the City Clerk
Phone: (807) 625-2230