



Community Safety Standing Committee Terms of Reference

1. Committee Purpose

- 1.1.** The purpose of the Community Safety Standing Committee is to:
- maintain an effective channel of communication between Council, staff and the community on matters related to community safety;
 - serve as a resource, information gathering and advisory body to Council on community safety (Traffic, RCMP and Fire) in keeping with Council's Strategic Plan;
 - advise and assist Council in creating a safe and secure community through traffic, RCMP and fire services and enhancing the quality of life of the community; and,
 - advocate personal, public and corporate safety and security.

2. Duties

- 2.1.** Consider community safety issues within the purpose of the Committee, such as, but not limited to: crime prevention, public nuisance matters, injury prevention, pedestrian safety, traffic safety, bicycle safety, fire prevention, and generally enhancing public safety and security.
- 2.2.** Receive regular verbal updates from RCMP and Fire Rescue.
- 2.3.** Select and recommend community safety-related actions, within available resources or for Council consideration through the Financial Plan process.
- 2.4.** Liaise through the Staff Liaison with other local governments, school districts, ICBC, and other community safety-related organizations to enhance community safety in the District.

3. Membership and Term

- 3.1.** This Standing Committee, appointed by the Mayor in accordance with the *Community Charter*, is comprised of five members of Council.
- 3.2.** The Mayor shall preside as Chairperson at all meetings.
- 3.3.** The Acting Mayor shall preside as Chairperson at meetings in the absence of the Mayor.
- 3.4.** Members will be appointed by the Mayor for a term concurrent with the term of Council, or until dissolved by the Mayor, whichever term end occurs earlier.
- 3.5.** The following non-voting resource group will be available to attend the Standing Committee meetings to provide technical advice and staff assistance when necessary:

- 3.5.1. Representative of the RCMP
- 3.5.2. Fire Chief
- 3.5.3. One staff member appointed by the Chief Administrative Officer as Staff Liaison.
- 3.5.4. Other staff members, as required.

4. Operation of the Committee

4.1. Meeting Schedule

- 4.1.1. The Committee shall meet on the second Tuesday of the month at 9:00 am, a minimum of two times annually, or at the call of the Chair.
- 4.1.2. Committee meeting will commence at 9:00 am in the District Council Chambers. The Committee may, by unanimous consent of all members of the Committee, choose an alternate meeting start time during the term of the Committee.
- 4.1.3. The order of business will be as established by the appointed Staff Liaison, in consultation with the Chairperson.

4.2. Minutes and Agendas

- 4.2.1. Agendas will be prepared and distributed to the Committee members by the staff member at least three days prior to the Committee meeting.
- 4.2.2. A committee clerk as appointed by the Director of Corporate Administration will take minutes. Draft minutes will be placed on the next Committee meeting agenda. Once Committee minutes are adopted, the minutes will be placed on the next Council meeting agenda for receipt.
- 4.2.3. Any recommendations requiring Council approval will be submitted to Council in the report/recommendation format prepared by the appointed staff member.

4.3. Procedure

- 4.3.1. The Committee rules of procedure will be those set out in the Council Procedure Bylaw and the Council Committee System Policy.
- 4.3.2. A quorum is a minimum of three of its voting members.
- 4.3.3. The Committee has the authority to establish Working Groups to help carry out the work of the Standing Committee. Each working group established must include one member of the Standing Committee and a timeframe for reporting back to the Standing Committee.

4.4. Scope

- 4.4.1. The Committee will only consider matters pertaining to community safety or matters referred to it by Council and the Chief Administrative Officer.

4.5. Time Limits

- 4.5.1. Committee meetings shall not exceed two hours in duration, unless the time is extended by unanimous vote of the Committee.

5. Authority

- 5.1.** The Committee does not have the authority to financially encumber the Municipality in any way.
- 5.2.** The Committee does not have the authority to directly change bylaws or policies.
- 5.3.** The Committee does not have the authority to direct the work of staff.
- 5.4.** *Community Charter, Part 5, Division 4, 141, Standing Committees of Council.*
- 141(1) The mayor must establish standing committees for matter the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
- (2) At least half of the members of a standing committee must be council members.*
- (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.*