

Select Committee on Community Safety and Well Being

Terms of Reference

Purpose

The role of the Select Committee on Community Safety and Well Being (“the Committee”) is to explore, evaluate, and recommend to Council policies, programs, and initiatives aimed at reducing crime, providing adequate shelter for vulnerable populations, and fostering a sense of safety in community.

Goals & Objectives

- Identify key challenges and opportunities related to community safety and crime reduction.
- Assess the effectiveness of existing policies and programs in promoting safety and well-being.
- Engage with relevant stakeholders, including community members, law enforcement, businesses, healthcare professionals, and local government officials.
- Develop and propose actionable recommendations to Council regarding crime reduction, providing adequate shelter for vulnerable populations, and community safety.
- Make recommendations to Council respecting any additional studies, research, and reporting that may assist future decision-making.

Membership

The Committee shall consist of 7 – 9 members, appointed by Town Council.

- Members shall include representatives from:
 - The Smithers and District Chamber of Commerce;
 - Smithers Community Services Association;
 - Citizens on Patrol;
 - The Office of the Wet’suwet’en or an indigenous organization;
 - Northern Health;
 - Up to 4 members at large.
- Non-voting advisory members shall include:
 - An appointed Council member;
 - Director of Community Services;
 - Chief Administrative Officer;
 - RCMP Staff Sergeant.
- The committee may invite experts, stakeholders, and community members to participate and provide input.

- Changes to the participation on the Committee must be approved by Town Council.
- The term of membership will be 2 years.

Meetings

Members will respect the following rules of meeting conduct:

- Promise of informality. Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved; and
- Promise to stay on track and on topic.

Meeting Frequency

- Meetings shall take place on a schedule approved at the first meeting of each year.
- Meetings are expected to take place monthly, or more frequently if the Committee deems it necessary.
- Members are expected to attend 75% of scheduled meetings.

Procedure

- A Chair and Deputy-Chair will be elected by the committee membership at the inaugural meeting as the first matter of business and on an annual basis thereafter.
- The Chair shall continue until the membership has elected a new chair.
- Meeting agendas are to be established collaboratively by the Committee Chair and Director of Community Services and approved by the Chair prior to publication.
- A Majority of the Committee constitutes quorum.
- The proceedings of the Committee will follow the Town of Smithers Council Procedure Bylaw.
- Recommendations of the Committee shall be made by consensus of members in attendance at a meeting, providing quorum is present.

Administrative Duties

The Community Services Department will provide administrative support to the Committee including:

- Preparing the agenda for each meeting
- Prepare the minutes of all committee meetings.

The Committee will collectively undertake all background research, assessments, trends, and reports to Council, as well as the development of presentation materials.

Meeting Facilitator

The Chair shall preside at all meetings of the committee, maintain order, and ensure that the rules of the committee are followed. The members of the committee shall select a chair from the members present if the Chair and Deputy-Chair are absent.