

## **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 and fostering a sense of safety in the 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 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 **8-10** 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;
  - Lake Babine Nation;
  - Dze L K’ant Friendship Centre
  - 4 members at large.
- Non-voting advisory members shall include:
  - An appointed Council member
  - Director of Community Services
  - Chief Administrative Officer;
  - RCMP Staff Sergeant
  - Northern Health.

### **Membership continued**

- 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.

### **Timeline**

- The Committee shall be given a two-year term, with an option to extend the term by resolution of Council, after which it shall disband.
- One year after the Committee's inaugural meeting the Committee must prepare and submit a report to Council on the Committee's effectiveness that describes how the committee has met the goals and objectives of its Terms of Reference.

### **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 once per month.
- 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.

### **Procedure continued**

- 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.