

## **TERMS OF REFERENCE – 2021**

### **Integrated Community Safety Task Force**

#### **PURPOSE:**

The Integrated Community Safety Task Force (ICSTF) is a Select Committee and has been initiated by the Mayor of the City of Chilliwack. As is the case with communities across British Columbia, the City of Chilliwack has seen an increase in criminal activity. There are many root causes of criminal behaviour, including economic changes, homelessness, addictions, mental health concerns, and a variety of other personal and systemic issues. Chilliwack has high Criminal Code offenses and case burdens which often stem from these pre-cursors. Crime, and the perception of crime, is a complex issue and requires substantial effort to reduce the negative impact to the community.

Much has been done in recent years to address public safety. Much is still needed, as is public awareness. There are a small number of offenders who are responsible for a disproportionate share of the crime taking place. RCMP, municipal, judiciary and correctional resources are being taxed by people who reoffend. There must be adequate deterrents for crime (including policing resources, court services and incarceration), but to address the cycle of crime, there also must be adequate and timely preventative efforts including counselling, treatment, affordable housing options, outreach and restorative justice efforts. It is an appropriate time to collaboratively inventory the work done to date, and look for interagency gaps and opportunities.

The purpose of ICSTF is to have focused interagency collaboration on crime, identifying opportunities for improved systems, processes and initiatives in Chilliwack. The task force will provide advice to Council on strategies to address crime in the community. The task force will report its findings and opinions to Council. Since crime has no borders, any systemic improvements that this yields should have a far reaching impact and should benefit other communities facing similar challenges.

#### **COMPOSITION:**

The membership of ICSTF shall consist of up to nineteen (18) voting members appointed by Council as follows:

1. Ken Popove, Mayor
2. Bud Mercer, Chilliwack City Councillor, Former RCMP Assistant Commissioner, (Co-Chair);
3. Jason Lum, Chilliwack City Councillor, FVRD Chair, PSAC Chair;
4. Clint Hames, Former Mayor, City of Chilliwack, (Co-Chair);
5. Superintendent Bryon Massie, OIC, Upper Fraser Valley Regional RCMP Detachment;
6. Tonia Enger, Provincial Police Services(retired);
7. Barry Penner, QC; former provincial cabinet minister; lawyer and consultant;
8. Petra Pardy, RN, MA Executive Director, Chilliwack/Hope/Agassiz, Fraser Health Authority;
9. Mike Kenyon, Clinical Director, Mental Health and Substance Use Services, Fraser Health Authority;
10. Sherry Mumford, PhD., Consultant, Retired Fraser Health Director Mental Health and Substance Use, Retired Criminology Professor, University of the Fraser Valley & Simon Fraser University;
11. Shannon Tucker, Director, Office of Crime Reduction & Gang Outreach, Ministry of Public Safety and Solicitor General or alternate;

12. Steve Esau, Pacific Community Resources Society (PCRS);
13. Jacqueline Kea, A/Warden, Ford Mountain Correctional Centre or alternate;
14. Jennifer Capricci, Area Director, Correctional Service of Canada – Federal or alternate;
15. Mike Csoka, Community Member;
16. Honourable Steven Point, Former BC Provincial Court Judge and Former Lieutenant Governor of BC;
17. Dominic Flanagan, Executive Director, Strategic Initiatives, BC Housing
18. Others, as necessary.

ICSTF may also consist of non-voting members, including:

1. Liaison City of Chilliwack staff members
  - a. Peter Monteith, CAO;
  - b. Chris Crosman, Deputy CAO;
  - c. Mike Sikora, Social Development Coordinator;
  - d. Jamie Leggatt, Communications Manager
2. Others, as necessary.

ICSTF will also have subject matter experts attending from time to time.

All member appointments may be reviewed annually at Council's discretion, or will be done after a Council re-election takes place. Members are expected to attend at least 75% of the meetings.

The members of ICSTF shall serve without remuneration but may, from time to time, and on a resolution of Council, be reimbursed for expenses they incur while performing their functions as a member of the task force.

Council may, at any time, remove any member of ICSTF and any member may resign at any time upon sending written notice to the Chair of ICSTF. In the event of a vacancy occurring during a regular term on the task force, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

#### **PROCEDURES:**

1. An initial meeting will be called and chaired by Councillor Mercer. They will then elect a Chair and Vice Chair.
2. The meetings shall be held as determined by the Chair on an 'as needed' basis.
3. In the event the Chair is not present, the Vice Chair will act as Chair for that meeting. In the event that the Chair and Vice Chair are not present, the meeting shall stand adjourned until the next meeting or the next meeting called by the Chair.
4. A quorum of ICSTF will be greater than 50% of its members. If a quorum is not present the Chair, at his/her discretion, may carry on with discussion of items on the Agenda but will not entertain any motions for referral or recommendation to Council. In the event that there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of the task force.
5. The meetings shall be closed to the public, as defined in Division 3 of the *Community Charter*, and shall be held at City Hall.

6. A minimum of seven (7) days' notice must be given, and included in the notice will be the purpose for the meeting.
7. An Agenda package shall be provided to ICSTF members at least three (3) days in advance of the meeting date.
8. Responsibility for the items appearing on the Agenda will rest with the Chair in communication with the staff liaison assigned to support ICSTF. ICSTF members are encouraged to submit items for inclusion on the Agenda.
9. ICSTF will only concern itself with the items on the Agenda and, with respect to any new business that may be presented, the Chair may entertain a general discussion and where appropriate, the item will be referred to the next regular task force meeting for full discussion and recommendation.
10. In addition to items raised by the Chair and ICSTF members, the task force will also address matters referred by Council.
11. Minutes of the meeting shall be prepared by City of Chilliwack staff, subsequently signed by the Chair, and forwarded to Council in a Closed Meeting. ICSTF will report to Council through its minutes and by making recommendations for Council's consideration.
12. ICSTF will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the task force may, and is encouraged to make recommendations to Council if it wishes to request staff to investigate certain matters or wishes to make recommendations with respect to Council's policies, procedures, and practices.
13. ICSTF may hold public meetings to obtain feedback from the community and to relay information to the community.
14. ICSTF may appoint sub-committees of its members to review and provide recommendations on specific issues to the task force.
15. ICSTF may invite or entertain delegations that are either directly related to, or have a peripheral interest in, development matters to receive their comments and recommendations with respect to specific issues.
16. ICSTF will act as a clearing house and a forum for ideas and policy issues relating to its purpose.
17. ICSTF will consider, as appropriate, Council's objectives and strategies as contained within the City of Chilliwack Annual Report when making recommendations to Council.
18. If a task force member is unavailable to attend a meeting, an alternative may be sent if the alternative member has been approved by the Chair.

**CONFLICT OF INTEREST:**

ICSTF members must abide by the conflict of interest provision outlined in the *Community Charter* as amended or replaced from time to time. If a conflict of interest arises between a task force member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict. After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.