

TERMS OF REFERENCE – 2023

Chilliwack Community Safety Governance Committee

PURPOSE:

The purpose of the Chilliwack Community Safety Governance Committee (CSGC) is to stimulate and support focused interagency collaboration and the promotion of system change to improve community safety, through implementation of actions identified in the Chilliwack Community Safety Plan. This includes:

1. The establishment of time-limited, issues-focused groups to address key action items;
2. Monitoring and evaluation of progress on Community Safety Plan priorities through regular agency updates;
3. Identification of the most effective use of existing resources through collaborative efforts;
4. Effective communications that increase public understanding and support;
5. Identification of newly emerging issues and priorities by undertaking environmental scans/local safety assessments and community engagement.

COMPOSITION:

The Committee will consist of individuals from the public safety and general community representing a broad spectrum of interests related to homelessness and affordable housing; mental health; substance use; justice system, and early interventions for those with Adverse Childhood Experiences.

The membership of CSGC shall consist of up to 12 voting members and leadership representation from the following:

1. Bud Mercer, Chilliwack City Council, Chair
2. Clint Hames, Former Chilliwack City Mayor, Vice-Chair;
3. Upper Fraser Valley Regional RCMP Detachment;
4. Fraser Health Authority Mental Health & Substance Use;
5. First Nations Health Authority;
6. Ministry of Solicitor General;
7. BC Housing;
8. Ministry of Children & Family Development;
9. School District # 33;
10. MLA – Chilliwack Kent;

11. Community Member; and
12. Community Member.

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

1. Liaison City of Chilliwack staff members
2. Others, as necessary.

CSGC will also have subject matter experts attending from time to time, including representatives from organizations providing services related to homelessness, mental health and substance use, justice, and early interventions.

LIAISE/SUPPORT DEPARTMENT:

Public Safety and Social Development

PROCEDURES:

1. All member appointments may be reviewed annually at Council's discretion, or will be done after Council re-election takes place. Members are expected to attend at least 75% of the meetings.
2. The members of CSGC 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 committee.
3. Council may, at any time, remove any member of CSGC and any member may resign at any time upon sending written notice to the Chair of CSGC. In the event of a vacancy occurring during a regular term on the committee, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.
4. The meetings shall be held quarterly, or as determined by the Chair on an 'as needed' basis.
5. 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.

6. A quorum of CSGC 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 committee. The meetings shall be closed to the public as per the *Community Charter* and shall be held at City Hall.
7. The meetings shall be closed to the public as per the *Community Charter* and shall be held at City Hall.
8. An Agenda package shall be provided to CSGC members at least three (3) days in advance of the meeting date.
9. Responsibility for the items appearing on the Agenda will rest with the Chair in communication with the staff liaison assigned to support CSGC. CSGC members are encouraged to submit items for inclusion on the Agenda.
10. CSGC 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 committee meeting for full discussion and recommendation.
10. In addition to items raised by the Chair and CSGC members, the committee 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. CSGC will report to Council through its minutes and by making recommendations for Council's consideration.
12. CSGC will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the committee 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. CSGC may hold public meetings to obtain feedback from the community and to relay information to the community.

14. CSGC may appoint sub-committees of its members to review and provide recommendations on issues specific to the Community Safety Plan.
15. CSGC will act as a clearing house and a forum for ideas and policy issues relating to its purpose.
16. CSGC will consider, as appropriate, Council's objectives and strategies as contained within the City of Chilliwack Annual Report when making recommendations to Council.
17. If a committee 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:

CSGC 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 committee 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.