

## **TERMS OF REFERENCE – 2025**

### **Public Safety Advisory Committee**

#### **PURPOSE:**

The Public Safety Advisory Committee (PSAC) is a Select Committee established by Council. The committee will focus its attention on current and emerging public safety issues, addressing such matters as, but not limited to:

1. Bylaws directed to:
  - (a) residential safety;
  - (b) public nuisance matters;
  - (c) businesses that cause public nuisance;
  - (d) stolen property / metal;
  - (e) graffiti and vandalism;
  - (f) vehicular crime; and
  - (g) enhancing public safety and security generally;
2. Downtown concerns;
3. Fire Regulations and safety issues;
4. Proceeds from crime; and
5. Ongoing reporting on community policing.

The committee will showcase the good work various groups and agencies are undertaking to combat crime, thereby enhancing public safety and security.

The committee will, through Council, encourage existing agencies to broaden their scope of activities and direct their resources to current issues of identifiable concerns.

The committee will report its findings and opinions to Council.

#### **COMPOSITION:**

The Chair and Vice-Chair, with assistance from the City of Chilliwack (COC) staff liaison, and in consultation with the Mayor, will coordinate the membership selection process. The Mayor will coordinate the selection for all of the Select Committees and make final appointment recommendations to Council.

The membership of PSAC shall consist of two (2) elected officials representing Council as Chair and Vice-Chair, a COC liaison staff member from Public Safety and Social Development, and up to sixteen (16) voting members appointed by Council as follows:

1. three (3) members who are First Responders;
2. two (2) members from the community;
3. one (1) member from SD33;
4. two (2) members representing the legal community;
5. two (2) members representing the business community;
6. one (1) member from ICBC;
7. one (1) member from First Nations;
8. two (2) members representing corrections/restorative;
9. one (1) member representing crime prevention / education;
10. one (1) member representing seniors

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

11. Liaison COC staff members; and
12. others, as necessary.

All members shall be appointed for a two (2) year period unless otherwise determined by the Chair and Vice-Chair, or until such time a Council re-election takes place and, in this case, Council shall re-appoint PSAC. Members are expected to attend at least 75% of the meetings.

The members of PSAC 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 PSAC.

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

#### **PROCEDURES:**

1. The committee will meet regularly on the third Wednesday of each month at 8:00 am in the Dogwood Room at City Hall. Special meetings may be called by the Chair and Vice-Chair or by three (3) members of the committee. A minimum of 48 hours' notice of a special meeting must be given and included in the notice will be the purpose for the meeting.
2. In the event that 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.
3. The quorum of PSAC will be greater than 50% of its members. If a quorum is not present the Chair and Vice-Chair, at his/her discretion, may proceed with discussions of items on the Agenda but will not entertain any motions for referral or recommendation to Council. In the event there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of PSAC.
4. The meetings shall be open to the public, with the exception of matters that would be dealt with in the closed portion of a Council meeting as defined in Division 3 of the *Community Charter*.
5. A minimum of seven (7) days' notice must be given, and included in the notice will be the purpose for the meeting.
6. An Agenda package shall be provided to PSAC members at least three (3) days in advance of the meeting date.
7. Responsibility for the items appearing on the Agenda will rest with the Chair and Vice-Chair in communication with the staff liaison assigned to support PSAC. PSAC members are encouraged to submit items for inclusion on the Agenda.
8. PSAC will only concern itself with the items on the Agenda and, with respect to any new business that may be presented, the Chair and Vice-Chair may entertain a general discussion and where appropriate, the item will be referred to the next regular PSAC meeting for full discussion and recommendation.

9. In addition to items raised by the Chair and Vice-Chair and PSAC members, PSAC will also address matters referred by Council.
10. Minutes of the meeting shall be prepared by COC staff, subsequently signed by the Chair and Vice-Chair, and forwarded to Council. PSAC will report to Council through its minutes and by making recommendations for Council's consideration.
11. PSAC 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.
12. PSAC may hold public meetings to obtain feedback from the community and to relay information to the community.
13. PSAC may appoint sub-committees of its members to review and provide recommendations on specific issues to the committee.
14. PSAC may invite or entertain delegations that are either directly related to, or have a peripheral interest in, public safety matters to receive their comments and recommendations with respect to specific issues.
15. PSAC will act as a clearing house and a forum for ideas and policy issues relating to its purpose.
16. PSAC will consider, as appropriate, Council's objectives and strategies as contained within the COC Annual Report when making recommendations to Council.
17. If an industry committee member is unavailable to attend a meeting, an alternative may be sent if the alternative member has been approved by the Chair and Vice-Chair.

**CONFLICT OF INTEREST:**

PSAC 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 PSAC 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.