



## CRIME PREVENTION COMMITTEE (CPC)

THURSDAY, JANUARY 30, 2025 AT 6:00 p.m.

CKF Boardroom (2<sup>nd</sup> floor)  
Langley City Hall, 20399 Douglas Crescent

# A G E N D A

The land on which we gather is the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.

Welcome & Introductions

1) **AGENDA**

Adoption of the January 30, 2025 agenda.

2) **MINUTES**

- a) Adoption of the minutes of the Crime Prevention Committee meeting held November 28, 2024.

3) **PRESENTATION**

- a) RCMP – Crime Statistics  
Insp. Dave Wise
- b) Crime Map Analysis  
Insp. Dave Wise
- Property Crime Map
  - Persons Offenses Map

4) **DISCUSSION**

- a) 2024 CPC Work Plan Review  
Councillor Albrecht
- b) 2025 CPC Work Plan – Initial Committee Discussion
- This is in preparation for a more in-depth discussion and “dot” exercise to determine majority consensus on desired initiatives at the February meeting.
- Councillor Albrecht

- c) Host CPC information table at the City's Family Day Event – February 15-17 (specific date / time TBD)
- o Confirm volunteers, determine hand out materials
  - o Consider hosting an information table at the Earth Day Event (April)
- Dave Selvage

**Excerpt from the September 26, 2024 committee meeting minutes:**

- d) *Request for Bike Valet at 2025 Family Day & Earth Day events*  
Dave Selvage

*City recreation department staff would like to continue promoting bike valets at community events. They have requested crime prevention volunteer services for a bike valet at the 2025 Family Day & Earth Day events, which will likely be on February 17 and April 26 respectively.*

*The Manager of Community Safety noted that with the purchase of the 529 Bike Shields, the committee committed to promoting the program and the bike valet is a great opportunity for that purpose. He further noted that there will be a change in committee appointments in January 2025, which presents a challenge to confirm commitment for the 2025 dates at this time.*

*Discussion continued and the group consensus was to host an information booth, not a bike valet, at the Family Day event in February and revisit the April Earth Day event request in January when the 2025 committee is underway.*

**5) SUBCOMMITTEE BREAK OUT SESSION**

- ~~a) Opportunity for subcommittees to have a 30-minute meeting.~~

- b) Sub-Committee Updates as needed / appropriate:

- i. Increase Social Media Presence  
Stefan Jones, Fraser Holland, Jayde Marno, Nathan Balasubramanian

Update committee about meeting with Communications staff

- ii. Business Watch  
Tanya Gabara, Heather Giuriato, Ken Edwards

- iii. Know Your Neighbour Campaign  
Lew Murphy, Jeff Jacobs, Don Osborne

Update: December 14<sup>th</sup> Know Your Neighbour Campaign BBQ event on 54A Avenue

- iv. Bike Security  
Don Osborne
- v. Block Watch – currently inactive  
TBD
- vi. Cyber Awareness (education initiative) – currently inactive  
TBD
- vii. Crime Prevention Mural – update:

**Project Timeline:**

January 28, 2025 – Review of submissions

February 28, 2025 – Artist notification

May 1, 2025 – Mural complete. And delivered to City

**6) FOR INFORMATION**

- a) Crime Prevention Committee Terms of Reference

**7) ROUND TABLE**

- a) Consent to disclose member email address:

Please advise the Deputy Corporate Officer by email if you consent to the sharing of your email address with other members of the group. Your email is considered personal information and as such I require your consent before allowing any other member of the public to view it. It will not be shared outside the group without additional and specific consent.

**8) ADJOURNMENT**

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**2025 MEETING DATES**

February 27, March 27, April 24, May 22, June 26, July 24, August – no meeting, September 18, October 23, November 27, December – no meeting.

*\* indicates the meeting is rescheduled from its usual date*

Please notify Paula Kusack at [pkusack@langleycity.ca](mailto:pkusack@langleycity.ca) if you are unable to attend the meeting.



## MINUTES OF THE CRIME PREVENTION COMMITTEE

HELD IN THE CKF BOARDROOM  
LANGLEY CITY HALL  
20399 Douglas Crescent

THURSDAY, NOVEMBER 28, 2024  
AT 6:01 P.M.

- Present: Councillor Paul Albrecht, Chair  
Councillor Delaney Mack, Co-Chair  
Suzan Gorgis, Social Services Representative  
Don Osborne, Member at Large  
Jayde Marno, Youth Representative  
Fraser Holland, Social Services Representative  
Lew Murphy, Member at Large  
Ken Edwards, Member at Large  
Tanya Gabara, Chamber of Commerce  
Heather Giuriato, Downtown Langley Business Association
- Staff: Paula Kusack, Deputy Corporate Officer  
Dave Selvage, Manager of Community Safety  
S/Sgt Bal Sidhu, RCMP  
Yvan Salloomi, Block Watch Coordinator, RCMP
- Regrets: Jeff Jacobs, Member at Large  
Stefan Jones, Indigenous Peoples Representative  
Nathan Balasubramanian, Member at Large

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The Chair began by acknowledging that the land on which we gather is the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.

### 1) **AGENDA**

It was MOVED and SECONDED

THAT the November 28, 2024 agenda be adopted as amended.

**CARRIED**

### 2) **MINUTES**

It was MOVED and SECONDED

THAT the September 26, 2024 minutes of the Crime Prevention Committee meeting be adopted as amended.

**CARRIED**

**3) DISCUSSION**

- a) Business Watch Survey Questions – Review and Consensus  
Introduce the survey: Tanya Gabara

Ms. Gabara updated the group about the following:

- Distribution of the survey is planned for the winter (online)
- Objective is to gauge interest in the program
- Provided rationale behind the questions and the data collection
- Looking at Survey Monkey to conduct the survey
- End goal to is to engage businesses in the City and the Township
- Using the one-way business group as a pilot project

Once the data is collected the group will meet with the businesses and determine what actionable items will be taken, how they can build the program and make progress. The subcommittee felt the businesses will find value in the program.

It was noted that once the pilot program is complete operations would need to be taken over by the RCMP Block Watch or the City to grow it outside the committee.

Mr. Salloomi requested he be kept in the loop as the program evolves.

A presentation at the Greater Langley Chamber of Commerce (GLCC) monthly meeting would be a good avenue to get the program in from many more Langley businesses.

The Downtown Langley Business Association (DLBA) has agreed to allow the group to use their Survey Monkey account to share the survey in partnership with the GLCC.

Once the survey data is collected the group will present it to the committee. It was noted that RCMP participation in the presentation gives the program credibility.

- b) Langley City Connects Open Houses (formerly Neighbourhood Meetings)  
Event Feedback from Volunteers

Volunteer consensus was that the format worked well and a lot of people came out. CPC volunteers answered a lot of questions from the public. The Chair noted that City staff record and compile feedback from the public for consideration at future events.

He thanked the committee members that volunteered to host the CPC table at the 3 evening events.

- c) Host CPC information table at the City's Magic of Christmas Event – Dec 7: 12pm-6pm  
Councillor Albrecht

The Chair inquired if the committee had interest in hosting an information table at the upcoming Christmas event.

Mr. Osborne, Ms. Gorgis, Mr. Jacobs and Mr. Murphy confirmed attendance.

Hand out material included information about:

- Know Your Neighbour
- 529 Garage
- Block watch
- City trail maps
- Block Watch reflectors from the RCMP

**4) RCMP**

- a) Crime Map Analysis  
S/Sgt Bal Sidhu
- Property Crime Map
  - Persons Offenses Map

S/Sgt Sidhu reviewed the September and October crime statistics.

**5) SUBCOMMITTEE BREAK OUT SESSION**

- a) Sub-Committee Updates as needed / appropriate:
- i. Increase Social Media Presence  
Stefan Jones, Fraser Holland, Jayde Marno, Nathan Balasubramanian

Staff are working on coordinating a meeting between the subcommittee and the Communications Officer.

- ii. Business Watch  
Tanya Gabara, Heather Giuriato, Ken Edwards, Suzan Gorgis
- iii. Know Your Neighbour Campaign  
Lew Murphy, Jeff Jacobs, Don Osborne

Mr. Murphy advised that an event is scheduled at the 54A complex on December 14 from 2pm-6pm. It is a drop in event with no formalities. The City will provide printed material about the CPC initiatives and a tent in case of inclement weather.

- iv. Bike Security  
Don Osborne

The Chair advised that staff and the subcommittee have discussed putting forward a Bike Valet policy for council endorsement which would include the creation and use of a Bike Valet Kit so the program could be used at all City events.

This action is outside the CPC mandate but was provided for information. Any actionable items related to bike security that come from the discussion will be forwarded to the CPC for information.

- v. Block Watch – currently inactive

Mr. Salloomi, Block Watch Coordinator, RCMP advised that two block watch groups were revived in the City in the past month. He further explained the process of becoming a Block Watch captain and that it is about six hours a year of work.

Ms. Marno noted that some Block Watch signs in the community are so faded they are illegible.

Ms. Salloomi will request Captains to check and report if their signs need attention.

**ACTION:**

The Chair requested Mr. Salloomi to report back to the committee how many block watch groups there are in the city.

- vi. Cyber Awareness (education initiative) – currently inactive  
*TBD*
- vii. Crime Prevention Mural - currently inactive

Project Timeline:

November 22, 2024 – Submit Acknowledgment Letter (at end of Call)

January 10, 2025 – Artist Submission Deadline 4:00pm PST

January 28, 2025 – Review of submissions

February 28, 2025 – Artist notification

May 1, 2025 – Mural complete. And delivered to City

**ACTION:**

The Chair advised that the artist submissions will be presented to the CPC before an applicant is selected.

**6) FOR INFORMATION**

- a) 2024 CPC Work Plan

The Chair explained that the new committee will develop the 2025 work plan in January.

The Co-Chair suggested the committee consider educating the public about sex crimes, child pornography, safe use of cell phones.

It was noted that the Vulnerable Persons Unit could provide a presentation to the committee if requested.

**ACTION:** The Chair encouraged members to consider ideas for the 2025 work plan and prepare to discuss them at the first meeting in January.

**7) ROUND TABLE**

- a) S/Sgt Sidhu advised that he has a new Inspector position at the detachment and will no longer be the committee liaison.
- b) Mr. Salloomi advised that the RCMP have a volunteer program and if the committee needs volunteers for events and/or initiatives they may be able to help.

**8) ADJOURNMENT**

It was MOVED AND SECONDED

THAT the meeting adjourn at 6:48pm.

CARRIED

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CHAIR

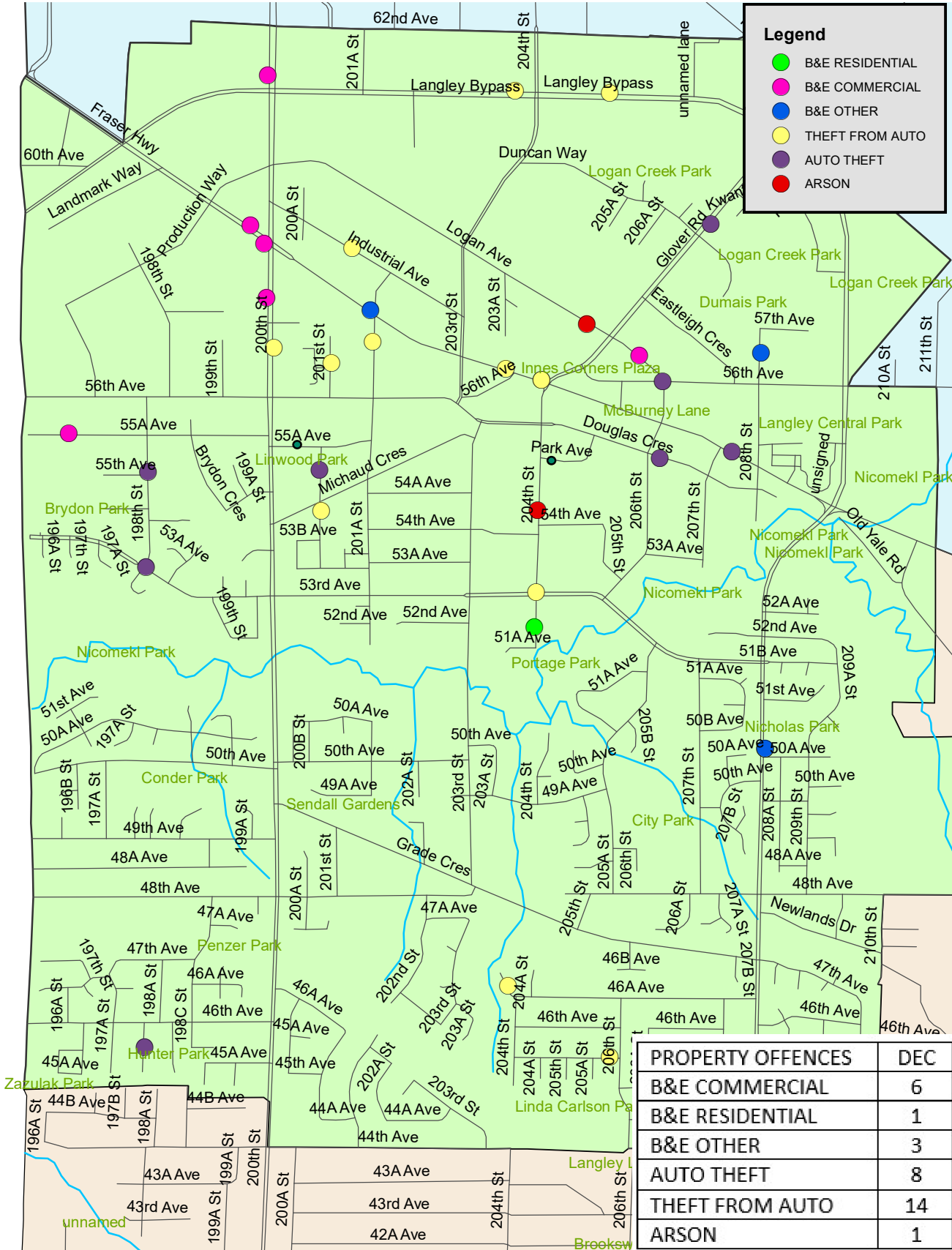
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*pk*

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DEPUTY CORPORATE OFFICER



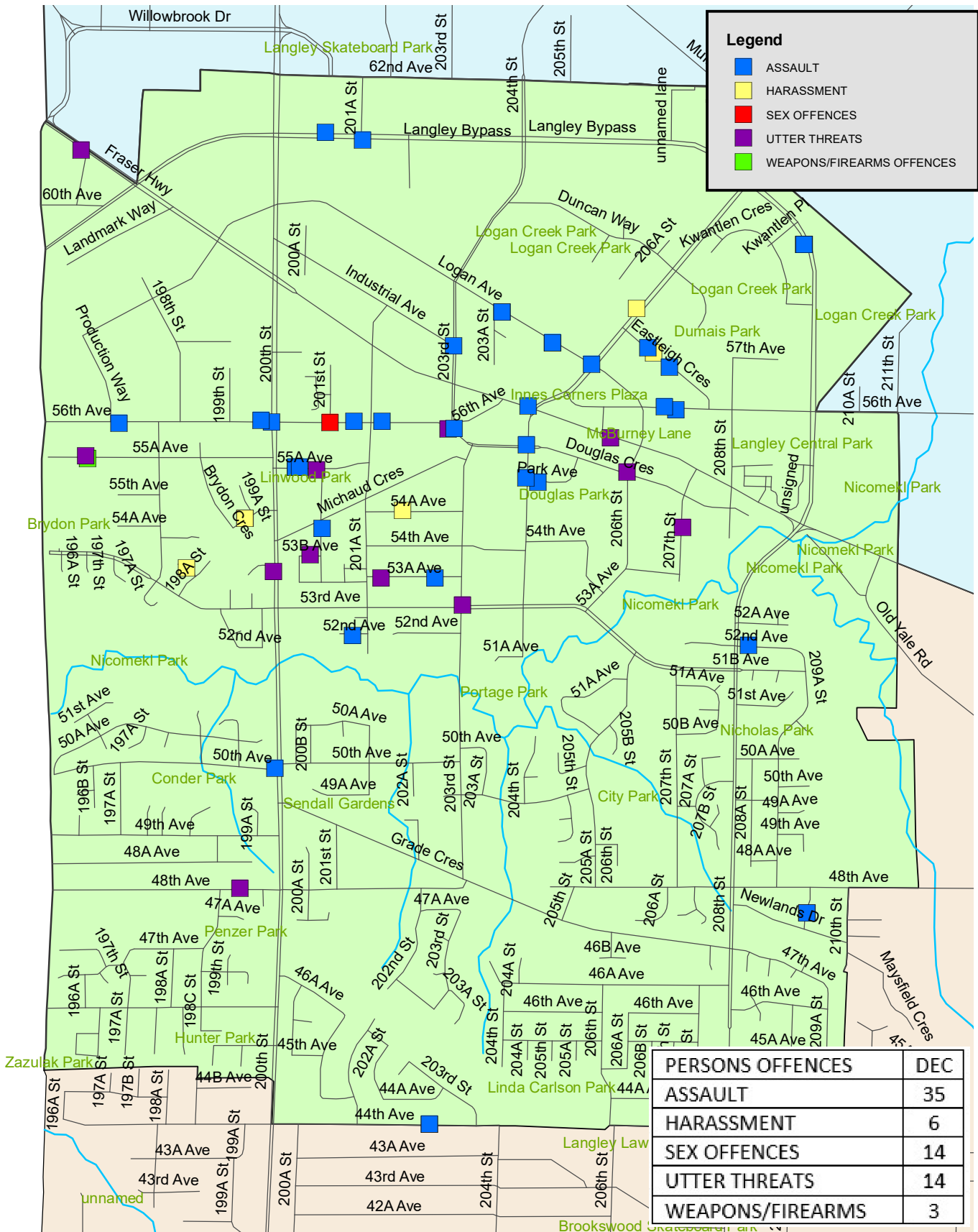
# Langley City Property Crime 2024 DEC 01 to 2024 DEC 31 Langley RCMP



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# Langley City Persons Offences 2024 DEC 01 to 2024 DEC 31 Langley RCMP



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# 2024 Work Plan

## Crime Prevention Committee

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### Mandate

The mandate of the Committee includes:

- Continuing to advance media messaging around crime prevention and community defense model programs in collaboration with the City's Communication Officer
- Continuing with the "Know Your Neighbour" campaign concept
- Recommend crime prevention programs that facilitate crime reduction
- In partnership with the Community Police Office, promoting and educating residents about existing RCMP programs such as Block Watch, crime prevention such as CPTED, and community defense model programs such as neighbourhood gatherings.
- In partnership with the Community Police Office, Downtown Langley Business Association and Chamber of Commerce, promoting and educating business owners about existing RCMP programs, crime prevention, and community defense model programs.

Requesting presentations from the RCMP and local non-government agencies to educate members about on Crime Prevention and Community Defense Model programs, strategies, and issues.

- Aligning with the strategic plan in creating new protective and supportive services through exploring opportunities for the Community Liaison Officer, Block Watch and other activities that help everyone feel safe and supported.

### Objectives

Identifies objectives that align with the Crime Prevention mandate and terms of reference. Please note, after Council approves this work plan, any updates/adjustments to the work plan are to be submitted to Council for approval.

#### **Objective 1: Increase Social Media Presence**

This objective aims to target promotion of crime prevention programs / initiatives, specifically reaching youth and at-risk residents. It aligns with the mandate related to continuing to advance media messaging around crime prevention and community defense model programs.

#### **Objective 2: Business Watch**

This objective aims to raise crime prevention awareness and action in the business community. It aligns with the mandate to utilize partnerships with the Community Police Office, Downtown Langley Business Association and Chamber of Commerce to promote and educate business owners about existing RCMP programs, crime prevention, and community defense model programs.

#### **Objective 3: Crime Prevention Mural**

This objective aims to promote / educate the public about crime prevention visually using an artistic medium. This initiative was approved by Council in 2023 and is underway and ongoing. It aligns with the mandate relating to advancing media messaging around crime prevention.

#### **Objective 4: Block Watch**

This objective aims to promote and expand participation in the established RCMP program. The program lost participation when it was shut down due to covid. It has since been reestablished and is gaining momentum. It aligns with the mandate related to partnerships with the Community Police Office to promote and educate residents about existing RCMP programs and crime prevention.

#### **Objective 5: Cyber Awareness**

This objective aims to continue to educate residents on the ever-changing threats of cybercrime. It aligns with the mandate related to exploring opportunities and activities that help everyone feel safe and supported. This initiative was approved by Council in 2023 and is underway and ongoing.

#### **Objective 6: Know Your Neighbour Campaign and related activities**

This objective aims to continue to educate residents on the importance of community connectedness and the benefits of a collaborative 'neighbourly' approach to maintaining safe neighbourhoods. The mandate speaks directly to continuing the "Know Your Neighbour" campaign concept. This initiative was approved by Council in 2023 and is underway and ongoing.

#### **Objective 7: Bike Security**

This objective aims to continue to educate, promote and advocate for effective public bike racks and safe parking/storage places for bicycles around town. With an increased sense of safe and reliable bicycle parking, residents are more likely to increase their usage of this alternate mode of transportation. This objective relates to the recommendations of crime prevention programs that facilitate crime reduction.

## Action Plan

Action Items	Timeline	Responsibility	Expected Outcomes	Resources
Identify specific action items integral to the stated objective	Identify estimated timeline and/or end date for action items.	Identify working groups, subcommittees, and/or committee member(s) responsible for completing each action item, as appropriate.	Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success.	Identify any resources (e.g. staff liaison, other City staff, City funds) that will be needed in order to complete the action items.
<b>1. Increase Social Media Presence</b>				
A. Formation of social media presence (branding)	ongoing	Subcommittees TBD	Connect with youth, at-risk residents, and others of varied backgrounds / demographics	Communication staff to format on existing City templates and schedule posts on social media channels
B. Consider how to layer social media into every crime prevention action/objective	Q2		Include social media posts promoting all the crime prevention work	Communication staff – schedule posts on social media
C. Reach people / communicate / educate – utilize survey software, polls	Q2		To get better data and feedback to drive initiatives and activities more effectively	
<b>2. Business Watch</b>				
A. Create information piece to advise DLBA / Chamber about initiative	Q2	Subcommittee	More engagement and participation of the business community in crime prevention	DLBA / Chamber participation
B. Collaborate with DLBA / Chamber to inform business community of new initiative	Q2	Subcommittees TBD	More engagement and participation of the business community in crime prevention	
C. Block Walk Event – in person visits from business to business sharing information	Q3	DLBA / Chamber	More engagement and participation of the business community in crime prevention	
<b>3. Crime Prevention Mural</b>				
A. If approved by council – proceed to art design (messaging)	Ongoing - TBD	Subcommittees TBD	Share crime prevention awareness visually	Staff resources as directed by council
B. If approved by council – refer to ARCH committee				ARCH Committee consideration and input
C. Integrate into the DLBA mural program			Inclusion in Mural Walk	DLBA resources to include new mural

Action Items	Timeline	Responsibility	Expected Outcomes	Resources
Identify specific action items integral to the stated objective	Identify estimated timeline and/or end date for action items.	Identify working groups, subcommittees, and/or committee member(s) responsible for completing each action item, as appropriate.	Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success.	Identify any resources (e.g. staff liaison, other City staff, City funds) that will be needed in order to complete the action items.
<b>4. Block Watch</b>				
A. Support and promote program at community events & through social media	Q2	Subcommittees TBD	Grow the Block Watch program participation.	RCMP – resource material / attendance at events
<b>5. Cyber Awareness</b>				
A. Educate the public and raise awareness of cyber crime	Q2	Subcommittees TBD	More resident / community awareness. Prevention of online victimization	
<b>6. Know Your Neighbour Campaign (KYN)</b>				
A. Gather and create materials / information and continue to support KYN concept – share with public at events	Q2	Subcommittees TBD	Continue to grow awareness of the benefits of community connectedness into all initiatives and thereby reduce crime	
<b>7. Bike Security</b>				
A. Bike Valet Project at Earth Day and/or Community Day Event(s)	Q2	Subcommittees TBD	Education / Awareness of bike security	City event / engineering staff for fencing at valet event; Budget for promotion

**Notes:**

*The advisory body may undertake multiple initiatives; however, if staff resources are required, the advisory body shall undertake only one initiative at a time.*

*The advisory body does not have the authority to give direction to staff or to commit to expenditure of funds.*

*Action recommended by the advisory body must be done by resolution to City Council and with their approval prior to implementation.*

# 2025 Work Plan

## Crime Prevention Committee

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### Mandate

The mandate of the Committee includes:

- Continuing to advance media messaging around crime prevention and community defense model programs in collaboration with the City's Communication Officer
- Continuing with the "Know Your Neighbour" campaign concept
- Recommend crime prevention programs that facilitate crime reduction
- In partnership with the Community Police Office, promoting and educating residents about existing RCMP programs such as Block Watch, crime prevention such as CPTED, and community defense model programs such as neighbourhood gatherings.
- In partnership with the Community Police Office, Downtown Langley Business Association and Chamber of Commerce, promoting and educating business owners about existing RCMP programs, crime prevention, and community defense model programs.

Requesting presentations from the RCMP and local non-government agencies to educate members about on Crime Prevention and Community Defense Model programs, strategies, and issues.

- Aligning with the strategic plan in creating new protective and supportive services through exploring opportunities for the Community Liaison Officer, Block Watch and other activities that help everyone feel safe and supported.

### Objectives

Identifies objectives that align with the Crime Prevention mandate and terms of reference. Please note, after Council approves this work plan, any updates/adjustments to the work plan are to be submitted to Council for approval.

**Objective 1**

**Objective 2:**

**Objective 3:**

**Objective 4:**

**Objective 5:**

**Objective 6:**

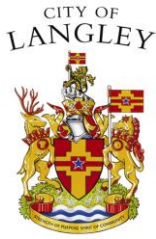
**Objective 7:**

## Action Plan

Action Items Identify specific action items integral to the stated objective	Timeline Identify estimated timeline and/or end date for action items.	Responsibility Identify working groups, subcommittees, and/or committee member(s) responsible for completing each action item, as appropriate.	Expected Outcomes Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success.	Resources Identify any resources (e.g. staff liaison, other City staff, City funds) that will be needed in order to complete the action items.
1.				
A.				
B.				
C.				
2. Insert Objective				
A.				
B.				
C.				
3.				
A.				
B.				
C.				
4. Insert Objective				
A.				
B.				
C.				
5.				
A.				
B.				
C.				

**Notes:**

*The advisory body may undertake multiple initiatives; however, if staff resources are required, the advisory body shall undertake only one initiative at a time.  
The advisory body does not have the authority to give direction to staff or to commit to expenditure of funds.  
Action recommended by the advisory body must be done by resolution to City Council and with their approval prior to implementation.*



## Terms of Reference Crime Prevention Committee (CPC)

### 1.0 Background:

#### Crime Prevention

Crime prevention looks at people who are not involved in criminal activity and asks, “What can we do to make sure they never come into conflict with the law?” Crime prevention also looks at places and situations which are not yet troubled by much criminal activity and asks, “How can we make sure crime never becomes a significant problem here?”

Crime prevention can be broken down into people-, place- and situation-oriented strategies. The people-oriented strategy is usually known as “crime prevention through social development,” or CPSD<sup>1</sup>. Place-oriented strategies are known as “crime prevention through environmental design,” or CPTED<sup>2</sup>. When combined with situational approaches, these strategies form a holistic and effective crime prevention package.

Situational crime prevention looks at particular circumstances in which people interact with one another and with the built environment, identifies particular risky combinations, and looks for solutions specific to those situations. Solutions may include:

- Increasing the effort required to commit a crime, making it less attractive;
- Increasing the risk of being caught;
- Reducing the potential rewards of crime;
- Reducing provocations and temptations;
- Removing excuses for committing crime.

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<sup>1</sup> CPSD involves long-term, integrated actions that deal with the root causes of crime. It aims to reduce risk factors that start people, particularly children and youth, on the road to crime, and to build protective factors that may mitigate those risks. CPSD works at making people healthy, responsible and resilient and promotes community values about non-violence and respect for other people and their property, and helps young people resist peer pressure and make good decisions.

<sup>2</sup> CPTED relates to places and things, the “built environment,” which can be either targets of criminal activity or the location where crime takes place. The proper design, effective use and maintenance of the built environment can lead to a reduction in the incidence and fear of crime, and an improvement in quality of life. Through the effective use of CPTED principles, crime, nuisance behaviour and the fear of crime can be reduced.

Some of these solutions involve a combination of people-oriented and place-oriented strategies that overlay with crime prevention through social development or environmental design.

### Community Defense Model Program

This model is characterized by a collective effort of neighbourhood residents who can be organized to act collectively in an effort to reduce the opportunity for crime by assuming a more vigilant and proprietary concern over their neighbourhood. Principles include:

- Community-based;
- Informal social control;
- Local collective action;
- Behaviour reinforcement or modification;
- Situational crime prevention measures.

A community was suffering from a number of problems including drug trafficking, vandalism, litter, burglary, derelict housing stocks, etc. A consortium of local residents, community groups, as well as police and city agencies organized a ‘block club’, established to take ownership, resolve neighbourhood issues and to nurture social cohesion and informal social control. Residents were organized and trained by the police to identify, record and report suspected criminal activity on their blocks. Residents also worked with faith-based group to develop standards of conduct for the community.

## **2.0 Mandate:**

The mandate of the Committee includes:

- Continuing to advance media messaging around crime prevention and community defense model programs in collaboration with the City’s Communication Officer
- Continuing with the “Know Your Neighbour” campaign concept
- Recommend crime prevention programs that facilitate crime reduction
- In partnership with the Community Police Office, promoting and educating residents about existing RCMP programs such as Block Watch, crime prevention such as CPTED, and community defense model programs such as neighbourhood gatherings.
- In partnership with the Community Police Office, Downtown Langley Business Association and Chamber of Commerce, promoting and educating business owners about existing RCMP programs, crime prevention, and community defense model programs.

- Requesting presentations from the RCMP and local non-government agencies to educate members about on Crime Prevention and Community Defense Model programs, strategies, and issues.
- Aligning with the strategic plan in creating new protective and supportive services through exploring opportunities for the Community Liaison Officer, Block Watch and other activities that help everyone feel safe and supported.

### **3.0 Composition:**

3.1 Membership will strive to reflect the diversity of the community, with experience, knowledge, and expertise applicable the Committee's mandate taken into consideration.

3.2 Membership:

- Two non-voting members of City Council to be appointed by Council who will act as Chair and Co-Chair of the Committee
- Six Community-at-large members to be appointed by City Council
- One member from the Downtown Langley Business Association
- One member from the Greater Langley Chamber of Commerce
- One member from the youth community
- One member representing the Indigenous community
- Two members representing Langley City social service providers

3.3 Chair Responsibilities:

- Facilitating meetings in accordance with rules of procedure outlined in the current Council Procedure Bylaw;
- Ensuring the Committee does not deviate from the agenda for the meeting;
- Maintaining decorum and respectful discussion;
- Encouraging participation in discussion topics and questions;
- Being open-minded and allowing for a variety of opinions to be heard;
- Calling for votes and/or seeking consensus as applicable;
- Working alongside the Staff Liaison to guide the Committee towards fulfilling tasks/projects identified in the Annual Work Plan and presenting reports to Council, as applicable;
- Acting as spokesperson for the Committee to Council.

### 3.4 Member Responsibilities:

- Attending and actively participating in meetings as scheduled;
- Being prepared for meetings (reading agenda material prior to meetings)
- Engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;
- Maintaining an open mind and allowing for a variety of opinions to be heard;
- Voting on motions that are put forward by Committee members;
- Notifying the Staff Liaison in a timely manner if they are unable to attend a scheduled meeting.

3.5 In addition to chairing meetings in the absence of the Chair, the Co-Chair may assume chairing duties when deemed appropriate by the Chair.

3.6 Representative(s) from the affiliated agencies/organizations will be requested to provide expert advice when deemed appropriate to assist the Committee to fulfill its mandate.

## 4.0 Administration:

4.1 A Staff Liaison will be assigned by the Chief Administrative Officer to provide advice as necessary and assist the Committee in carrying out its mandate.

### Staff Liaison Responsibilities:

- Arranging and/or providing annual orientation for the Committee members;
- Coordinating preparation of the Committee's Annual Work Plan for approval by Council in January of each year; ensuring Work Plans are in alignment with goals identified in Council's current Strategic Plan;
- Working with the Committee to set timelines for deliverables identified in the Annual Work Plan;
- Scheduling the Committee's meetings;
- Determining agenda items for each Committee meeting with the Chair and relaying to the Committee Clerk for agenda production purposes;
- Attending meetings to providing technical advice and assistance to the Committee;
- Preparing reports in coordination with the Chair to bring forward recommendations of the Committee to Council for consideration.

4.2 A Committee Clerk will be assigned by the Staff Liaison to provide administrative support to the Committee.

#### Committee Clerk Responsibilities:

- Coordinating and producing all meeting agendas in compliance with requirements of the current Council Procedure Bylaw as they relate to City Committees;
- Attending meetings to take minutes and providing procedural advice to the Chair when requested;
- Producing and circulating minutes of meetings in compliance with requirements of the Current Council Procedure Bylaw as they relate to City Committees;
- Maintaining the official files of the Committee including minutes, agendas, policies, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

4.3 Additional staff and/or consultants may be invited to provide technical advice and assistance.

#### **5.0 Meeting Procedures**

Meetings will be conducted in accordance with the City's current Council Procedure Bylaw.

#### **6.0 Reporting Structure:**

The Committee will report to City Council through distribution of its minutes and by making recommendations to City Council.

#### **7.0 Accountability:**

7.1 The Committee is accountable to City Council.

7.2 In accordance with Council Policy CO-79 Advisory Bodies, the committee shall, in January of each year, prepare and submit to Council for approval, an annual Work Plan outlining the task(s) to be accomplished by the committee during the year. Any updates to the Work Plan shall be submitted to Council for approval.

7.3 The Committee does not have the authority to give direction to staff or to commit to expenditures of funds. Action recommended by the Committee must be done so by resolution to City Council and with their approval prior to implementation.

7.4 The Committee may undertake multiple initiatives. However, the Committee shall undertake only one initiative at a time if staff resources are required.

## **8.0 Meetings:**

The Committee will meet on a regular basis at the call of the Chair.

## **9.0 Quorum:**

9.1 A quorum shall be a majority of the total voting membership.

9.2 In the event that a member or members leave(s) the Committee, during the period of time between when the position(s) is/are vacant and the position(s) is/are filled, quorum will be determined based on the total number of remaining voting members.

## **10.0 Terms:**

10.1 The Committee's membership is ongoing and any external membership on the Committee will be reviewed as required to fill vacancies and ensure effectiveness of the Committee.

10.2 Council may terminate appointments at its discretion.