



# Terms of Reference

## Community Safety Awareness Committee

### 1.0 Background:

The Community Safety Awareness Committee has been established as a Council advisory body to support a coordinated and inclusive approach to community safety and well-being in the City. The Committee represents an evolution of the former Crime Prevention Committee, intended to broaden the committee's focus of crime prevention toward increased public awareness, community engagement, and collaborative initiatives that support safety across the community.

### 2.0 Mandate:

The mandate of the Committee is to advance Council approved initiatives that build public awareness, encourage participation, and support collaborative, preventative approaches to safety across the community and includes:

- Continuing to advance media messaging around community safety initiatives and resident engagement in collaboration with the City's Communication Officer.
- Participate in the Resilient Neighbourhood Networks, a Citizens' Assembly initiative created to strengthen community safety, social connection and wellbeing, including expansion of the "Know Your Neighbour" campaign concept with a focus on building connections among multifamily residential neighbourhoods.
- Engage with residents to share the committee's ideas and initiatives by participating, when appropriate, in the City's:
  - Social Streets Program: a community-based initiative that transforms parks and public spaces into temporary gathering places intended to strengthen social connection, trust, and relationship, with community safety and service providers, inclusion and perceptions of safety and highlights prevention-focused community safety.
  - Village Cafés: a community-based engagement and dialogue initiative that creates welcoming, informal spaces for residents to connect, share experiences, access resources, and support and participate in conversations about community life, safety, and well-being.
- In partnership with the Community Police Office, promote and educate residents about existing RCMP programs such as Block Watch, crime prevention such as CPTED, and community programs that encourage neighbourhood gatherings and connections.
- In partnership with the Community Police Office, Downtown Langley Business Association and Chamber of Commerce, promote and educate business owners about existing RCMP programs, crime prevention strategies, and promote committee initiatives and activities that build connections among people in our commercial / business neighbourhoods.
- Encouraging a preventative and supportive environment by exploring opportunities for activities that help everyone feel safe and supported.

- Aligning with Council's Strategic Plan and its guiding principles related to the four cornerstones: Community, Connected, Experiences and Integration; and the core focus areas to Integrate a Holistic Approach to Community Safety and Strengthen Public Communication and Engagement.

### **3.0 Composition:**

3.1 Membership will strive to reflect the diversity of the community, with experience, knowledge, and expertise applicable to the Community Safety Awareness 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 representing young adults (15-30 years of age) to be appointed by City Council
- One member representing the Indigenous community to be appointed by City Council
- One member from the Downtown Langley Business Association
- One member from the Greater Langley Chamber of Commerce
- 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 Committee Clerk 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 the first quarter 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 provide 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.
- Confirming Committee annual budget availability, maintaining a record of the expenditures, track spending.

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**

5.1 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 the first quarter 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 Annual Work Plan initiatives that require staff support and/or resources of more than 15 minutes per item must be approved by the Chief Administrative Officer, or at the Chief Administrative Officer's discretion, be forwarded to Council for approval. Annual Work Plan initiatives that require ongoing operational support and/or resources from the City must be approved by Council.

7.4 The Committee does not have the authority to give direction to staff. The Committee may undertake multiple initiatives; however, the Committee shall undertake only one initiative at a time if staff resources are required.

7.5 Action recommended by the Committee must be done so by resolution to City Council and with their approval prior to implementation.

## **8.0 Budget:**

8.1 The Committee shall have access to an annual budget of up to \$2500 to support objectives and initiatives from the committee's workplan. The committee does not have authority to commit to any further expenditures of funds without Council approval.

8.2 Any allocation of the annual committee funds must be made by motion and approved by a majority vote of the Committee members present. Acceptable expenditures include, but are not limited to, production of engagement materials, participation / hosting community events, social media advertising, prize draws etc. Exclusions include, but are not limited to, wages, per diems, gifts, travel expenses etc.

8.3 The Committee must provide an annual summary report to the Chief Administrative Officer with a brief description of the year's expenditures.

## **9.0 Meetings:**

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

## **10.0 Quorum:**

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

10.2 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.

## **11.0 Terms:**

11.1 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.

11.2 Council may terminate appointments / memberships at its discretion.