

### COMMUNITY SAFETY ADVISORY COMMITTEE

Chapter: 5

Section:

Issue Date: Nov. 15, 2021

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### TERMS OF REFERENCE

#### Committee Mandate:

The purpose of the Community Safety Advisory Committee (COSAC) is to advise Council on strategic and policy-related community safety measures in alignment with the City's Strategic Plan. The following include, but are not limited to, matters that COSAC will consider throughout the term:

- A multi-lensed approach to discussion topics related to public safety;
- Quality of life for residents related to the feeling of safety;
- Assisting staff to monitor and identify social trends and issues in the City that may impact community safety;
- Addressing the related measures set out in the City's Strategic Plan related to safe and complete neighbourhoods.

To help support public safety goals within the City's Strategic Plan, the Committee will assist by:

- a) Supporting the City's community public safety programs and initiatives through the collaborative efforts of multiple City services (eg: Bylaw Enforcement, Fire, Police and other City resources);
- b) Considering the Crime Prevention Through Environmental Design (CPTED) approach with respect to the variety of physical spaces enjoyed in the City of Coquitlam;
- c) Building community capacity by addressing ways of ensuring that individuals and neighbourhoods are prepared for emergencies;
- d) Considering and making recommendations to Council on matters identified in the Committee's work plan;
- e) Considering comprehensive approaches in response to persistent societal challenges that could impact public safety within the City; and
- f) Advocating, supporting and monitoring programs within the City that contribute to enhancing community safety and well-being.

# **CITY OF COQUITLAM**

## **Policy and Procedure Manual**

### **Composition, including Chair, Secretary and Staff Support:**

The Committee is an advisory body composed of four (4) citizen representatives, two (2) members of Council and five (5) organizational representatives. The members of Council will be appointed by Council to serve as the Chair and Vice-Chair of the Community Safety Advisory Committee. The organizational representatives will include one from each of the following organizations and are appointed to represent a diverse range of community interests regarding public and community safety:

- Hope for Freedom Society
- Tri-Cities Chamber of Commerce
- Tri-Cities Local Immigration Partnership (TCLIP)
- School District No. 43 (Coquitlam) school representative
- Youth Council

The City Clerk, or their designate, will prepare the agenda and notice of meeting and will serve as Committee Administrator and Recording Clerk.

The role of staff lead will be represented by a member of the Finance, Lands and Police department as designated by their General Manager.

Staff serve in a support role and are not members of the Advisory Committee.

### **Quorum and Procedures:**

A quorum will be a majority of the appointed members.

Where quorum is present, minutes prepared by the Recording Clerk shall go forward to Council.

Where quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings four to six times per year and may be cancelled or rescheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

When a Committee makes a recommendation, it shall go forward to Council for consideration as a specific item within the Minutes prepared by the Recording Clerk.

Working Groups or sub-committees may be established by the COSAC to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

# **CITY OF COQUITLAM**

## **Policy and Procedure Manual**

### **Governance Model:**

City Council has distinct responsibilities to govern.

The COSAC has distinct responsibilities to represent citizen interests and provide advice to Council.

The COSAC represents one collective voice.

The role of staff is to provide support to the COSAC including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

### **Work Plan:**

An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work program may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.

### **Duty of Members:**

Members are expected to advance developments in the best public interest, in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of the Committee.

Members are expected to attend all meetings and participate fully in order to bring the full range of their skills, experiences and diversity to each issue and thus provide the necessary input to the Committee as needed.

All Members are expected to review distributed material before the meeting.

Members shall advise the Committee Administrator of their anticipated absence prior to a scheduled meeting. Absences and regrets will be recorded. Citizen representatives are not permitted to designate alternate representation at meetings. Citizen representatives who are absent, without reasonable cause or having been granted a leave of absence, from three consecutive meetings of the Committee may be subject to dismissal from the Committee.

Any member of a Committee wishing to resign from a Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Committee Administrator.

# **CITY OF COQUITLAM**

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### **Communication:**

All official representation of the COSAC is through the Chair or their designate.

Communication with staff is through the staff liaison.

The media contact on behalf of the Committee is the Chair.

### **Reimbursement:**

There is no financial reimbursement to Committee members.

### **Committee Member Terms:**

The Term of Duty for the Committee is one year.

Upon expiration of the Term of Duty, outgoing Members may re-apply for appointment during the annual recruitment process for the following year.

### **Termination of the Committee**

The COSAC exists at the pleasure of City Council.