

## Terms of Reference

**Name: Community Safety and Well-Being Plan Advisory Committee**

Date Established by Council:

Task Force Completion/Reporting Date: December 31, 2021

### **Mission:**

The Community Safety and Well-Being Plan Advisory Committee is established to develop a Community Safety and Well-Being Plan (CSWBP) for the City of Kawartha Lakes in accordance with the provision of the *Safer Ontario Act*. The CSWBP Advisory Committee's role is to provide input, direction, and perspectives on matters that impact the safety and well-being of Kawartha Lakes residents.

### **Roles and Responsibilities:**

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct for Task Force Members
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Advisory Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Task Force will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Advisory Committee business in keeping with the Advisory Committee's Terms of Reference and established Policies.

**Activities:**

The following represent the general activities of the Task Force:

- a) Defining the scope of community safety and well-being with awareness of current events and issues, diversity, sharing of community support services and functions, policing changes, and other factors affecting our community;
- b) Leading community engagement sessions to inform the development of the plan;
- c) Engaging with community groups and existing bodies to provide input into the development and implementation of the plan;
- d) Determining the priorities of the plan, including references to risk factors, vulnerable populations and protective factors;
- e) Ensuring outcomes are established and responsibilities for measurement are in place and approving performance measures by which the plan will be evaluated, as well as the schedule and processes used to implement them;
- f) Ensuring each section/activity under the plan, for each priority risk, is achievable;
- g) Owning, evaluating and monitoring the plan;
- h) Aligning implementation and evaluation of the plan with the municipal planning cycle and other relevant sector specific planning and budgeting activities to ensure alignment of partner resources and strategies
- i) Setting a future date for reviewing achievements and developing the next version of the plan;
- j) Thinking about ways in which the underlying structures and systems currently in place can be improved to better enable service delivery

**Composition:**

The Community Safety and Well-Being Plan Advisory Committee is reflective of the community and includes multi-sectoral representation.

The committee shall be comprised of a maximum of 15 members consisting of:

- Up to two Council members as appointed;
- An employee of the municipality;
- A person who represents the education sector;
- A person who represents the health/mental health sector;
- A person who represents the community/social services sector;
- A person who represents the children/youth services sector;
- A person who represents and entity that provide custodial services to children/youth;
- A person who represents the police service board or OPP community liaison committee

The Advisory Committee shall consist of a minimum of 8 members. Advisory Committee members will be appointed by Council in accordance with established policy.

#### **Appointment of Officers:**

The Advisory Committee shall, at its first meeting, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no per diems for any Advisory Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Advisory Committee members are considered volunteer positions.

#### **Term of Appointment:**

Advisory Committee members will be appointed for a term ending upon final recommendation to Council/Staff and prior to December 31, 2021. An interim report will be provided to Council by the end of Q2, 2021 along with any recommended changes to the committee for the implementation of the plan. Any extension to this Term shall be recommended to Council via the liaison department through a report to Council prior to the expiration date with the final decision being that of Council.

#### **Resources:**

The Human Services Department and Office of Strategy Management will provide support in the form of advice, day-to-day liaison with the City and information sharing.

A member of staff shall be designated as Recording Secretary by the liaison department. The Recording Secretary shall prepare and publish agendas; attend all formal business Advisory Committee Meetings for the purpose of taking Minutes; and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The Recording Secretary shall ensure that a current Terms of Reference for the Advisory Committee has been provided to the City Clerk's Office and is posted on the City website.

**Timing of Meetings:**

Meetings will be held on a set day and time as may be determined by the Advisory Committee or at the call of the Chair.

**Meetings:**

The Advisory Committee shall hold a minimum of two (2) formal business meetings – one to start the work of the Advisory Committee and to set the work plan and one to conclude the work of the Advisory Committee. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Advisory Committee a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for formal business meetings shall consist of a majority of the members of the Advisory Committee. No meeting shall proceed without quorum. Work of the Advisory Committee can be done through working groups.

At the first meeting of the Advisory Committee, an Orientation Session shall be held for members.

Working meetings throughout the term to advance the efforts of the work plan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Advisory Committee a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. No formal minutes are required to be taken at working meetings; however, notes shall be taken.

**Procedures:**

Procedures for the formal business meetings of the Advisory Committee shall be governed by the City's Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

### **Electronic Participation:**

The following procedural rules are established for electronic participation meetings:

1. City Council, Local Board or Committee members may participate in an open or closed session by electronic participation and be counted for the purpose of establishing quorum.
2. In the case of an interruption in the communication link to the member(s) participating electronically, the meeting will recess to a maximum of 15 minutes until it is determined whether or not the link can be re-established. If communications are not re-established, the meeting will resume without the electronic participant(s).
3. A Member participating by Electronic Means shall inform the Chair about their intentions to leave the meeting either on a temporary or permanent basis.
4. A Member participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
5. If a member loses electronic connection temporarily to the meeting, that member shall be treated as if they left the physical room of a traditional meeting and the time noted by the City Clerk or Recording Secretary.
6. All votes shall be by show of hands or by verbal consent (yes or no).
7. That subject to direction from the Head of Council or Chair to the City Clerk or Recording Secretary, the meeting will proceed without deputations. Written correspondence received from the public may be circulated to Council members prior to the start of the meeting electronically;
8. For public notice purposes, the location of the meeting published on the agenda shall be the physical location of the City Clerk or Recording Secretary during the meeting; If the location of the City Clerk can not be open to the public, the City Clerk shall provide notice to the electronic location of where the meeting can be viewed;
9. Members shall be provided instruction by the City Clerk, Recording Secretary, Chief Administrative Officer, or their delegate how to access the meeting by means of electronic participation.
10. A recording of the open session of the meeting shall be preserved for a period of time determined by the Records Retention by-law for the public record.

All electronic meetings of the full Advisory Committee will be available on Livestreaming or other video technology. Working group meetings will not be livestreamed.

**Closed Meetings:**

The Advisory Committee shall not be permitted to hold Closed Meetings.

**Agendas and Minutes:**

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Advisory Committee Members. The City Clerk's office will distribute the agenda to Council members as per established procedures.

Minutes of all formal business meetings and notes from working meetings of the Advisory Committee shall be forwarded to the liaison department, and to the City Clerk's Office, not later than two weeks after the meeting.

Action items requested of staff and/or Council will be brought to the attention of the Recording Secretary at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Advisory Committee Agendas and Minutes are posted to the City website at the same times as they are circulated to the City Clerk's Office.

**Reports:**

The Advisory Committee recommendations shall be brought forward to Council via the liaison department through a report to Council.

It will be the responsibility of the Advisory Committee Chair to provide a memo to the liaison department identifying the Advisory Committee recommendations for final preparation of the report.

**Purchasing Policy:**

This Advisory Committee has no purchasing or procurement responsibilities.

**Insurance:**

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Advisory Committee and its members. The applicable insurance policies extend to Advisory Committee members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Advisory Committee must provide, via the liaison department an annual updated listing of all members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Advisory Committee members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

#### **Expulsion of Member:**

Any member of the Advisory Committee who misses three consecutive formal business meetings, without being excused by the Advisory Committee, may be removed from the Advisory Committee in accordance with adopted policy.

Any member of the Advisory Committee may be removed from the Advisory Committee at the discretion of Council for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Task Force Members; disrupting the work of the Advisory Committee; or other legal issues. The process for expulsion of a Advisory Committee member is outlined in the City's **Council Committee, Board and Task Force Policy**.

#### **Terms of Reference:**

The Recording Secretary shall ensure that a current Terms of Reference for the Advisory Committee has been provided to the City Clerk's Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Advisory Committee at any time. Any changes proposed to these Terms of Reference by the Advisory Committee shall be recommended to Council via the liaison department through a report to Council.

**At the discretion of Council the Advisory Committee may be dissolved by resolution of Council.**

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