



## NORTH SHORE SUBSTANCE ABUSE WORKING GROUP

### TERMS OF REFERENCE

#### History

The North Shore Task Force on Substance Abuse was formed in October 2000, in response to the need for a coordinated approach to address the issue of substance abuse across the North Shore. The work in the first years of the Task Force focussed on the creation of a 4 pillar Substance Abuse Strategy which was subsequently endorsed by all member organizations. Implementation of the Substance Abuse Strategy followed.

In the fall of 2006 members participated in a strategic planning process to review the mandate of the committee and plan for future direction. A revised mission was developed and a name change from the North Shore Task Force on Substance Abuse to the North Shore Substance Abuse Working Group was proposed.

The members recognized that the Substance Abuse Strategy was being sufficiently implemented by the front line staff of the member organizations and that their focus should be advocacy, leadership and collaboration. Therefore, in September 2010, the members decided to move to a standing committee format whereby they meet formally in person once per year, with additional meetings scheduled as needed in response to topical issues related to their mandate.

#### Mission Statement

The North Shore Substance Abuse Working Group will support community organizations to reduce the impact and incidence of substance abuse on the North Shore through advocacy, collaboration, and leadership

#### Goals

1. To be a forum for exchanging ideas, coordinating efforts, and supporting community based initiatives.
2. To advocate for solutions to substance abuse.
3. To understand the extent of substance abuse on the North Shore, its impacts on the population, and the corresponding services in place to address these issues.
4. To develop and regularly update information on the substance abuse resources available on the North Shore.
5. To raise community awareness and engagement on issues related to substance abuse on the North Shore.

#### Mandate

1. Advocacy
2. Collaboration
3. Leadership

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Bowen Island Municipality  
District of West Vancouver  
Tsleil-Waututh Nation  
North Vancouver School District #44

City of North Vancouver  
Municipality of the Village of Lions Bay  
North Vancouver RCMP  
West Vancouver School District #45

District of North Vancouver  
Squamish Nation  
West Vancouver Police Department  
Vancouver Coastal Health

## **Membership**

1. The Working Group is comprised of 13 voting members:
  - One Council member from each of the five North Shore municipalities
    - a) District of North Vancouver
    - b) City of North Vancouver
    - c) District of West Vancouver
    - d) Lions Bay
    - e) Bowen Island
  - One First Nation Leader from the Squamish First Nation Band
  - One First Nation Leader from the Tsleil-Waututh Band
  - The Superintendent from the North Vancouver RCMP or their designate
  - The Police Chief from the West Vancouver Police Department or their designate
  - One School Trustee from School District #44
  - One School Trustee from School District #45
  - One Director from Vancouver Coastal Health Authority (Mental Health and Addictions) or their designate
  - The Medical Health Officer, North Shore or their designate
2. Staff Support
  - Staff from the member organizations serve as liaisons to the Substance Abuse Working Group.
  - A committee clerk is provided to the committee who is responsible for minute taking, preparation of agenda packages in an accessible format to all committee members and those requesting this information, and all meeting arrangements.

## **Meetings**

The North Shore Substance Abuse Working Group shall meet in person annually or at the call of the membership. In addition, electronic updates and /or discussion and decision items will be provided (i.e. virtual meetings)

1. Elections
  - The Chair and Vice-Chair will be elected by and from the members of the Working Group at the first meeting of the calendar year.
2. Quorum
  - All decisions and recommendations will require a quorum.
  - A quorum is 5 voting members.
3. Voting
  - Wherever possible decisions shall be made by consensus.

- Alternatively, the group can move towards a voting option whereby decisions may be passed by a 2/3 majority vote.
- A vote on critical issues may be delayed, based on the number of voting members attending in person or responding via virtual meetings.

**Procedures**

- The North Shore Substance Abuse Working Group shall report out on its activities to its member organizations on an as needed basis. The Working Group Membership shall file budget requests to their respective organization as needed.
- The budget of the SAWG can only be used for activities of the committee itself, such as meeting costs, and costs to implement aspects of the work plan.
- SAWG can allocate funds to support other North Shore based initiatives that are in keeping with its Mission Statement and that involve the active participation of SAWG voting members. A formal vote is required to allocate funds for collaborative initiatives.

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Revised and approved by Committee July 2014

Revised and adopted May 2011