

Community Safety Advisory Committee

PURPOSE

The Community Safety Advisory Committee is being established at the direction of Council in order to advance Council's Priority of being A City for People: an equitable, accessible and healthy community that is inclusive, welcoming and safe.

MANDATE

The Committee will act as an advisory body to Council to share information and facilitate Council decision making on matters of public safety.

Committee Mandate

In its inaugural year, the Committee will work together to develop and test new ways to support the following longer-term goals to

- Help inform the development and implementation of a Community Safety Strategy;
- Increase the community's feelings of safety;
- Improve health and wellness through the reduction of safety risk;
- Improve community resilience through collaboration of community networks and resources;
- Increase the delivery of public education to support safety mindfulness;
- Develop both physical and perceived safe spaces within the community;
- Build community capacity and empower our citizens with life safety education and awareness;
- Support vulnerable populations;
- Develop and foster initiatives that focus on cultivating community and cultural relationships to enhance cross-cultural and other bonds which promote safety within the community; and
- Provide the community with a forum for public input and the ability to contribute to discussions on community safety priorities, initiatives and safety issues.

At the end of the inaugural year, the Committee will report back to Council on its progress in fulfilling the Committee's Mandate.

Decision Making Structure

- Suggestions of the Committee are to be made in the form of recommendations arrived at, preferably through consensus, in the form of resolutions passed by the Committee.
- Recommendations of the Committee are advisory in nature and are not binding on the City.
- These recommendations will be included in publicly available staff reports to Council for consideration, unless there are matters better suited to, or requiring, consideration by the Committee and/or Council *in camera* in accordance with section 90 of the *Community Charter*.

GOVERNANCE

Membership

The Committee is established as a select committee under the *Community Charter* and will act as an advisory body to Council.

The Committee shall be comprised of up to 11 voting members and will include resident representation from the local community as well as representatives from City partner agencies. The full membership complement will be comprised as follows:

- Two (2) members of Council;
- Five (5) residents, generally representative of the demographic and cultural diversity of the City, one of which is preferred to be a representative of one of the two local First Nations;
- One representative of the City of North Vancouver's Public Safety Division;
- One representative from the City of North Vancouver's RCMP detachment;
- The Squamish Nation Public Safety Director; and
- The Community Safety Manager from Tsleil-Waututh Nation.

Council will appoint the two Council Committee members and the five residents; the City will promote participation in the Committee to diverse and under-represented communities. The four representative members will be appointed by their respective organizations.

One of the members of Council will serve as Chair; the other will serve as Vice-Chair.

Terms of Appointment

If the Committee is to remain active after the inaugural year, Council may appoint or reappoint the Council members and Resident members for a second year; thereafter, Council member terms shall be for one year and Resident member terms shall be for two years with an opportunity to be renewed no more than once for a maximum Resident membership of four consecutive years. Terms will commence on February 1 and will end on January 31.

Attendance

Members are expected to:

- Attend all scheduled meetings and participate fully;
- Review distributed material prior to each meeting;
- Advise the Committee Clerk of an anticipated absence prior to a scheduled meeting, to help maintain quorum; and
- For resignation prior to the end of a term, submit a written notice of resignation to the Committee Chair, with a copy to the Committee Clerk.

When the Chair is absent from a meeting, the Vice-Chair will preside.

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A representative member from one of the City's partner agencies may designate an alternate to attend a meeting in their place, if required. For clarification, this includes the following:

- The representative of the City of North Vancouver's Public Safety Division;
- The representative from the City of North Vancouver's RCMP detachment;
- The Squamish Nation Public Safety Director; and
- The Community Safety Manager from Tsleil-Waututh Nation.

A resident member is not permitted to designate an alternate to attend a meeting in their place.

Any representative member who, without an excused absence, fails to attend three (3) consecutive meetings will have their membership reviewed by the Chair. A request for an excused absence must be submitted to the Chair at least 24 hours prior to a scheduled meeting of the Committee and may be reviewed by the Committee at the discretion of the Chair.

MEETINGS**Rules of Procedure**

Meetings shall be held in accordance with the *Community Charter* and "Council Procedure Bylaw 2015, No. 8500", as amended. The most recent version of the Advisory Body Procedures applicable to all advisory bodies of the City may also be referenced for guidance in respect of member responsibilities, conduct, public attendance, closed meetings and more. To the extent there are any gaps in procedure, the most recent edition of Robert's Rules of Order may be referenced.

Schedule

Meetings will be held on a bi-monthly basis or as required at the call of the Chair. No meetings are expected to be held in July or August. Meetings will typically be held in person at City Hall, 141 West 14th Street, North Vancouver, or at another location as determined by the Chair.

Resource Support

The City will designate a Committee Clerk to provide support for organizing meeting logistics, preparing and distributing agendas and notices, preparing meeting minutes, and coordinating food services for Committee meetings.

The Committee Clerk will distribute meeting agendas the week prior to the meeting. Meeting minutes will be recorded, including key decisions, highlights of discussion points, and an action log.

Public Safety departmental staff will provide the Committee with administrative support for reports, presentations, correspondence and other information to be gathered, distributed, reviewed and considered by the Committee.

Quorum

A majority of the voting members is required to be present in order to hold a meeting, and must include at least one of the Council members appointed.

If quorum is not present within 15 minutes of the scheduled meeting start time, the Committee Clerk will:

- a) Declare the meeting cancelled due to quorum not being reached;
- b) Record the time and names of the members present and those absent; and
- c) Place agenda items from the cancelled meeting onto the agenda for the next scheduled meeting.

Decisions

As an advisory body, the Committee will use consensus decision-making models to engender internal support for its recommendations but, in the event of a recommendation, the resolution will require a mover, a seconder, and a majority vote to be considered carried.

All decisions of the Committee, including dissenting votes, will be recorded in the minutes.

Communications

Communication to the media, or responses to media queries, shall be made only by the Chair.

Remuneration

Members are unpaid and serve on a voluntary basis. Any reasonable expense incurred in carrying out business of the Committee may be claimed and will be reimbursed at the discretion of the Chief Financial Officer in accordance with approved expense policies.

Note: Mileage is not deemed a reasonable expense.

CODE OF CONDUCT

The City of North Vancouver expects all members to adhere to its core corporate values of behavioural excellence, service excellence, leadership, accountability, communication, value and teamwork.

All members must follow the Code of Conduct set out in "Council Procedure Bylaw 2015, No. 8500" during Committee meetings. Members are also governed by the City's Respectful Communications Policy, its Respectful Workplace Policy and its Social Media Policy, amongst other documents guiding member responsibilities including expectations around confidentiality and conflict of interest.

Adopted on October 21, 2024