

COMMUNITY SAFETY ADVISORY COMMITTEE TERMS OF REFERENCE

Issue Date: Nov 2021
Revised: June 2024

Committee Mandate:

The mandate of the Community Safety Advisory Committee (COSAC) is to provide a local perspective and advice to Council with respect to achieving the City's strategic goals and accompanying strategic directions. The Committee will:

- Support 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);
- Consider the quality of life of residents related to the feeling of safety;
- Assist staff to monitor and identify social trends and issues in Coquitlam that may impact community safety;
- Consider the Crime Prevention Through Environmental Design (CPTED) approach with respect to the variety of physical spaces enjoyed in the City of Coquitlam;
- Consider building community capacity by addressing ways of ensuring that individuals and neighbourhoods are prepared for emergencies;
- Consider comprehensive approaches in response to persistent societal challenges that could impact public safety within the City;
- Advocate, support and monitor programs within the City that contribute to enhancing community safety and well-being; and
- Consider and make recommendations to Council on matters identified in the Committee's work plan.

Composition:

The Committee is an advisory body composed of two (2) members of Council, six (6) citizen representatives, and five (5) organizational representatives. 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:

- Coquitlam RCMP Block Watch Program Representative¹
- Hope for Freedom Society

¹ The Coquitlam RCMP Block Watch Program Representative is a member who is an active participant in the Block Watch Program. The Coquitlam RCMP Block Watch Program Representative will be identified by civilian RCMP staff.

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- Tri-Cities Chamber of Commerce
- School District No. 43 (Coquitlam) school representative
- Youth Council

Chair, Committee Administrator, Recording Clerk and Staff Support:

The members of Council will be appointed by Council to serve as the Chair and Vice-Chair of the Committee.

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

The General Manager Community Safety or designate will serve as the staff liaison to support the Committee.

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

Quorum and Procedures:

A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.

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 are scheduled 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 for Council action, 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 Committee 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.

Governance Model:

City Council has distinct responsibilities to govern.

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

The Committee represents one collective voice.

The role of staff is to provide support to the Committee 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 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 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 Recording Clerk of 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 Recording Clerk.

Communication:

All official representation of the Committee is through the Chair or designate.

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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 two years.

Upon expiration of the term of duty, outgoing members may re-apply for appointment during the recruitment process.

Termination of the Committee:

The Committee exists at the pleasure of City Council.