

## **Community Safety Committee**

### **Terms of Reference**

**Name:** Community Safety Committee (CSC)

**Support:** Transportation, Fire & Emergency Services, Grey Bruce OPP,  
Grey Bruce Public Health

**Type:** Advisory Committee of Council

**TOR Approved by Council:** 2024-12-04

#### **Purpose:**

The Community Safety Committee shall advise Council on matters relating to community safety and investigate solutions to make Grey Highlands safer.

#### **Mandate:**

- To advise and make recommendations to Council on a holistic, municipal wide approach to community safety in Grey Highlands.
- To research and provide advice to Council on matters that have been referred by Council, staff and/or the public to the Committee.
- To provide a voice and forum for community safety matters.
- Create and foster programs, strategies, provide education and opportunities to support community well-being and safety
- To complete fact finding and detailed analysis of the matters before the Committee

#### **Delegated Authority:**

The CSC is an advisory Committee to Council and has no delegated authority to act without Council direction unless otherwise provided for under the Delegation of Authority By-law in effect at the time or as provided in these Terms of Reference.

The CSC has no authority to direct staff, agents, or partners of the municipality, including but not limited to fire and emergency response services, police services, and by-law enforcement services. CSC is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

#### **Composition:**

The CSC will consist of:

- Council representative appointed to the Grey Bruce Joint Detachment Board
- Council Liaison for Fire, Police & Safety
- 9 citizen volunteer appointments representing the broad geography of Grey Highlands, ideally being representatives from the communities of:
  - Markdale
  - Flesherton
  - Osprey
  - Badjeros
  - Eugenia

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- Rocklyn
- Kimberley
- Priceville/Ceylon
- Feversham/Maxwell

Or as appointed by Council.

Citizen volunteer members will be appointed by Council for the term of Council. During an election year, current members will remain in place until a new term of Council commences and new term appointments are made by Council. As early as possible in a new term of Council, Municipal staff will post for appointments for any citizen positions. Current citizen members will need to re-apply each term.

At the first meeting of each calendar year, CSC will elect a Chair and Vice-chair for the committee.

Only those members appointed by Council may vote on any matter.

All appointed members shall be required to sign off and adhere to any Code of Conduct in place during the appointment.

### **Vacancies Mid-Term:**

Any vacancies on the Committee will be posted to the Grey Highlands website. All appointments must be approved by Council.

### **Lead Department/Reporting Relationship:**

The Lead Departments supporting the Committee will be Transportation and Fire & Emergency Services with assistance from Grey Bruce OPP and Grey Bruce Public Health. The Lead Departments may call on other departments and outside agencies as required.

Meeting minutes will be forwarded to Council upon Committee review for inclusion on the next available Consent agenda to be received for information.

### **Administration:**

Corporate Services will provide meeting management support.

Save and except as set out in these Terms of Reference, the rules of procedure for Committees or as set out in the Procedural By-law shall apply in this Seniors Advisory Committee. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Committee may request by resolution the attendance of experts, and/or representatives from Special interest groups at meetings to provide guidance on specific issues. The Committee may also request through resolution the attendance of staff at meetings for specific matters with the approval of Council.

### **Delegation:**

Any person desiring to delegate to CSC or make a request to CSC shall give notice in writing to Corporate Services staff not later than seven business days (7) prior to the Regular Meeting. Delegations will be limited to 10 minutes in length and must confine their remarks to the business stated in the request. Any information to be presented must also be provided to Corporate Services

staff a minimum of 5 business days prior to the meeting. Any person or group shall be limited to 1 delegation in a calendar year on the same subject matter.

There will be a limit of 1 delegation per meeting.

**Schedule/Location of Meetings:**

CSC will endeavor to post a yearly schedule and location of meetings prior to January 1 of each year when possible; with a minimum of 4 meetings per year to be scheduled. Notice of CSC meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

**Meeting Attendance:**

It shall be the duty of members to make every effort to attend all committee meetings.

Where a member is absent from three (3) consecutive meetings, their absence will prompt a review of their membership status by the Clerk or their designate.

**Budget and Financial Report:**

This advisory committee does not have access to municipal funds without the prior approval of Council.

All citizen volunteer members will serve without remuneration. Any out-of-pocket expenses incurred by a Committee member must be pre-approved for reimbursement by the Municipality.