

District of Tumbler Ridge

## **Standing Committee for Protective Services**

### Terms of Reference

#### **Introduction**

The Public Safety Committee is formed under the direction of the Mayor of Tumbler Ridge in accordance with Community Charter Section 141 and approved by Council at the regular council meeting of December 2<sup>nd</sup> 2008. The Committee is to gather information and solicit input to issues relating to protective services as assigned to it by the Mayor and Council.

#### **Purpose/Objective**

The purpose of the Committee is to provide community-based advice on issues that fall under its jurisdiction. The expectation is that the Committee will bring forward to Council well thought out and researched solutions and policy recommendations that have an overall benefit to the community. It is to act as a focal point for the residents of Tumbler Ridge for issues related to protective services.

#### **Committee Membership**

The membership structure is as follows:

Chair – Councillor from the District of Tumbler Ridge;  
Co-Chair – Councillor from the District of Tumbler Ridge;  
2 appointed members from the residents of Tumbler Ridge;  
Mayor – ex-officio as required.

- The Chair and Co-Chair will be appointed by the Mayor;
- The appointed members will be selected by the Chair and approved by Council;
- The membership positions are voluntary and not eligible for regular remuneration;
- The committee may invite and consult with other parties or standing committees.

#### **Membership Guidelines**

- All members must be aware of Conflict of Interest protocol.

#### **Voting Procedure**

- Decisions shall be ratified through a simple majority at the meeting;
- In the event of a split vote the ex-officio will cast the deciding vote;
- No proxy votes are permitted.

### **Meetings**

- The chair will establish the meeting schedule;
- A quorum must be met in order for the meeting to be official;
- Discussion may proceed if there is no quorum.

### **Communication Protocol**

- The Committee is not permitted to make public statements to the media without the consent of Mayor and Council;
- The Chair may provide information briefs during Councillors' Business at Council or at Policies and Priorities meetings.

### **Committee Scope**

- The scope of the committee is to investigate issues assigned to it and report findings to Council and, if appropriate, recommend changes to existing policies or advise of new ones;
- Advise Council of residents' issues relating to Public Safety ;
- The following items may be examined by the standing committee but are not restricted to:
  - Public Safety building
  - Interface Fire Plan
  - District Emergency Plan
  - Specific public safety issues
  - Crime Prevention issues;
- The Chair may bring additional issues to the Mayor and Council for permission to investigate.

### **Term of the Standing Committee**

- The Standing Committee will be in place for one year at which time Council will review its effectiveness and recommend to the Mayor whether to disband the committee, make changes to the TOR or continue with its function;
- At this time the Mayor will review the membership and decide on its membership with the intent to rotate Councillor positions.

**Budget** – To be determined.