

## **PUBLIC SAFETY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Mandate**

- (a) The Public Safety Committee will advise Council on strategic and policy issues pertaining to the City's provision of public safety programs that engage our residents and businesses in order to increase feelings of safety, quality of life, and prevent and reduce crime.

#### **2. Role**

The Public Safety Committee will:

- (a) Bring together representatives from City departments including Community Services and Bylaws, the RCMP, the Surrey Fire Service and partner agencies to ensure collaboration and best-practices in public safety and crime prevention programs.
- (b) Support priority populations by focusing on specific populations to ensure they receive timely, effective, and holistic services via an integrated service delivery approach (e.g. Surrey Mobility and Resiliency Table – SMART; Children and High Risk Youth Table – CHART) that promotes their safety and wellbeing.
- (c) Cooperate and liaise with groups in the development of creating community-engaged programs to prevent crime and enhance safety.
- (d) Receive regular updates from the Surrey RCMP and the Surrey Fire Service on key initiatives.
- (e) Liaise, on behalf of Council, with senior governments, to encourage the provision of related programs and services for Surrey residents that respond to persistent social and community safety challenges.
- (f) Consider related issues as may be referred by Council.

#### **3. Membership**

- (a) The Committee will consist of seven (7) voting members, as follows:
  - Two (2) members of Council, appointed by Council for a two-year term, with one member to serve as the Chair and the other member to serve as the Vice Chair of the Committee.
  - Five (5) volunteer members who are City of Surrey residents or an individual who has demonstrated a long term connection to the City of Surrey, with experience and expertise in policing and public safety matters (these residents do not need to be representatives of particular agencies, organizations or interest groups).

- (b) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- (c) Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.

#### 4. **General Terms and Code of Conduct**

- (a) **Decorum and Debate:** Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.
- (b) **Authority and Reporting:** The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Council.
- (c) **Media / Social Media:** Members of the Committee are not permitted to speak to the media as representatives of the Committee. Committee members must strive to convey the public interest and remember that they represent the City of Surrey; this means that they must be consistent with the City's position on specific issues.

It is the policy of the City of Surrey to encourage clear and effective communication with all Committee members, stakeholders and members of the public. Any use of social media must, as with all other forms of communication meet tests of credibility, privacy, authority and accountability.

- (d) **Professionalism:** Committee members who engage in activities regarding the City of Surrey or Committee initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the City of Surrey.
- (e) **Confidentiality:** All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part as their general orientation. All returning Committee members have previously signed a copy of the agreement and are expected to honour and uphold the provisions as outlined within the Agreement.
- (f) **Surrey Residency Requirement:** all Committee volunteers must reside in the City of Surrey. In the event that a Committee member's primary place of residence changes to another municipality during the term of an appointment, the member must notify the Chair and Administrative Assistant regarding change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement on social media and on the website; applications received will be reviewed by Council.

- (g) Conflict of Interest: City policy regarding conflict of interest applies to all Committee members.

A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of committee deliberations. Committee Members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict and leave the room prior to any discussions and must refrain from voting thereon.

Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following the completion of their term(s).

## 5. Meetings

- (a) Meetings will be held at the call of the Chair.
- (b) Quorum for a meeting of the Committee is a simple majority of the voting membership. Any member who is absent from three (3) or more meetings of the Committee per year without reason satisfactory to the Committee may be removed from the Committee by Council.
- (c) Minutes of meetings of the Committee will be recorded by the Legislative Services Department and be forwarded by the City Clerk to a Regular Council meeting as information and, where recommendations are included in the minutes, for consideration by Council.

## 6. Annual Work Plan

- (a) From a strategic approach, the Public Safety Committees will identify a concise set of annual targets and objectives to be submitted to Council for endorsement each November for the following calendar year. The Annual Work Plan must be in line with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities and underlying principles of the City of Surrey.
- (b) The agreed upon Work Plan will be executed by the Committee, with the reasonable assistance of support staff, and must contribute to the overarching goals of the City of Surrey and align with themes identified in the Sustainability Dashboard.

**7. Staff Assistance**

Staff assistance will be provided to the Committee, as necessary, by:

- Staff of the Surrey Fire Service, the Surrey RCMP and the Community Services and Corporate Services Departments; and
- Other staff as required.

**8. Authority**

**(Select Committee – Advisory Committee)**

- (a) Section 142 (1) of the Community Charter states that “A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.”;
- (b) This Committee is a select committee appointed by Council; and
- (c) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

*Approved by Council: January 30, 2023  
Revised: November 20, 2023*