
TERMS OF REFERENCE – COMMUNITY SAFETY AND WELL-BEING PLAN COMMITTEE

1. Reporting Structure:

In accordance with the City of Barrie's Procedural By-law, as amended, the Community Safety and Well-being Plan Committee is a Committee authorized by City Council. The Community Safety and Well-being Plan Committee has been established by City Council in accordance with the below Terms of Reference and shall report to City Council through the Community Safety Committee. Decisions of the Community Safety and Well-being Plan Committee are not final until approved by City Council unless delegated authority is granted by Council.

2. Mandate

To review the City of Barrie's 2021 to 2024 Community Safety and Well-being Plan: Our Shared Plan for a Safer Barrie and provide advice to City Council on any potential revisions to the Plan as well as reporting on the Plan.

3. Objectives

The following are the objectives of the Community Safety and Well-being Plan Committee:

- a) To review the current risk factors identified in the 2021 to 2024 Community Safety and Well-being Plan and identify any revisions to the risk factors in the municipality, including, without limitation, systemic discrimination and other social factors that contribute to crime, victimization, addiction, drug overdose and suicide and any other risk factors prescribed by the Minister;
- b) To review and identify any revisions related to which risk factors the municipality will treat as a priority to reduce;
- c) To review and identify any revisions related to strategies to reduce the prioritized risk factors, including providing new services, changing existing services, improving the integration of existing services or coordinating existing services in a different way;
- d) To review and identify any revisions related to measurable outcomes that the strategies are intended to produce;
- e) To address any other issues that may be prescribed by the Minister; and
- f) To produce a Plan that contains any other information that may be prescribed by the Minister

4. Composition

The Community Safety and Well-being Plan Committee shall be composed of the following:

- a) Two (2) members of Council;
- b) A person who represents Ontario Health or an entity that provides services to improve the physical or mental health of individuals in the community;
- c) Two persons who represent two different entities that provide educational services in the municipality;
- d) A person who represents an entity that provides community or social services in the municipality;
- e) A person who represents represent an entity that provides community or social services to children or youth in the municipality;
- f) A person who represents an entity that provides custodial services to children or youth in the municipality;
- g) A representative from the Barrie Police Services Board; and
- h) The Chief of Police or designate
- i) A representative of Safe Barrie

-
- j) A representative from the Simcoe Muskoka Health Unit

Note: a single individual may represent more than one of the required services

5. Term

Council and members of the Community Safety and Well-being Plan Committee shall be appointed for a term that coincides with the term of Council, expiring on November 14 of the year in which a municipal election is held unless otherwise provided by a resolution of City Council.

A member may resign from the Community Safety and Well-being Plan Committee at any time by advising of this intention in writing to the Chair of the Committee.

A member may be re-appointed by City Council for an additional term(s).

A member who is absent for three (3) consecutive meetings without permission will be removed from the Community Safety and Well-being Plan Committee.

6. Meetings

The Community Safety and Well-being Plan Committee meetings shall generally be scheduled monthly during the period of the review and any revisions to the Plan, and additional meetings may be scheduled at the call of the Chair. Once a plan is approved, Community Safety and Well-being Plan Committee meetings may be scheduled semi-annually at the call of the Chair to report on the status of the Plan.

All meetings shall be open to the public in accordance with the City of Barrie's Procedural By-law and the Municipal Act. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The following are currently included as subject matters in Section 239 that may be discussed during a closed meeting:

- a) The security of the property of the City;
- b) Personal matters about an identifiable individual, including City employees;
- c) A proposed or pending acquisition or disposal of land by the City;
- d) Labour relations or employee negotiations;
- e) Litigations or potential litigation, including matters before administrative tribunals affecting the City;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which the Committee or Council may hold a closed meeting under another Act.
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

-
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

7. Selection of the Chair and Vice-Chair

The selection of Chair shall be recommended by the Mayor. A Vice-Chair shall be selected at the first meeting.

8. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Community Safety and Well-being Plan Committee and assist in reaching a consensus on fundamental policy issues of concern. The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

9. Roles and Responsibilities of Members

All members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach a consensus on decisions before the Committee; and
- c) Adhere to the terms of reference, the City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct, and any other by-laws, policies, or procedures that apply to the members.

10. Rules Governing the Proceedings of Council/Committee Meetings

The business of the Community Safety and Well-being Plan Committee shall be conducted in accordance with the City of Barrie's Procedural By-law.

11. Quorum

A quorum of the meeting shall be a majority of the members. The majority is defined as 50% plus one.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Committee Support Clerk shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

12. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the members will attempt to reach a consensus on how to resolve the issue.

A question before the Community Safety and Well-being Plan Committee will be put to a vote and each member will be entitled to one vote.

A motion shall be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

13. Resources

Primary Staff

The staff resource for the Committee is the General Manager of Community and Corporate Services or designate.

A Committee Support Clerk is provided by the Legislative and Court Services Department. The Committee Support Clerk works with the Committee to co-ordinate the proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and the general administrative coordination of meetings.

Advisory Staff

Staff shall provide advisory support to the Community Safety and Well-being Plan Committee, including background information, resources, and advice to members to assist them in their role.

From time to time, the Community Safety and Well-being Plan Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Legislative Coordinator will coordinate the request through consultation with the Chair.

14. Application of the Code of Conduct

The Community Safety and Well-being Plan Committee shall always follow the policies and procedures in the City of Barrie's Council/Committee Code of Conduct.

15. Other

Members must keep in mind that while they serve on the Community Safety and Well-being Plan Committee, it has specific goals and objectives, and the function is advisory in nature. The final decision on recommendations made will rest with City Council. City Council's responsibility is to the broad public and, as such, Council may consider other matters beyond those considered by the Community Safety and Well-being Plan Committee when making its final decision on the matter.