



## **City of Trail**

Select Committee of Council

Terms of Reference

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### **NAME OF COMMITTEE**

Community Safety Task Force

### **MANDATE**

The Community Safety Task Force is a Select Committee established in accordance with Section 142 of the *Community Charter*. The primary mandate of the Committee is to serve in an advisory capacity to Council by providing input on matters impacting community safety and advice on strategies to enhance public safety and to prevent and reduce crime in the community.

### **FUNCTIONS**

Within their mandate, the Committee is to:

- Provide advice and recommendations to Council on strategies to enhance public safety and to prevent and reduce crime in the community.
- Identify and examine issues impacting community safety, including homelessness, vagrancy, theft, vandalism, vigilantism, mental health and drug-related activities.
- Educate the community on root causes and contributing factors to identified social issues and determine, where practical, the measurable impacts of said social issues on the community.
- Provide a conduit for citizens to raise issues and concerns regarding community safety. At the discretion of the Chair, delegations will be permitted to make presentations to the Committee on matters pertaining to its mandate (example Crime Prevention through Environmental Design).
- Encourage the development and delivery of education programs to raise awareness of community safety issues and the availability of resources.
- Advise on strategies to address the negative impacts of real and perceived social issues locally.
- Identify resources available and supports necessary to assist those who are homeless or at risk of homelessness and other vulnerable populations with securing suitable housing.

## **MEMBERSHIP**

The Committee shall be composed of the following:

- Two members of Trail City Council as appointed by the Mayor
- One senior City of Trail staff member
- City of Trail Bylaw Enforcement Officer
- Sergeant of the Trail and Greater District RCMP Detachment (or designate)
- Regional District Fire Chief (or designate)
- One representative from each of the following organizations:
  - BC Ambulance Service
  - Trail Association for Community Living/Career Development Services
  - Trail Community Action Team
  - Interior Health (Mental Health and Substance Abuse)
  - Trail & District Chamber of Commerce
  - Community Futures Greater Trail
  - Trail & District Public Library
- Up to four (4) members of the community at large, one being a representative of the Senior Citizen Community.
- Up to two (2) members of the downtown business owners.

## **MEETINGS**

The Council appointee will be the Chair of the Committee. Within the Committee's mandate, the function of the Chair will be to:

- Chair the Committee meetings and ensure that minutes are recorded and follow-up action from the meetings is initiated as required.
- Based on the direction of the Committee, prepare recommendations and make presentations to Council for consideration.

Meetings of the Committee will be scheduled on a bi-monthly basis and may also be called at the discretion of the Chair.

The quorum for the Committee shall be the majority of its members. A meeting shall require a quorum in order to proceed. Decisions and recommendations will be approved based on a majority vote of those members in attendance.

## **REPORTING**

The Committee shall appoint a person from amongst its members to record minutes of each meeting at the first meeting of the Committee.

Minutes of all Committee meetings will be duly recorded and forwarded to the Corporate Administrator's office for circulation to Council as soon as possible after the meeting.

Approved: January 14, 2019

Revised: October 13, 2020

Revised: August 22, 2023

Revised: August 19, 2024