

## TERMS OF REFERENCE

### THE COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE

#### Role

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

#### Mandate

The Community Safety and Crime Prevention Advisory Committee reports to the Municipal Council through the Community and Protective Services Committee. The Advisory Committee serves as a resource, information gathering and advisory body to the Municipal Council on matters pertaining to safety and crime prevention in the City of London.

The Advisory Committee is specifically responsible for:

- developing, encouraging and promoting activities and education programs for Londoners of all ages on safety in the community, such as (but not limited to) injury prevention, pedestrian safety, traffic safety, bicycle safety, water safety and fire prevention;
- developing, encouraging and promoting activities and education programs for Londoners of all ages on the prevention of crime in the community;
- initiating and facilitating such working groups as may be necessary to assist in the development, encouragement and promotion of safety and crime prevention programs and activities;
- liaising, facilitating and working in co-operation with Civic Departments, other advisory committees of Council, Boards of Education, local Boards and Commissions, the media and any other organizations interested in the co-ordination of safety and crime prevention programs and activities;
- acknowledging the action and activities of individuals and groups who are actively working towards developing community consensus on appropriate strategies for safety and crime prevention issues; and
- receiving regular reports from the Neighbourhood Watch London Board of Directors and the Block Parent Central Committee for information purposes.

The Advisory Committee may, subject to the availability of funds within its approved annual budget, make a grant or donation to community initiatives which meet the mandate of the CSCP, such as, but not limited to:

- a) injury prevention;
- b) pedestrian safety;
- c) traffic safety;
- d) bicycle safety;
- e) water safety; and
- f) fire prevention.

## **Composition**

### **Voting Members**

Fourteen consisting of:

- Five members-at-large
- One youth representative between the ages of 18 and 25
- One representative of each of the following:
- Thames Valley District School Board\*
- London District Catholic School Board\*
- Thames Valley Council of Home & School Associations\*
- London District Catholic School Council\*
- Neighbourhood Watch London - Board of Directors\*
- London and Area Council of Women\*
- Traffic Safety Education Committee (Safety Village)\*
- Child Safety Middlesex London\*
- London Youth Advisory Council (age of 18 or over)

\*These organization may select an alternate to attend in the absence of the primary voting member.

### **Non-Voting Resource Group**

One representative of each of the following will be available to attend Advisory Committee meetings when necessary:

- London Police
- Fire Prevention Bureau
- Planning, Environmental & Engineering Services Department
- Community Services Department
- Neighbourhood Watch Office
- Ministry of Transportation of Ontario
- Middlesex-London Health Unit
- London Public Library
- London and Area Active & Safe Routes to School
- Youth Representative - Thames Valley District School Board
- Youth Representative - London District Catholic School Board
- Post-Secondary Student
- Emergency Medical Services organization

### **Sub-committees and Working Groups**

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide secretariat support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

### **Term of Office**

Appointments to advisory committees shall, in all but one case, be for a four-year term, commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Council term. In the case of the Non-Voting Post-Secondary Student Member, the term shall be for one year, commencing March 1 of each year and ending on February 28 or, in the case of a leap year, February 29 of the following year.

### **Appointment Policies**

Appointments shall be in keeping with Council Policy. Non-voting Post-Secondary Student Members shall be cooperatively nominated by the Fanshawe Student Union and the University Students' Council, Western University.

### **Qualifications**

Any person who has an interest in safety and/or crime prevention may be appointed as a member-at-large. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Only employees or trustees may represent the two school boards. Only members of the Neighbourhood Watch Executive Committee, the Block Parent Central Committee, the London and Area Council of Women, the Council for London Seniors and the Traffic Safety Education Committee may represent their respective body. Non-voting Post-Secondary Students shall be current students at either Fanshawe College, Western University, Brescia University College, Huron University College or King's University College.

### **Conduct**

The conduct of Advisory Committee members shall be in keeping with Council Policy.

### **Meetings**

Meetings shall be held six times annually at a date and time set by the City Clerk in consultation with the advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

### **Remuneration**

Advisory committee members shall serve without remuneration.