



Terms of Reference

Advisory Committee on Community Wellbeing & Safety

Authority

Section 55 of *The Cities Act*; City Council Resolution – November 20, 2017 and June 25, 2018

Mandate

The function and mandate of the Community Wellness & Safety Committee (“CWSC”) shall be to:

1. Provide advice to City Council on policy matters relating to any issue that promotes wellness and safety in the community, such as:
 - parks, recreation and sports initiatives in the community
 - playground and parks safety
 - social and affordable housing initiatives
 - community safety and crime prevention
 - initiatives to address the root causes of crime
 - property maintenance issues and safety
 - water safety
 - fire prevention
 - injury and accident prevention
2. Issues raised by the Community Support Program as directed by the Standing Policy Committee on Planning, Development and Community Services. The mandate of the CWSC would be to receive reports from the Community Support Program and report to the Standing Policy Committee on Planning, Development and Community Services for information or action
3. Monitor the success of the CWSC and to advise City Council on ways for the City of Saskatoon to increase the success in working with community organizations, business and labour, all orders of government, and other stakeholders to promote a safe and healthy community.
4. Provide education and awareness programs on community safety and wellness of all citizens in the City of Saskatoon in consultation with the Administration and within budget allocated by City Council.

Composition

Voting Members:

Agency Representatives	Citizen Representatives
<ul style="list-style-type: none"> • 1 representative of Downtown Saskatoon • 1 representative of Broadway Business Improvement District • 1 representative of Riversdale Business Improvement District • 1 representative of Sutherland Business Improvement District • 1 representative of the 33rd Street Business Improvement District 	<ul style="list-style-type: none"> • 1 citizen representative of the youth community (16 – 23 years old) • 1 citizen representative of the LGBTQ2S community • 1 citizen representative of the First Nations or Métis community • 3 additional citizen representatives

<ul style="list-style-type: none"> • 1 representative of the Anti-Poverty Coalition • 1 representative of the Saskatoon Poverty Reduction Partnership • 1 representative of the Saskatoon and District Safety Council • 1 representative of the Saskatchewan Health Authority • 1 representative of the Board of Education, Saskatoon Public Schools • 1 representative of the Board of Education, Greater Saskatoon Catholic Schools 	
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Non-Voting Resource Members:

- 1 Councillor (?)
- 1 representative of the Saskatoon Police Service
- 1 representative of the Community Support Program
- 1 representative of the City Solicitor's Office
- Representatives of the City's Administration from:
 - Saskatoon Fire
 - Community Services Department
 - Transportation & Utilities Department

Preferred Qualifications

- Representatives of organizations must be members or employees of the organizations or communities they represent.
- Knowledge, expertise or interest regarding principles of safety and crime prevention an asset.
- Knowledge, expertise or interest regarding principles of health and wellness an asset.
- Demonstrated commitment to improving all aspects of wellness and safety in the community.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The CWSC shall report to City Council through the Standing Policy Committee on Planning, Development and Community Services ("SPC-PDCS").

The CWSC shall report to the SPC-PDCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-PDCS or City Council.

The CWSC shall submit an annual report, in the prescribed form, outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-PDCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In

considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term

Non-Voting Resource Members:

- Councillor, 4 year (Council) term

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (9).

Subcommittees and Working Groups

- The CWSC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the CWSC mandate may be the subject of an ad hoc committee or task force established by the SPC-PDCS.
- A standing subcommittee of the CWSC shall be struck at the CWSC's annual organization meeting to address any issue within the mandate of the CWSC related to addressing the root causes of crime. The membership of this standing subcommittee shall be selected from within the membership of the CWSC. The meeting dates and times of the subcommittee shall be determined by the subcommittee of the CWSC and shall not receive administrative support from the City Clerk's Office.

Meetings

- Meets on the third Wednesday of each month at 12:00 p.m. to 2:00 p.m. during each of January, February, April, May, September and November
- The City Clerk's Office shall provide administrative support to each meeting of the CWSC

Remuneration & Expense Reimbursement

CWSC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled CWSC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees* **(under review)**

Any other policies as required (under review)

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