

DRYDEN, MACHIN AND AREA COMMUNITY SAFETY AND WELL-BEING PLAN

MULTI-SECTORAL PILLAR WORKING GROUPS

TERMS OF REFERENCE

1. INTRODUCTION

These Terms of Reference detail the roles and responsibilities of the Multi-Sectoral Pillar Working Groups (MSPWGs) of the Dryden, Machin and Area Community Safety and Well-being Plan, or otherwise known as the “Pillars”.

2. PURPOSE and MANDATE

The MSPWGs are venues for information and ideas exchange as the primary consultative body for the Joint Community Safety and Well-Being Advisory Committee (JCSWBAC) for the City of Dryden, Municipality of Machin, and area. The MSPWGs are active in providing input and making recommendations regarding community well-being initiatives and this mandate shall remain with the MSPWGs continuing to operate as a part of the broader JCSWBAC consultation process, which shall include all interested stakeholders and the general public.

It is important to note that the MSPWGs are not decision-making bodies. However, the JCSWBAC shall consider the input and recommendations received from the MSPWGs when pursuing final decisions related to the Dryden, Machin and Area Community Safety and Well-Being Plan.

3. RESPONSIBILITIES

Leadership

Each Pillar will identify a Chair and Co-Chair whose terms will expire on 31 December of each year. This shall allow opportunity for diverse representation of the Pillar membership in these positions. A member who has been appointed to fill a vacancy during the term will be appointed only for the balance of the existing term. Appointed members will be eligible to reapply for appointment.

The Chairs shall be appointed to the JCSWBAC and will articulate to this committee the ongoing work of the MSPWG including the following:

- Support the development and implementation of the Dryden, Machin and Area Community Safety and Well-Being Plan.
- Prioritize community safety and well-being concerns while proactively providing planning and action designed to mitigate risks to the communities.
- Engage community residents, service organizations, and government ministries to actively seek input and guidance.
- Serve as a liaison between the Pillars, providing vision and insight into the needs of the communities.
- Support the Pillars in active recruit of members as resources and expertise are identified and required.

- Identify performance measures and data requirements of the Four Pillars.

All projects and work plans of the MSPWG shall be provided to the JCSWBAC for approval through the Pillar Chair.

Community Engagement

The MSPWGs shall support the work of the JCSWBAC to engage the communities in ongoing dialogue regarding key emerging trends that influence community safety and well-being and ensure that the public has opportunity to contribute to the work of the Four Pillars.

Pillar Identification and Development

Four Pillars have been identified as cornerstones to the Dryden, Machin and Area Community Safety and Well-Being Plan:

- Supporting Our Youth
- Prevention/Education
- Treatment
- Social Development

Each Pillar will have goals and activities defined in annual work plans, with the flexibility to address new issues as they arise. These work plans are intended to support the Dryden, Machin and Area Community Safety and Well-Being Plan and clearly identify both the physical and social infrastructure crucial to sustainable and desirable quality of life outcomes.

The Pillars will strive to build community capacity and work in partnership to enrich collaborative efforts for a wholistic approach toward improving the safety, health, and social well-being of our communities.

4. COMPOSITION

Membership shall be diverse and multi-sectoral with a shared, common commitment to reducing the risks that cause harm through the development of intentional strategies for the promotion and advancement of healthy change.

The MSPWGs shall be comprised of but not limited to individuals from the following sectors:

- Health Services;
- Educational Services;
- Community and Social Services;
- Community and Custodial Services for Children and Youth;
- Law Enforcement;
- Correctional Services;
- Band Council Members and Band Employees; and
- Municipal Council Members and Municipal Employees.

Membership is agreed upon by each Pillar working group and is not required to be appointed by Council. Given the advisory capacities of these Pillar working groups, maintaining the status quo as per the governing legislation which prescribes multi-sector involvement, is sufficient.

5. RESPONSIBILITIES AND OPPORTUNITIES

- To develop an annual work plan detailing each Pillar's tasks and actions and submit the same to the JCSWBAC for approval prior to implementation thereof. These plans must be prioritized in accordance with urgent need (sound decision making rooted in outcome goal prioritization and resource allocation) and shall identify the financial costs and other resources required.
- To undertake approved projects subject to any conditions set out by the JCSWBAC and report as to status and outcomes.
- To support the JCSWBAC with an awareness of, and what is necessary to develop and implement an integrated response to social issues and current situations, through the provision of facts, data, collaborations, and engagement activities.
- To support the JCSWBAC with identifying the strengths, weaknesses, capacities and needs of residents in Dryden, Machin and Area.
- To support the JCSWBAC with gaining an in-depth understanding of roles and responsibilities required to address social issues and current situations, the capacities of the relevant organizations to meet those needs, and to provide a forum for problem-solving concerning any gaps that may exist in supporting residents affected by these issues.
- To engage with the community, those with lived experience or who are otherwise affected personally in particular. To listen, learn, and inform future actions through the JCSWBAC.
- To support the JCSWBAC with identifying opportunities for innovative and locally driven solutions and/or approaches over the short, medium, and long term.
- To endorse to the JCSWBAC advocacy efforts required at the Regional, Provincial and Federal levels of government to raise awareness, identify resource needs; where necessary, promote legislative and regulatory changes.
- To advise the JCSWBAC regarding the implementation of relevant community actions, programs or services, and the preparation of any reports or strategies related to the MSPWG mandate and other matters for which the JCSWBAC may seek advice.
- To adhere to all relevant policies and legislation.

6. CONDUCT

The following guidelines shall apply during pillar working group meetings:

- Be open, respectful, and appreciative to the ideas of other members and participants.
- Work toward resolution of matters in a constructive, professional, and timely manner.
- Divergent views will be acknowledged and included in meeting summaries.

All pillar group members must:

- Comply with the MSPWG Terms of Reference.
- Comply with the relevant Codes of Conduct and Confidentiality policies.

7. CONFIDENTIALITY

Members are required to refrain from the use or transmission of any confidential or privileged information while serving with the MSPWG.

8. MEETINGS

Agendas

Agendas will be assembled and distributed by the Chair, Co-Chair and/or Secretary of each Pillar.

Action items shall be delegated as appropriate and agreed upon at the end of each meeting. These matters shall then be brought forward to the agenda of the following meeting.

Where practical, any documents that relate to the agenda of the following pillar group meeting will be forwarded to members in sufficient time to enable consideration prior to that meeting.

Agenda packages will be distributed electronically or in an alternate format upon request no less than three (3) days prior to the meeting and will be distributed to all Pillar members.

Delegations

Delegations are welcome to attend meetings of the MSPWGs for issues that fall within the guidelines of these Terms of Reference. Delegations may address the MSPWG for five (5) minutes and an additional five (5) minutes may be granted as appropriate. Delegations shall be approved by the Pillar Chair.

Frequency

The MSPWGs will meet monthly for a minimum of one hour. Where required, as identified in advance, this duration may be extended to address unique issues.

Minutes

Minutes of each meeting shall be recorded by Chair, Co-Chair or Secretary of each Pillar and distributed to the members of the Pillars. Minutes of all meetings will be subject to approval/ratification at the following meeting. Once approved by each Pillar, the meeting minutes will then be submitted to the JCSWBAC.

9. MEETING PROCEDURES

Quorum

Quorum will be a simple majority of the Pillar working group (50% + 1). If quorum is not achieved at the scheduled meeting ten (10) minutes after the scheduled commencement time, the Chair

will determine if the meeting will stand adjourned until the next regular scheduled meeting or if the meeting will continue.

If quorum is lost during a meeting, the Chair will decide if the meeting will stand adjourned or be continued.

If quorum is not achieved or is lost, any business requiring a decision material in nature shall be deferred to the next scheduled meeting.

A quorum is required to make decisions that are considered to be significant to the business of whole of the pillar group.

A set of minutes will still be created for any meeting which has not achieved quorum.

Decision-Making

Decisions may generally be reached through discussion at Pillar working group scheduled meetings.

If reaching consensus is not possible, a simple majority vote will be held. In the event of a majority vote, all Pillar members who are present have the right to vote in favour or opposition of the motion or abstain from voting. In the instance of a tie, the Chair will break the tie. The Chair may vote on any motion.

Any Pillar group member attending a meeting has the right to request that an issue is put to a vote where agreement is unclear, and decisions will subsequently be based on majority vote.

Additionally, any attending Pillar group member has the right to request that an issue be decided by the full Pillar group, including those not in attendance at that meeting. In this case, all Pillar group members will be notified of the issue prior to the next meeting and requested to respond within a given timeframe. The issue will then be raised, and a decision determined, based on majority vote, at an established time in the future (usually at the next meeting).

Remote Participation

Pillar working group members may participate in meetings remotely via electronic conferencing mediums.

10. SUB-GROUPS

Sub-groups may be formed should a majority of the Pillar working group members approve a recommendation to do so. Included in the recommendation to establish a sub-committee, there shall be information regarding the mandate of the proposed sub-committee, the beginning and the ending date, the composition and the recruitment of members, and the reporting structure.

Sub-group membership may be expanded to include persons who are not MSPWG members, to seek specific areas of expertise on a particular issue or topic. Sub-group membership should be balanced among the various relevant stakeholder categories.

11. REPORTING STRUCTURE

Any outcomes of the Pillar sub-groups will be reported to the broader Pillar working group.

Through the Chair of the MSPWG, Pillar meeting outcomes and activities will be reported to the JCSWBAC. The MSPWGs shall also report to the JCSWBAC via the submission of meeting minutes and written reports as may be required. The outcomes of the JCSWBAC meetings shall then be reported back to the Pillar working group.

All Pillar working group members are responsible for updating their respective organizations in a timely manner.

Final approval of any work plans, service or project recommendations, budget expenditures, and all future direction for work related to the Dryden, Machin and Area Community Safety and Well-Being Plan remains with the JCSWBAC.

12. ENGAGEMENT OF/WITH OTHER INDIVIDUALS/ENTITIES

The MSPWGs will engage with other individuals/entities whenever necessary to ensure projects are relevant, wanted and meet the needs of their residents. In addition, the MSPWGs will employ the tenets of the City of Dryden's communication strategy and platforms whenever communication with the wider community is required.

13. TERM OF OFFICE

The Chairs, Co-Chairs and Secretaries for the Committee shall be elected by a majority vote of the Committee members at the first Committee meeting in the calendar year or the first mid-year meeting. Incumbents shall retain their positions for a twelve month term, ending on or near 31 December or on or near 30 June or until they are no longer able to fulfill the requirements of the roles. In such a circumstance, a new Chair, Co-Chair or Secretary shall be elected by a majority vote of the MSPWG, to serve to the end of the current term. The election of a Chair and Co-Chair shall be offset by 6 months as to provide succession support to newly elected incumbents.

The Chair shall preside over meetings and committee business. The Co-Chair will serve as a replacement for the Chair, presiding over meetings when the Chair is unable to attend.

All pillar working group members are eligible to serve consecutive terms in any of the positions if they are so elected through the election process.

14. REVIEW OF THE TERMS OF REFERENCE

The JCSWBAC and MSPWGs will jointly review this Terms of Reference annually to determine if modifications are required.