

TERMS OF REFERENCE

DRYDEN AND MACHIN JOINT COMMUNITY SAFETY AND WELL-BEING ADVISORY COMMITTEE

1. Name

The name shall be the Joint Community Safety and Well-Being Advisory Committee (JCSWBAC) and shall represent the municipalities of Machin and Dryden.

2. Definitions

“Community Capacity” means the interaction of human capital, organizational resources, and social capital existing within each community that can be leveraged to solve collective problems to improve or maintain the well-being of the communities.

“Council” means the elected Council of the City of Dryden and the Municipality of Machin.

“Inclusion” means appreciating and valuing human differences by creating an atmosphere that promotes a sense of belonging; where everyone feels respected and valued for their uniqueness. Inclusion protects equal access and opportunity, and removes barriers and discrimination, so everyone is free to share their abilities, gifts, and talents, and everyone can participate and thrive.

“Safety” means feeling safe, whether at home, in the street, or at work. It relates to quality of life and being able to pursue and obtain and maintain the fullest benefits from your domestic, social, and economic lives without fear or hindrance from crime and disorder.

“Well-being” means the presence of the highest possible quality of life in its full breadth of expression focused on but not necessarily exclusive to: good living standards, robust health, a sustainable environment, vital communities, an educate populace, balanced time use, high levels of democratic participation, and access to and participation in leisure and culture.

3. Purpose and Mandate

The mandate of the JCSWBAC shall be to advise and assist the communities in promoting and facilitating the safety, inclusion, belonging, and well-being of Dryden and Machin residents.

The JCSWBAC will provide advice on complex social issues impacting the policies, programs, services, and strategies of these communities, and further provide actionable advice to Council regarding the development of integrated community programs and approaches to address those issues.

4. Responsibilities and Opportunities

- To advise on tasks and actions taken by the JCSWBAC member organizations that directly support the achievement of the CSWB plan goals.
- To advise the Councils and create an awareness of what partnerships are necessary to develop and implement an integrated response to community issues and current situations, through the provision of facts, data, collaborations, and engagement activities.
- To gain 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 identify opportunities for innovative and locally driven solutions and/or approaches over the short, medium, and long term.
- To provide recommendations to the Councils for initiating and pursuing advocacy and delegation opportunities with Regional, Provincial and Federal levels of government to raise awareness and identify resource needs; where necessary, that the Council's promote legislative and regulatory changes.
- To provide recommendations to the Councils as to required communications with the public to raise awareness and identify on-going safety, well-being, and resource needs.
- To advise Councils regarding the implementation of relevant community actions, programs or services, and the preparation of any reports or strategies related to the Committee's mandate and other matters for which the Councils may seek advice.
- To adhere to all relevant policies and legislation.

5. Deliverables and Outputs

The JCSWBAC shall deliver:

- The Dryden and Area Community Safety and Well-Being Plan.
- Ongoing Dryden and Area Community Safety and Well-Being Plan maintenance
- A profile of local stakeholders to inform decision-making and prioritization around immediate, medium, and long-term projects in accordance with identified community needs.
- A Reporting Framework and Scorecard.

6. Composition

Voting Members

The JCSWBAC shall be composed of eleven (11) voting members, representing the following:

- Mayors, or Alternates, of the City of Dryden and the Municipality of Machin
- One (1) representative from Kenora District Services Board
- One (1) representative from Dryden Regional Health Centre
- One (1) representative from the Dryden Ontario Provincial Police Detachment
- One (1) representative from the Dryden Native Friendship Centre
- One (1) representative (Trustee or board employee) from the Keewatin Patricia District School Board
- One (1) representative (Trustee or board employee) from the Northwest Catholic District School Board
- One (1) representative from the Northwestern Health Unit
- One (1) representative from the Patricia Region Seniors Services
- One (1) representative from the Kenora-Rainy River Districts Child & Family Services

Voting member representation shall include the senior or executive management representatives of each organization, including the identification of one (1) alternate representative to uphold planning, implementation and evaluation continuity for the Council term.

The JCSWBAC may find it appropriate and necessary to invite additional voting members to the committee in accordance with required field of expertise contributions and guidance. A list of potential voting members has been drafted as a living, breathing document.

Non-Voting Members

The JCSWBAC shall include one (1) non-voting member representative from the following sectors:

- Anishinaabe Abinoojii Family Services - Dryden
- Community Living Dryden-Sioux Lookout
- Employees of Dryden and Machin municipalities
- Firefly - physical, emotional, developmental, and community services for children, youth, and families in communities across Northwestern Ontario
- Hoshizaki House
- Probation and Parole
- Tikinagan Child & Family Services

These non-voting members shall serve the committee as subject-matter experts and professional resources to assist with understanding and problem-solving priority issues for the committee. These representatives will be appointed by their organizations to attend meetings and report on ideas and recommendations from the committee and assist with moving the committee mandate forward.

The JCSWBAC may find it appropriate and necessary to invite additional non-voting members to the committee in accordance with required field of expertise contributions and guidance. A list of potential non-voting members has been drafted as a living, breathing document that shall likely evolve as the Dryden and Area Community Safety and Well-Being Plan is mobilized.

First Nations Participation:

First Nations communities are not required by legislation to adopt a community safety and well-being plan. Should the Chiefs and Councils of Eagle Lake First Nation and Wabigoon Lake Ojibway Nation choose not to adopt the Dryden and Area Community Safety and Well-Being Plan, one (1) representative from each of these communities shall be offered non-voting representation.

Remuneration:

The members of the JCSWBAC shall serve in a volunteer capacity, and there will be no remuneration.

7. Support

Administrative support, to include meeting coordination, liaising with staff, compiling minutes from the JCSWBAC, will be provided by any member organization able to provide such resources. All meeting minutes will be submitted to the Municipal Clerks for posting and or archival purposes.

8. Term of Office

The Chair, Co-Chair and Secretary 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 until they are no longer able to fulfill the requirements of the role. In such a circumstance, a new incumbent shall be elected by a majority vote of the JCSWBAC, to serve to the end of the current term.

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 or on an agreed to rotation.

All voting JCSWBAC members are eligible to serve consecutive terms in any of the positions provided they are so elected through the JCSWBAC election process. Legislated membership requirements shall be maintained at all times.

9. Removal of Members

The JCSWBAC reserves the right, by a vote of a simple majority, to recommend to the relevant municipal council the removal of members for non-attendance at meetings and other exceptional circumstances.

10. Meetings

The dates and time of meetings will be determined by the JCSWBAC members.

Meetings shall be held at a location deemed appropriate by the JCSWBAC Chair with virtual attendance offered for each meeting. Meetings may be conducted in a virtual format only.

11. Agendas

Agendas will be assembled and distributed in consultation with the Chair and Co-Chair.

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 members of the JCSWBAC.

Agendas and packages may also be posted on the communities' websites.

12. Minutes

Minutes of each meeting shall be recorded by the Secretary or an alternate and be distributed to the members of the JCSWBAC electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes will be provided to each of the Dryden and Machin Municipal Clerks.

Approved minutes may be posted on each communities' website.

13. Delegations

Delegations are welcome to attend meetings of the JCSWBAC for issues that fall within the guidelines of these Terms of Reference. Delegations may address the Committee for five (5) minutes and the Committee may grant an additional five (5) minutes.

Delegations shall be approved by the Chair.

14. Meeting Procedures

a) Quorum

If quorum is not achieved at the scheduled meeting ten (10) minutes after the scheduled commencement time, the Chair will determine if the meeting stands 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 the JCSWBAC.

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

b) Voting

A simple majority vote will be held in accordance with parliamentary procedure. In the event of a majority vote, all voting 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.

c) Conflict of Interest

Members are expected to adhere to the *Municipal Conflict of Interest Act*, the relevant Codes of Conduct and to undertake their responsibilities in an impartial and objective manner.

Members will not participate in any decision or recommendation in which they or their immediate family or close personal relations have any financial or any other perceived interest.

Members shall receive a copy of the *Municipal Conflict of Interest Act* from the municipality in which they reside.

d) Confidentiality

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

15. Sub-Committees/Working Groups

Sub-committees or working groups may be formed should a majority of the voting 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-committee membership may be expanded to include persons who are not JCSWBAC members, to seek specific areas of expertise on a particular issue or topic.

16. Budget

There shall be no compensation payable to the members of the JCSWBAC.

The JCSWBAC 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 CSWB Plan. The City of Dryden shall administer any accumulated financial resources.

17. Code of Conduct

Members are expected to adhere to the Codes of Conduct for Council, Local Boards and Committees of the municipality they represent. Persons in violation of the Codes of Conduct, or who are disruptive to the committee process, may be asked to refrain from the active participation with the Committee at the discretion of the JCSWBAC.

Each Member shall receive a copy of the relevant Code of Conduct. Members shall be asked to sign an acknowledgement stating that they have received, read, and accepted the Code of Conduct in its entirety and that they agree to be bound by its terms.

18. Review

The Terms of Reference will be reviewed annually and / or as needed, and if necessary, revised as agreed upon by the JCSWBAC and then submitted to the Councils for approval.