

ADMINISTRATIVE REPORT TO THE COMMUNITY SERVICES COMMITTEE  
ON  
**SAFE AND SECURE KAMLOOPS WORKING GROUP AND ENGAGEMENT GROUPS**  
**TERMS OF REFERENCE**

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PURPOSE

The purpose of this report is to provide the Terms of Reference (TOR) for the Safe and Secure Kamloops Working Group and the TORs for the four Safe and Secure engagement groups to the Community Services Committee.

COUNCIL STRATEGIC PLAN

This report supports Council's strategic priorities and areas of focus regarding:

- **Governance and Accountability**
  - Community Engagement: We are committed to engaging and connecting with Kamloops residents and stakeholders.
  - External Relationships: We understand the importance of maintaining and improving key relationships.
- **Livability**
  - Healthy Community: We foster an environment that supports and promotes healthy living through recreation, community, and social connection.
  - Housing: We focus on improving diversity and access throughout the housing continuum.
  - Inclusivity: We are committed to supporting inclusivity, diversity, and accessibility in our community.
  - Safety: We recognize the importance of a safe and secure community.
- **Vibrant Economy**
  - Business Health: We cultivate a positive business environment and maintain a framework that facilitates jobs, economic sustainability, and growth.
  - Partnerships: We continue to nurture partnerships with key agencies and organizations.

SUMMARY

During the summer of 2021, City staff conducted stakeholder meetings with representatives from the organizations that participate in the Safe and Secure Kamloops Engagement Group (SSEG). The intent of the meetings was to gather feedback from participating organizations about roles, responsibilities, how to ensure that the group is focused on solutions and actions, and how to communicate this work to the community.

At the October 28, 2021, Closed Community Services Committee meeting, the Committee was presented with a summary of those meetings and an overview of the proposed restructure of the SSEG as the Safe and Secure Kamloops Working Group (SSWG), with four engagement groups serving as subcommittees. The new and more inclusive structure focuses on partnership

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and collaboration to allow for more targeted and focused discussion while also allowing for broader representation.

The four engagement groups—Protective and Safety Services, Business Sector, Social Agencies, and Neighbourhood Associations—will include City staff and representatives from community groups, government agencies, non-profit housing providers, social service agencies, business associations, and neighbourhood associations. The SSWG will include Kamloops Fire Rescue, RCMP, and City staff directly involved in supporting a safer and more secure community. The updated TOR for the SSWG (Attachment A) and the new TORs for each of the four engagement groups (Attachments B, C, D, and E) are attached to this report.

The SSWG will meet quarterly, while the four engagement groups will each meet monthly, or every two months at first, with the option to increase or decrease the frequency of meetings as needed and as determined by engagement group members. One representative from each of the four engagement groups will attend the quarterly SSWG meeting and bring forward reports on actions and initiatives that their respective engagement group has been working on. The SSWG will provide feedback, direction, and recommendations to the projects and initiatives being conducted by the engagement groups. The SSWG will also be able to elevate conversations through advocacy efforts where needed.

Projects taken on through the new Safe and Secure structure will focus beyond street-level social issues to also encompass safety and security through a broader community lens. While the SSWG and engagement groups may tackle projects like developing and implementing a security camera registration program or identifying strategies to incorporate people with lived experience into community conversations on social issues, other projects may include, for example, developing strategies to encourage FireSmart home assessments or encouraging programs and activities to support relationship building among neighbours.

### **RECOMMENDATION FROM THE COMMITTEE TO COUNCIL:**

**That the Committee recommend to Council that the Terms of Reference for the Safe and Secure Kamloops Working Group and the four Engagement Groups be supported by Council.**

### **SUPPORTING COUNCIL AND CORPORATE DIRECTION**

Safe and Secure Kamloops Engagement Group, Terms of Reference, November 30, 2020.

### **IMPLEMENTATION PLAN**

The intent will be to engage and share the relevant engagement group TORs with participating stakeholder organizations and commence engagement group meetings in early 2022, with the first SSWG meeting under the new structure occurring in March 2022.

### **COMMUNICATIONS**

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In early 2022, City staff will update the City's website and share information about the relaunch of the Safe and Secure program. The work of the SSWG and the engagement groups will be shared with the public via a coordinated communication strategy.



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B. J. McCorkell  
Community and Protective  
Services Director

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Community Development Manager  
T. Blundell, Community Services Manager

Reviewed by: W. Heshka, Communications Manager

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Approved for Committee

CM/BP

Attachment



## SAFE AND SECURE KAMLOOPS WORKING GROUP TERMS OF REFERENCE

### 1. DEFINITIONS

#### 1.1 In these Terms of Reference:

- a) “*Community Charter*” means the *Community Charter*, SBC 2003, c.26, as amended from time to time.
- b) “Council” means the municipal Council for the City of Kamloops.
- c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.
- d) “Standing Committee” means the Community Services Committee.

### 2. ESTABLISHMENT

- 2.1 The Safe and Secure Kamloops Working Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

### 3. PARTICIPANTS

- 3.1 The Safe and Secure Kamloops Working Group is a working and advisory group consisting of City staff and one (1) representative each from the Safe and Secure Engagement Groups (Protective and Safety Services, Social Agencies, Business Sector, and Neighbourhood Associations) that shall be identified by the Director.

### 4. ROLE AND RESPONSIBILITIES

- 4.1 The Safe and Secure Kamloops Working Group is to assist and support the Standing Committee by, among other things:

- a) providing coordination and support for the Standing Committee's activities
- b) providing information and professional advice for the Standing Committee's consideration
- c) gathering public input for matters coming within the Standing Committee's mandate and reporting that information to the Standing Committee
- d) liaising with community partners, local business interests and the Safe and Secure Engagement Groups to identify issues of concern and matters pertaining to a safe and secure community
- e) identifying strategies to educate the public
- f) developing policies and/or programs to enhance a safe and secure community

- 4.2 The Safe and Secure Kamloops Working Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

- 4.3 The Safe and Secure Kamloops Working Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
- 4.4 Being a non-statutory body without delegated authority, no action of the Safe and Secure Kamloops Working Group will be binding on the City, unless Council specifically approves the action.
- 4.5 The Safe and Secure Kamloops Working Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

- 5.1 The Director is responsible for scheduling the meetings of the Safe and Secure Kamloops Working Group and coordinating attendees. The Safe and Secure Kamloops Working Group shall meet, at a minimum, four (4) times per calendar year or on an as-needed basis.
- 5.2 Members of the Standing Committee will be considered liaisons to the Safe and Secure Kamloops Working Group and may attend its meetings.
- 5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.
- 5.4 The Safe and Secure Kamloops Working Group will appoint a Chairperson annually to be in charge of the scheduled meetings.

AMENDED:  
**April 29, 2019**  
**November 30, 2020**  
**January 11, 2022**



**SAFE AND SECURE KAMLOOPS SOCIAL AGENCIES  
ENGAGEMENT GROUP  
TERMS OF REFERENCE**

**1. DEFINITIONS**

**1.1 In these Terms of Reference:**

- a) “*Community Charter*” means the *Community Charter*, SBC 2003, c.26, as amended from time to time.
- b) “Council” means the municipal Council for the City of Kamloops.
- c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.
- d) “Standing Committee” means the Community Services Committee.
- e) “Working Group” means the Safe and Secure Kamloops Working Group

**2. ESTABLISHMENT**

- 2.1 The Safe and Secure Kamloops Social Agencies Engagement Group is established as a non-statutory body to assist and support the Working Group as of January 11, 2022.

**3. PARTICIPANTS**

- 3.1 The Safe and Secure Kamloops Social Agencies Engagement Group is an engagement and subcommittee group consisting of City staff and representatives from social agencies that shall be identified by the Director.

**4. ROLE AND RESPONSIBILITIES**

- 4.1 The Safe and Secure Kamloops Social Agencies Engagement Group is to assist and support the Working Group by, among other things:
- a) providing coordination and support for the Working Group’s activities
  - b) providing information and professional advice for the Working Group’s consideration
  - c) gathering public input for matters coming within the Working Group’s mandate and reporting that information to the Working Group
  - d) liaising with community partners, local business interests, and the other Safe and Secure Engagement Groups to identify issues of concern and matters pertaining to a safe and secure community
  - e) identifying strategies to educate the public
  - f) developing policies and/or programs to enhance a safe and secure community

- 4.2 The Safe and Secure Kamloops Social Agencies Engagement Group will provide assistance and report to the Working Group on any matter falling within its mandate, as and when requested.
- 4.3 The Safe and Secure Kamloops Social Agencies Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
- 4.4 Being a non-statutory body without delegated authority, no action of the Safe and Secure Kamloops Social Agencies Engagement Group will be binding on the City, unless Council specifically approves the action.
- 4.5 The Safe and Secure Kamloops Social Agencies Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

## 5. MEETINGS

- 5.1 The Director is responsible for scheduling the meetings of the Safe and Secure Kamloops Social Agencies Engagement Group and coordinating attendees. The Safe and Secure Kamloops Social Agencies Engagement Group shall meet, at a minimum, six (6) times per calendar year or on an as-needed basis.
- 5.2 Members of the Working Group will be considered liaisons to the Safe and Secure Kamloops Social Agencies Engagement Group and may attend its meetings.
- 5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Safe and Secure Working Group.
- 5.4 The Safe and Secure Kamloops Social Agencies Engagement Group will appoint a Chairperson annually to be in charge of the scheduled meetings.



Canada's Tournament Cap

**SAFE AND SECURE KAMLOOPS PROTECTIVE AND SAFETY SERVICES  
ENGAGEMENT GROUP  
TERMS OF REFERENCE**

**1. DEFINITIONS**

**1.1 In these Terms of Reference:**

- a) “*Community Charter*” means the *Community Charter*, SBC 2003, c.26, as amended from time to time.
- b) “Council” means the municipal Council for the City of Kamloops.
- c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.
- d) “Standing Committee” means the Community Services Committee.
- e) “Working Group” means the Safe and Secure Kamloops Working Group

**2. ESTABLISHMENT**

- 2.1 The Safe and Secure Kamloops Protective and Safety Services Engagement Group is established as a non-statutory body to assist and support the Working Group as of January 11, 2022.

**3. PARTICIPANTS**

- 3.1 The Safe and Secure Kamloops Protective and Safety Services Engagement Group is a working and subcommittee group consisting of City staff and representatives from community, protective, and emergency service agencies and organizations that shall be identified by the Director.

**4. ROLE AND RESPONSIBILITIES**

- 4.1 The Safe and Secure Kamloops Protective and Safety Services Engagement Group is to assist and support the Working Group by, among other things:
- a) providing coordination and support for the Working Group’s activities
  - b) providing information and professional advice for the Working Group’s consideration
  - c) gathering public input for matters coming within the Working Group’s mandate and reporting that information to the Working Group
  - d) liaising with community partners, local business interests, and the other Safe and Secure Engagement Groups to identify issues of concern and matters pertaining to a safe and secure community
  - e) identifying strategies to educate the public
  - f) developing policies and/or programs to enhance a safe and secure community



- 4.2 The Safe and Secure Kamloops Protective and Safety Services Engagement Group will provide assistance and report to the Working Group on any matter falling within its mandate, as and when requested.
- 4.3 The Safe and Secure Kamloops Protective and Safety Services Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
- 4.4 Being a non-statutory body without delegated authority, no action of the Safe and Secure Kamloops Protective and Safety Services Engagement Group will be binding on the City, unless Council specifically approves the action.
- 4.5 The Safe and Secure Kamloops Protective and Safety Services Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

## 5. MEETINGS

- 5.1 The Director is responsible for scheduling the meetings of the Safe and Secure Kamloops Protective and Safety Services Engagement Group and coordinating attendees. The Safe and Secure Kamloops Protective and Safety Services Engagement Group shall meet, at a minimum, six (6) times per calendar year or on an as-needed basis.
- 5.2 Members of the Working Group will be considered liaisons to the Safe and Secure Kamloops Protective and Safety Services Engagement Group and may attend its meetings.
- 5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Working Group.
- 5.4 The Safe and Secure Kamloops Protective and Safety Services Engagement Group will appoint a Chairperson annually to be in charge of the scheduled meetings.



**SAFE AND SECURE KAMLOOPS  
NEIGHBOURHOOD ASSOCIATION  
ENGAGEMENT GROUP  
TERMS OF REFERENCE**

**1. DEFINITIONS**

**1.1 In these Terms of Reference:**

- a) “*Community Charter*” means the *Community Charter*, SBC 2003, c.26, as amended from time to time.
- b) “Council” means the municipal Council for the City of Kamloops.
- c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.
- d) “Standing Committee” means the Community Services Committee.
- e) “Working Group” means the Safe and Secure Kamloops Working Group

**2. ESTABLISHMENT**

- 2.1 The Safe and Secure Kamloops Neighbourhood Association Engagement Group is established as a non-statutory body to assist and support the Working Group as of January 11, 2022.

**3. PARTICIPANTS**

- 3.1 The Safe and Secure Kamloops Neighbourhood Association Engagement Group is an engagement and subcommittee group consisting of City staff and representatives from neighbourhood associations that shall be identified by the Director.

**4. ROLE AND RESPONSIBILITIES**

- 4.1 The Safe and Secure Kamloops Neighbourhood Association Engagement Group is to assist and support the Working Group by, among other things:
- a) providing coordination and support for the Working Group’s activities
  - b) providing information and professional advice for the Working Group’s consideration
  - c) gathering public input for matters coming within the Working Group’s mandate and reporting that information to the Working Group
  - d) liaising with community partners, local business interests, and the other Safe and Secure Engagement Groups to identify issues of concern and matters pertaining to a safe and secure community
  - e) identifying strategies to educate the public
  - f) developing policies and/or programs to enhance a safe and secure community, as and when requested.

- 4.2 The Safe and Secure Kamloops Neighbourhood Association Engagement Group will provide assistance and report to the Working Group on any matter falling within its mandate, as and when requested.
- 4.3 The Safe and Secure Kamloops Neighbourhood Association Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
- 4.4 Being a non-statutory body without delegated authority, no action of the Safe and Secure Kamloops Neighbourhood Association Engagement Group will be binding on the City, unless Council specifically approves the action.
- 4.5 The Safe and Secure Kamloops Neighbourhood Association Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

## 5. MEETINGS

- 5.1 The Director is responsible for scheduling the meetings of the Safe and Secure Kamloops Neighbourhood Association Engagement Group and coordinating attendees. The Safe and Secure Kamloops Neighbourhood Association Engagement Group shall meet, at a minimum, six (6) times per calendar year or on an as-needed basis.
- 5.2 Members of the Working Group will be considered liaisons to the Safe and Secure Kamloops Neighbourhood Association Engagement Group and may attend its meetings.
- 5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Safe and Secure Working Group.
- 5.4 The Safe and Secure Kamloops Neighbourhood Association Engagement Group will appoint a Chairperson annually to be in charge of the scheduled meetings.



**SAFE AND SECURE KAMLOOPS  
BUSINESS SECTOR ENGAGEMENT GROUP  
TERMS OF REFERENCE**

**1. DEFINITIONS**

**1.1 In these Terms of Reference:**

- a) “*Community Charter*” means the *Community Charter*, SBC 2003, c.26, as amended from time to time.
- b) “Council” means the municipal Council for the City of Kamloops.
- c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.
- d) “Standing Committee” means the Community Services Committee.
- e) “Working Group” means the Safe and Secure Kamloops Working Group

**2. ESTABLISHMENT**

- 2.1** The Safe and Secure Kamloops Business Sector Engagement Group is established as a non-statutory body to assist and support the Working Group as of January 11, 2022.

**3. PARTICIPANTS**

- 3.1** The Safe and Secure Kamloops Business Sector Engagement Group is an engagement and subcommittee group consisting of City staff and representatives from business sector organizations that shall be identified by the Director.

**4. ROLE AND RESPONSIBILITIES**

- 4.1** The Safe and Secure Kamloops Business Sector Engagement Group is to assist and support the Working Group by, among other things:
- a) providing coordination and support for the Working Group’s activities
  - b) providing information and professional advice for the Working Group’s consideration
  - c) gathering public input for matters coming within the Working Group’s mandate and reporting that information to the Working Group
  - d) liaising with community partners, local business interests, and the other Safe and Secure Engagement Groups to identify issues of concern and matters pertaining to a safe and secure community
  - e) identifying strategies to educate the public
  - f) developing policies and/or programs to enhance a safe and secure community

- 4.2 The Safe and Secure Kamloops Business Sector Engagement Group will provide assistance and report to the Working Group on any matter falling within its mandate, as and when requested.

- 4.3 The Safe and Secure Kamloops Business Sector Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
- 4.4 Being a non-statutory body without delegated authority, no action of the Safe and Secure Kamloops Business Sector Engagement Group will be binding on the City, unless Council specifically approves the action.
- 4.5 The Safe and Secure Kamloops Business Sector Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

- 5.1 The Director is responsible for scheduling the meetings of the Safe and Secure Kamloops Business Sector Engagement Group and coordinating attendees. The Safe and Secure Kamloops Business Sector Engagement Group shall meet, at a minimum, six (6) times per calendar year or on an as-needed basis.
- 5.2 Members of the Working Group will be considered liaisons to the Safe and Secure Kamloops Business Sector Engagement Group and may attend its meetings.
- 5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Safe and Secure Working Group.
- 5.4 The Safe and Secure Kamloops Business Sector Engagement Group will appoint a Chairperson annually to be in charge of the scheduled meetings.