



**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 25, 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.