

**AGENDA**  
OPEN PUBLIC SAFETY COMMITTEE MEETING  
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC  
THURSDAY, 2016-NOV-03, AT 3:30 P.M.

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1. **CALL THE OPEN MEETING OF PUBLIC SAFETY COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
  - (a) Minutes of the Special Open Meeting of the Public Safety Committee held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2016-OCT-06 at 3:30 p.m. *Pg. 2-4*
5. **PRESENTATIONS:**
  - (a) Ms. Christal Lawson, regarding the Nanaimo Overdose Prevention and Management Working Group.
6. **ADMINISTRATION:**
  - (a) **Approval of the edited Draft Terms of Reference:**  
  
Recommendation: That the Committee recommend that the Terms of Reference for the Public Safety Committee be forwarded to Council for adoption. *Pg. 5-6*
7. **QUESTION PERIOD:**
8. **ADJOURNMENT:**



**MINUTES**  
SPECIAL OPEN PUBLIC SAFETY COMMITTEE MEETING  
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC  
THURSDAY, 2016-OCT-06, AT 3:30 P.M.

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PRESENT: Councillor J. A. Kipp, Chair

Members: Councillor I. W. Thorpe, Vice-Chair  
Councillor W. M. Yoachim (arrived 3:41 pm)  
B. Parker

Staff: T. Samra, Chief Administrative Officer (vacated 4:13)  
S. Gurrie, City Clerk  
B. Anderson, Manager of Community and Cultural Planning  
M. Dietrich, Manager of Police Support Services  
R. Davidson, Manager of Bylaw, Regulation and Security  
K. Lindsay, Manager of Emergency Services  
C. Richardson, Fire Chief  
J. Horn, Social Planner  
S. Rupa, Inspector, Operations Officer  
C. Miller, Officer-in-Charge, RCMP  
M. Brown, Recording Secretary

1. CALL THE SPECIAL OPEN PUBLIC SAFETY COMMITTEE MEETING TO ORDER:

The Special Open Public Safety Committee Meeting was called to order at 3:37 p.m.

2. INTRODUCTION OF LATE ITEMS

- (a) Add Eligibility and Membership to Agenda Item 5(a)
- (b) Add Agenda Item 5(b) Fire Fair Social Event
- (c) Add Agenda Item 5(c) add Key Date Calendar

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Open Meeting of the Public Safety Committee held in the Service and Resource Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2016-SEP-06 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. TERMS OF REFERENCE:

(a) Terms of Reference Discussion:

Councillor Kipp led a discussion regarding terms of reference, membership and eligibility. The Committee provided the following recommendations:

- Under Purpose:
  - Change “The Public Safety Committee is responsible for maintaining and enhancing a safe and healthy community that promotes and supports quality of life while encouraging resident involvement and input.” to “The Public Safety Committee provides a forum for public safety representatives and community stakeholders to work toward ensuring a safe and healthy community that supports quality of life.”
  - Add bullet: “work collaboratively with community partners to enhance public safety.”
- Under Membership:
  - Strike current membership on the draft Terms of Reference.
- Under Eligibility:
  - Invite groups or individuals based on relevance to topics on the Agenda.
  - Add bullet: “work collaboratively with community partners to enhance public safety.”

By unanimous consent the committee decided to send their suggestions to Bruce Anderson to compile a revised document.

(b) Fire Fair Social Event:

Councillor Kipp suggested something Similar to Fire Fair be put forward by this Committee to promote public safety in Nanaimo due to its success in previous years. Fire week will be added as a topic to the agenda for November.

(c) Key Date Calendar:

A Key Date Calendar for the remainder of 2016 was circulated at the meeting.

It was moved and seconded that a Public Safety Committee meeting be held on the first Thursday of every at 3:30 p.m. in the Service and Resource Centre Boardroom, 411 Dunsmuir Street. The motion carried unanimously.

6. ADMINISTRATION:

- (a) Committee discussion took place regarding the memo dated 2016-SEP-26 from Staff Committee Representatives re: Lists of external groups and agencies with whom the public safety departments interact.

7. ADJOURNMENT:

It was moved and seconded at 4:43 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

\_\_\_\_\_  
CORPORATE OFFICER



**City of Nanaimo Public Safety Committee**  
(the “Committee”)

**PURPOSE:**

The Community Safety Committee is responsible for maintaining and enhancing a safe and healthy community that promotes and supports quality of life while encouraging resident involvement and input.

The Committee’s purpose is to provide Council advice on the following:

- integrated prevention based approach to fire ~~services~~, emergency planning, bylaw regulation and enforcement services;
- provision of protective services to support public safety throughout the city;
- reducing the adverse effects to the community arising from public disorder or criminal activities;
- integrating enforcement and social responses to issues of community safety; and
- services and strategies that lead to the protection of vulnerable persons.

**MEMBERSHIP:**

The membership of the Committee will be as follows:

- a minimum of seven (7) members;
- three (3) members of Council; and

Non-voting representatives and community partners may be invited to attend the meeting specific to topics of shared interest.

**ELIGIBILITY:**

An individual with the following skills and expertise may be given preference for membership on this Committee:

1. demonstrated background in social community services, emergency planning, Canadian Justice services, fire services, protection services, enforcement or prevention services; and
2. citizens-at-large including but not limited to: Police, Fire Chief, Emergency Program Manager, Manager of Bylaws or designates.

**TERM:**

Each member of the Committee may be appointed for a term of up to two years. Membership may be staggered to support continuity and effective operations. Members may serve a maximum of two consecutive terms on this Committee.

ACCOUNTABILITY:

On a regular basis Council will provide direction on Council's priorities to Committee. The Committee will submit a quarterly summary report on their activities to Council. The Committee will submit a report with its minutes in a timely manner to Council. The Committee will comply with the ***City of Nanaimo Committee Operating Guidelines***.

MEETING FREQUENCY:

In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

STAFF SUPPORT:

The following City Departments may provide support to the Committee in accordance with the City of Nanaimo Committee Operating Guidelines:

- Community Services
- Nanaimo Police Support Services
- Nanaimo Fire Rescue & Emergency Management
- Bylaw and Parking Services
- City Clerk
- Chief Operations Officer