



Community Safety Advisory Committee Terms of Reference

2023 July

1. Purpose:

The Burnaby Community Safety Advisory Committees (CSAC) facilitate dialogue between the community with the City and Police. The committees provide a means for Burnaby community members and other public safety stakeholders to engage with and inform the City of Burnaby and Burnaby RCMP on matters related to public safety. The committees also provide an established process for residents and local business representatives to provide input for community safety programs and organizational priorities.

2. Committee Scope

- 2.1. Neighbourhood change can be attained through local, dedicated municipal and police resources. Matters brought to the Community Safety Advisory Committee will be those that can be actioned locally, falling within the responsibilities of local municipal and police resources.
- 2.2. Matters of broader Provincial or Federal jurisdiction brought to CSAC are forwarded to those respective authorities via established means as appropriate.
- 2.3. The Committee supports education and awareness building among members on a range of topics related to community safety including content from Police, Burnaby Fire, Bylaws, Licensing, Emergency preparedness, Crime Reduction and Intervention, and other community safety stakeholders.
- 2.4. The Committee operates with responsiveness and transparency regarding City and Police actions taken as a result of concerns forwarded, where permissible by operational and privacy limitations.

3. Membership:

- 3.1. Membership consists of up to ten (10) resident representatives, five (5) business representatives, and up to three (3) non-voting public safety stakeholders, as recommended by staff or committee members.
- 3.2. Membership term is three (3) years with the opportunity for one (1) renewal.
- 3.3. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.4. Applications for membership to the CSACs are accepted twice annually; September and May of each year.
- 3.5. Members must abide by all relevant provided City and Committee policies including but not limited to respectful workplace, equity and diversity, as well as City procedures for completion of a Police Information Check to the satisfaction of the Burnaby RCMP Community Programs Inspector / delegate once every three years. Failure to abide by these relevant policies and procedures may mean removal from the Committee.

4. Structure and Reporting

- 4.1 The Burnaby Community Safety Advisory Committees report organizationally to the Public Safety Committee.
- 4.2 Each CSAC will prepare a bi-monthly report for Public Safety Committee, using an established reporting template.
- 4.3 Each meeting will have a minimum of one representative attend from the City of Burnaby Community Safety Department, and from the Burnaby RCMP when operationally feasible.
- 4.4 Administrative policy and process support is provided by staff from the Community Safety Department. Meetings occur bi-monthly, with record

keeping in accordance with City of Burnaby file management and retention policies. Meeting procedures are regulated according to Burnaby Procedure Bylaw 2004 (Bylaw No. 11714).

- 4.5 In the unlikely event of a complaint or conflict arising from CSAC business, those involved in the conflict will endeavor to reach a mutually agreeable outcome through direct communication first. If such attempts are unsuccessful, those directly involved in the conflict will apprise the Committee Chair and designated Crime Reduction staff, who will in turn implement informal resolution measures. Should these attempts fail to reach conclusion of the complaint or conflict, more formal third-party resolution processes may be required.

5. Meetings and Record Keeping:

- 5.1. Committee meetings will be held in accordance with criteria outlined in Sections 35 and 36 of the Burnaby Procedure Bylaw 2004 (Bylaw No. 11714).
- 5.2. Meetings are held in person or virtually according to majority committee vote.
- 5.3. Meeting records are maintained and held in accordance with Burnaby Records Management Bylaw 2001 (Bylaw No. 11228)

6. Reference Information:

- Burnaby Community Safety Plan (2020)
- Burnaby Procedure Bylaw 2004 (Bylaw No. 11714)
- Corporate Strategic Plan (2017)
- CPAC Terms of Reference (2014)
- CPAC Expenditure Policy (2012)
- Public Safety Committee 2017-2019 Workplan