

Safe Community Committee: Terms of Reference (TOR)

Composition

The Committee is comprised of 16 people from across South Riverdale and Toronto, including:

- Community members – 10
- Local business owners and service organizations – 6

All community members who expressed an interest in participating prior to booking the first meeting were invited to do so.

Individuals representing institutions participate as Advisors based on their ability to speak to issues that have been raised by community members or Community Liaison Committee members. They are not members of the Committee, but participate in meetings to offer suggestions and insight to the SCC.

Quorum

A minimum of 50% of Committee members will be required in order for the Committee decisions to stand.

Mandate

- Identify safety and security challenges in South Riverdale and the factors that contribute to those challenges.
- Generate recommendations to improve community safety in South Riverdale that are meaningful and attainable to ensure community members feel safe.

Timeline

- The Committee will meet four (4) times between July and September 2023.

SRCHC responsibilities

- Operate transparently by posting Committee TOR, members biographies, meeting materials and final recommendations to the SRCHC website
- Disseminate the report and recommendations widely and champion efforts to implement the recommendations.

Committee member responsibilities

- Work constructively and respectfully to fulfil the mandate of the Committee.
- Express any concerns, questions, or need for accommodation to Committee organizers or Co chairs, so that they can be addressed.
- Attend meetings as scheduled, or provide regrets. Should a member miss two consecutive meetings without advance notice, they will be considered to have resigned their position on the Committee.

Facilitator Responsibilities

- Provide leadership for effective governance and administration of the Committee, and for achieving the mandate of the Committee.
- Receive input and requests from Committee members, and liaise with organizers to ensure all Committee members are supported in the fulfilment of their responsibility towards achieving the mandate of the committee.
- Lead the Committee in a way that is open and responsive to the views, experiences, values and preferences of Committee members to ensure the Committee fulfils its mandate.
- Prepare a final report that provides the Committee's recommendations.

Committee Conduct

- Treat all Committee members as neighbours and colleagues with the good of the community at heart
- Be considerate of privacy and trust by honouring the work of all participants and creating an environment where everyone feels able to and has the opportunity to test ideas and speak their mind.
- Do not take or share images or recordings of any part of meetings without the permission of participants.
- Be fully engaged and present during the meeting times.

Summaries/Recording

- Committee meetings may be recorded exclusively to assist in the production of meeting summaries.
- Summaries will be reviewed and approved by Committee members at the next meeting, or by email.
- After each meeting summary is approved, any meeting recording will be destroyed.

Public reporting

- Members are asked to direct media inquiries about the Committee and its work to Julie Grgar, Executive Assistant, South Riverdale CHC (board@srchc.com) and to make organizers aware of any relevant media requests which they intend to respond to in their private or professional capacity.
- Respect the Committee's work as in-progress until Committee members validate their final recommendations and the final report is prepared.
- Committee members will not represent themselves as having any authority beyond that delegated in the Terms of Reference.
- Members of the Committee are not to present themselves to the media as representatives of the Committee without the express agreement of fellow members.

Decision-making

- A majority of 60% of Committee members present will be required for recommendations
- A Minority Report may be included for recommendations or findings that do not garner the support of the majority of Committee members.

