

# The Corporation of the City of Kenora

## By Law Number 35 - 2025

### A By-law to Establish a Terms of Reference for the City of Kenora Community Safety and Well-Being Plan Implementation Committee

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Whereas Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas the Community Safety and Policing Act, 2019 mandates that: Every municipality shall prepare and, by resolution, adopt a community safety and well-being plan; shall establish an advisory committee; and take any action that the plan requires it to take and shall encourage and assist other entities to take any actions the plan requires those entities to take;

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts as follows:

#### 1. Purpose

- 1.1 The Community Safety and Well-Being Plan Implementation Committee, (CSWBP-IC), hereafter also referred to as the Committee, will provide leadership and serve as a resource, information gathering, and advisory body to the Municipal Council on matters relating to community safety and well-being in the City of Kenora.
- 1.2 The Committee is established to support, coordinate, and monitor the implementation of the Community Safety and Well-Being Plan (2025-2035) for Kenora.
- 1.3 The Committee will help to ensure that the plan's goals and recommended actions are effectively translated into attainable initiatives, with a focus on improving public safety and security, reducing crime, and enhancing community well-being.

#### 2. Mandate

- 2.1 The mandate of the City of Kenora Crime Prevention and Community Well-Being Advisory Committee is to:
  - a. Supporting the successful implementation of the Community Safety and Well-being Plan (CSWBP).
  - b. Coordinating the delivery of initiatives outlined in the plan across various sectors, such as law enforcement, health, housing, and social services.
  - c. Creating Action Teams which will carry out tangible work related to the priority actions in the Plan.
  - d. Providing support and programmatic advice to the Coordinator of Community Safety and Well-being for the City of Kenora.
  - e. Monitoring progress, measuring outcomes, and adjusting strategies as necessary to achieve the desired goals through a developmental evaluation process.
  - f. Initiate and facilitate working groups as necessary to assist in the development and promotion of community safety and well-being.
  - g. Providing regular updates to the City of Kenora Council, community stakeholders, and the public regarding the progress of the plan's implementation.

- h. Align implementation and evaluation of the plan with the municipal planning cycle and other relevant sectors' specific planning and budgeting activities;
- i. Increasing collaboration and communication between relevant agencies, community organizations, and residents.
- j. Encourage and promote innovation, partnerships, and creativity in community safety and well-being;
- k. Increase awareness about the perception of crime, the risk factors associated with involvement in the criminal justice system, and protective factors that reduce risk.

### **3. Objectives**

3.1 The CSWBP-IC is a working committee that augments the capacity of the city and other key stakeholders in the community in advancing community safety and well-being. The objectives of the Committee are:

- a. To help ensure that all actions outlined in the Community Safety Plan are implemented in a timely and efficient manner as per an agreed upon timeline.
- b. To model and support collaboration between key sectors that have a role in implementing the plan or can support community safety and well-being in the community of Kenora more generally.
- c. To seek alignment with existing efforts that enhance community safety and well-being.
- d. To monitor the effectiveness of programs, projects and policies of the CSWBP and recommend modifications or adjustments based on emerging needs or challenges.
- e. To promote community engagement and ensure the active participation of residents in the implementation process.
- f. To contribute resources including resources in-kind to achieve the desired outcomes of the plan.
- g. To act as ambassadors for the CSWBP by effectively communicating about its benefits and anticipated outcomes.

### **4. Membership and Voting**

4.1 At the discretion of Council, the Committee may be comprised of up to twenty-five (25) members representing various sectors, consisting of staff from key agencies, and stakeholders who have a role in the plan's implementation. At minimum, it shall include representation from the following sectors:

#### **Voting Members:**

- 1. Addictions Services
- 2. Business Community
- 3. Child Welfare
- 4. Child and Youth Services
- 5. City Administration
- 6. Community and Social Services
- 7. Disability Services
- 8. Early Years (Child Care)
- 9. Education
- 10. Hospital/Health Services
- 11. Housing
- 12. Indigenous Services Agencies
- 13. Justice Services

14. Law Enforcement
15. Mental Health Services
16. Public Health
17. Recreation Services
18. Senior Services
19. Violence Intervention/Prevention
20. Youth Justice
21. Community Members at Large

**Open seat principle:**

Whenever possible a seat should be kept open at the table to be able to extend an invitation to persons with expertise in a specific area of intervention needed at the time for their advice and support. These committee members may represent a population of focus such as: the 2SLGBTQ+ community, newcomers, persons with disabilities, youth, child advocates, etc. or someone with credentials in research, evaluation, communication, etc. Their membership is advisory in nature and time limited to the task at hand.

4.2 Members are selected by resolution of Council. The term of the Committee is at the pleasure of Council, up to four years, and is concurrent with the term of Council. The Committee shall, from amongst its members, choose a Chair and a Vice Chair.

4.3 Committee Member appointments may, at any time, be revoked at the pleasure of Council and all appointments are in accordance with Council's Boards & Committees Policy.

4.4 Notwithstanding section (c) Council may reappoint a Board Member to the Committee for not more than one term.

4.5 Unless Council provides direction otherwise, the Committee appointments and re-appointments shall be in accordance with the City's Boards & Committees Policy, subject to any modification, to the extent necessary, required in order to comply with the appointment restrictions established in section 196 of the Municipal Act, 2001 and this By-law.

4.6 Any member of the Committee may terminate his or her term on the Community Safety and Well-Being Plan Implementation Committee by submitting his or her resignation in writing to the Chair and the Vice-Chair of the Committee. Within seven (7) days of receipt of such resignation, shall be forwarded to the City Clerk.

4.7 Unless Council provides direction otherwise, meeting attendance requirements for the Committee Members and consequences for absences from such meetings shall be in accordance with the City's Boards & Committees Policy.

4.8 Vacancies on the Committee shall be filled in accordance with the City of Kenora's Boards and Committees Policy and this By-law. For greater certainty, decisions respecting the filling of vacancies rest solely with Council.

4.9 Decision-Making: Decisions will generally be made by consensus. If consensus is not reached, decisions will be made via majority vote, with the Chair casting the tie-breaking vote if necessary. The issue selection process outlined in the CSWBP (2025-2035) will be utilized to make decisions about whether to engage with emerging situations in community safety and well-being.

**Members will:**

- a. Actively participate in committee meetings and decision-making processes;
- b. Have knowledge about the risks and vulnerable populations in the community;
- c. Have lived experience with risk factors or part of a vulnerable group in the community;
- d. Have understanding of protective factors needed to address those risks;
- e. Have experience developing effective partnerships in the community;
- f. Have experience with ensuring equity, inclusion, and accessibility in their initiatives;
- g. Possess the authority to make decisions on behalf of their respective organizations regarding resources and priorities, or will be empowered to do so for the purposes of implementation of the Plan;
- h. Implement action items in their respective areas of responsibility;
- i. Be able to allocate sufficient time during the day for participation in regularly scheduled meetings; and
- j. Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
- k. Chair, co-chair or participate in actions teams that may be formed from time to time to deal with specific projects and/or plan activities;
- l. Monitor the progress of their designated initiatives and report regularly on outcomes;
- m. Provide feedback on the effectiveness of the strategies and recommend adjustments when necessary;
- n. Seek to uphold the integrity of sector representation which includes reach, expertise and credibility in their respective sectors;
- o. Adhere to the City of Kenora committee policies and guidelines.

4.10 Additional Committee Members may be appointed by Council pending the growth of activities undertaken.

**5. Chair and Vice Chair**

5.1 The Committee shall elect a chairperson and vice chairperson from its members at the first meeting of each year and hold the office for one year up to a maximum of three years. The Vice-Chair does not automatically assume the role of the Chair at the next election.

5.2 The Chair shall:

- Preside at all Committee meetings and exercise authority and perform duties as required
- Provide guidance and leadership to the Committee in the completion of its mandate
- Enforce on all occasions the conduct of the Members
- Expel any person for improper conduct
- Control delegation protocol and process during meetings
- Preserve order and decorum and decide questions of order
- Work closely with the Coordinator of Community Safety and Well-being in updating the public on the plan's progress
- Report to the City Council on implementation committee developments including the status and outcomes of the plan's implementation.
- Be the spokesperson for the committee.

5.3 The Vice Chair

- Act in the Chair's absence and assumes the roles and responsibilities of the Chair.

## 6. Meetings and Administration

- 6.1 Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee, however, not less than five (5) meetings shall be held in one calendar year.
- 6.2 Special or emergency Committee meetings may be called by the Chair, on his or her own initiative, at the request of any Committee member, or at the request of the non-voting members. Notice of the meeting shall be by telephone or electronically sent to each Committee Member, including non-voting, not less than three (3) days before the requested meeting.
- 6.3 A Committee meeting must be called if a requisition is signed by at least three (3) members of the Committee.
- 6.4 Reasons for the calling of the special or emergency meeting, including why it is being called on short notice, if applicable, shall be provided by the Chair with the notice of the calling of the meeting.
- 6.5 Members of the Committee should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the chairperson will result in the termination of membership from the committee, in accordance with the City's Board and Committee's policy.
- 6.6 The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the chairperson in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.
- 6.7 The Committee shall work closely with the resource staff but shall not have direct line authority over the staff. It is acknowledged, however, that there shall be occasions when the Chairperson of the Committee must direct the Community Safety and Well-Being Coordinator to carry out work.
- 6.8 The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.
- 6.9 Unless otherwise provided in this By-law, meetings shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised.
- 6.10 All meetings shall be open to the public and no person shall be excluded except for improper conduct.
- 6.11 All Members of the Public Shall:
  - Respect the decorum of the Committee and shall refrain from public outbursts, shouting or behavior intended to disrupt the debate, discussion and or general proceedings of the Committee. The Chair may request that a member of the public vacate the meeting room if their behavior is deemed to be disruptive to the business that is at hand. The Chair may unilaterally suspend the meeting until order is restored in the meeting room.

## 7. Deputations

7.1 An individual/group/organization who is not a member of Council or staff, who wishes to appear before the Committee must request to make a deputation to the committee.

7.2 Such persons shall have no more than five (5) minutes to address Members. The Chair may use their discretion should the five minute time-frame not be met.

7.3 If a Deputation Request (with or without the completed Request Form) is received at the commencement of a meeting, the discretion rests with the Chair as to whether or not the Deputation will be heard.

No Deputant shall:

1. Speak without first being recognized by the Presiding Chair
2. Speak disrespectfully of any person
3. Use offensive words or gestures, or make abusive comments,
4. Speak on any subject other than the subject stated on their Deputation Request Form
5. Disobey the Rules of Procedure or a decision of the Committee

### Conduct by the Public

Members of the public, who constitute the audience at a meeting, shall not:-

- Address the Committee without permission
- Bring signage, placards or banners into such meetings
- Engage in any activity or behaviour that would affect the deliberations
- Allow cellular phones to ring so as to disrupt the proceedings

## 8. Quorum

8.1 At any meetings of this Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business.

8.2 Subject to section 7 of the Municipal Conflict of Interest Act, a majority of the members shall constitute a quorum.

8.3 Meetings may be held and motions may be voted upon in person or by electronic means. With respect to an electronic vote, such vote must be approved by the Committee in advance of the vote.

8.4 A vacancy in the membership or the absence or inability of a member to act does not impair the powers of the Committee or of the remaining members.

## 9. Board Member Conduct

9.1 Municipal Conflict of Interest Act

Committee Members may have pecuniary conflict of interest as they have decision-making ability. Members should be cognizant of any conflict of interest or perceived conflict in terms of issues which may serve to benefit them personally.

9.2 Members of the Committee shall carry out their duties in good faith and with the best interests of The Committee in mind.

9.3 With regards to their conduct, Committee Members are governed by all applicable laws and policies, including but not limited to the *Municipal Conflict of Interest Act*, Part V.1

of the *Municipal Act, 2001* and the Code of Conduct of the City for members of council and local boards.

9.4 Members must adhere to the Code of Conduct in this bylaw when attending in an electronic format and all decorum and rules apply while attending remotely.

9.5 Committee Values: The Committee will be guided by the foundational commitments to collaboration approved by the former Crime Prevention and Community Well-Being Advisory Committee and as outlined in the CSWBP (see attached).

## **10. Remuneration**

10.1 All Committee Members shall act in all of their capacities with the Committee without remuneration.

10.2 Committee Members may be reimbursed for reasonable expenses incurred by them on behalf of the Committee, provided that such expenses were incurred in good faith for the purposes of the Committee and such expenses are authorized in the budget of the Committee.

## **10. Limits on Authority**

10.1 Notwithstanding any other provision in this By-law, the Committee is not authorized to do any of the following, all such authority remains solely with Council:

- a) incur any debts, liabilities or obligations that have not been approved by Council through its budget process;
- b) acquire any real property or sell or otherwise transfer or dispose of any real property; or
- c) subject to the limits established by Council from time to time, sell or otherwise dispose of any personal property that is acquired through Committee recommendations.

10.2 The Committee acts as a whole and no member of the Committee has authority to incur, and shall not purport to incur, any debt, liability or obligation on behalf of the Crime Prevention Council or the City, without having previously obtained the consent of Crime Prevention Council or Municipal Council, as the context requires.

## **11. Reporting to Council**

11.1 The Committee reports to Council shall be reported through the Corporate Services Department. The liaison for resource staff to the Committee shall be the Community Safety and Well-Being Coordinator.

11.2 The Committee shall report to the municipal Council through presentation of the Community Safety and Well-Being Plan and subsequent updates and annual reports on progress on implementing the Plan and key indicators of community safety and well-being.

11.3 The Committee shall present additional reports and information it deems appropriate to inform the municipal Council and community at large of the actions, activities, and programs of the Committee.

## **12. Committee Minutes**

12.1 The City shall designate a person to be responsible for the recording of the Committee minutes.

12.2 The official copy of the minutes shall be forwarded to the City Clerk for safekeeping and shall be stored at City Hall, 1 Main Street South, Kenora, ON, or at such other location as Council may require.

## **12. Regular Review of this Authority**

This policy shall be reviewed during the term of each Council or more frequently, as required. This review may be initiated by City Council, at its discretion, or by the Committee upon written request to City Council.

## **13. Repeal**

That bylaw number 6-2023 be hereby repealed.

## **14. Effective Date**

This By-law shall come into force and take effect on the final passing hereof.

**By-law read a First and Second Time this 15<sup>th</sup> day of April, 2025**

**By-law read a Third and Final Time this 15<sup>th</sup> day of April, 2025**

**The Corporation of the City of Kenora:-**

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**Andrew Poirier, Mayor**

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**Heather Pihulak, City Clerk**