



# Agenda

penticton.ca

## Safety and Security Advisory Committee Meeting

to be held at

City of Penticton, Room A, 2<sup>nd</sup> Floor  
171 Main Street, Penticton, BC

Monday, January 20, 2020  
at 9:00 a.m.

1. **Call Regular Committee Meeting to Order**
2. **Adoption of Agenda**
3. **Adoption of Minutes**
  - 3.1 Minutes of December 9, 2019 Safety and Security Advisory Committee 1-3  
Staff Recommendation:  
 THAT the Safety and Security Advisory Committee adopt the minutes of the December 9, 2019 meeting as presented.
4. **New Business**
  - 4.1 Election of Chair and Vice Chair – Paula McKinnon, Legislative Assistant
  - 4.2 Closed Meeting Requirements – Paula McKinnon, Legislative Assistant
  - 4.3 Review of Terms of Reference – Kerri Lockwood, Director, People and Safety Strategy 4-5
5. **Next Meeting**
  - 5.1 2020 Safety and Security Advisory Committee Meeting Schedule – Paula McKinnon, Legislative Assistant 6  
Staff Recommendation:  
 THAT the 2020 Safety and Security Advisory Committee Meeting Schedule be approved as presented.
6. **Adjournment**



# Minutes

penticton.ca

## Safety and Security Advisory Committee Meeting

held in Committee Room A at  
City Hall, 171 Main Street  
Monday, December 9, 2019  
at 9:00 a.m.

**Present:** Adam Power, Member at Large  
Cheryl Watts, Member at Large  
Daryl Clarke, Chamber of Commerce  
Jake Kimberley, Councillor (*Acting Chair*)  
John Vassilaki, Mayor  
Katie Robinson, Councillor  
Lynn Allin, Downtown Penticton Association  
Matt Taylor, Member at Large  
Nicolette Rodriguez, Member at Large

**Staff:** Kerri Lockwood, Director, People and Safety Strategy  
Tina Siebert, Bylaw Supervisor  
Staff-Sgt Kirsten Marshall, RCMP  
Fire Chief Larry Watkinson, Penticton Fire Department  
Cheryl Hardisty, Executive Assistant to the CAO  
Paula McKinnon, Legislative Assistant

### 1. **Call to Order**

The Introductory Safety and Security Advisory Committee was called to order by Councillor Kimberley at 9:02 a.m.

### 2. **Committee Member Introductions**

Roundtable introductions were done by members and staff.

### 3. **New Business**

#### 3.1 Committee Orientation – Paula McKinnon, Legislative Assistant

The Legislative Assistant provided the Committee with a brief orientation presentation which included a general overview of the Terms of Reference, the role of an advisory committee, parliamentary procedure and the role of the Chair and Vice Chair.

The Committee was informed that the election of the Chair and Vice Chair will take place at the next Committee meeting.

A brief discussion ensued regarding topics to be further discussed at the next Committee meeting which includes Committee representatives, requirements to hold closed meetings and a meeting schedule moving forward.

4. **Next Meeting**

The next scheduled meeting date of the Safety and Security Advisory Committee is to be determined by the Legislative Assistant for January 2020.

5. **Adjournment**

The Safety and Security Advisory Committee meeting held on Monday, December 9, 2019 adjourned at 10:02 a.m.

**CARRIED UNANIMOUSLY**

Certified Correct:

---

Paula McKinnon  
Legislative Assistant



## 2019 – 2022 Terms of Reference Safety and Security Advisory Committee

penticton.ca

1. The Committee shall consist of **Twelve (12)** voting members appointed by City Council for a term ending December 31, 2022. Preference will be given for:
  - One (1) Downtown Penticton Association representative
  - One (1) Chamber of Commerce representative
  - One (1) Community Action Support Table (CAST) representative
  - One (1) Interior Health representative
  - One (1) Penticton Indian Band representative
  - Seven (7) members of the community with knowledge or interest in safety and security
2. The Committee Members shall appoint a Chair and Vice-Chair each year.
3. Role of Council Representatives:
  - Three (3) Representative
  - Non-Voting Member
  - Liaison to City Council
4. A majority of appointed voting members shall constitute a quorum.
5. The Chief Administrative Officer or designates (Fire, Bylaw, RCMP), shall attend committee meetings to provide operational support to the Committee.
6. The Corporate Administration Department shall arrange for secretarial services to the Committee.
7. The Committee shall meet quarterly, or as required when a new piece of business is referred to the Committee by Council or staff requiring immediate action.
8. The Committee's mandate is to make recommendations to Council on all matters referred to the Committee, including:
  - Providing recommendation on public safety and crime prevention initiatives such as but not limited to: environmental design; lighting; vandalism management and security of community facilities.
  - The Committee, for each initiative it proposes to execute, will research, develop and propose funding source options for consideration, including, but not limited to, corporate sponsorship, community partnerships, grants, awards and municipal funding.
  - Recommend actions, education and marketing initiatives that promote increased public awareness and participation in public safety in the community.
  - The committee will not participate in operational matters respecting the City of Penticton.

9. Disqualification from Office

If an advisory member is continuously absent from Committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the Committee members, Council may choose to replace the member. The person who held the office is disqualified from holding office on any advisory Committee of the City of Penticton for a period of one year.

10. Closed Meeting – no meeting or part thereof shall be closed to the public except in accordance with Section 90 of the *Community Charter*. Should a Closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.
11. The Mayor will sign all correspondence initiated by the Committee on behalf of the City of Penticton.
12. For certainty, the rules and procedures of Council Procedure Bylaw No. 2018-35 and all amendments thereto shall be observed as far as may be applicable.



## 2020 Safety and Security Advisory Committee Meeting Dates

Meeting commences at 9:00 a.m.

Meeting Room A, City Hall, 171 Main Street (Second Level)

Month	Date
January	20
February	17
March	16
April	20
May	18
June	15
July	20
August	17
September	14
October	19
November	16
December	7