Winnipeg Committee for Safety

TERMS OF REFERENCE

PURPOSE
Established in 1999, the Winnipeg Committee for Safety (WCFS) is a citizen advisory committee mandated to make policy recommendations to City Council on relevant and evolving community safety concerns.

MISSION
To advance community safety and well-being initiatives that will improve the safety of people living in Winnipeg.

VISION
The WCFS believes that safety is a fundamental human right. Strong, safe communities are built through collective capacity, collaboration, and shared objectives. Through support, education, and strategic partnerships, the WCFS is committed to increasing the safety and well-being of Winnipeg and its residents.

1. MANDATE

The WCFS is mandated to support, mobilize and empower the work of the community on safety concerns while serving as an advisory body to the Mayor and City Council. The Committee will:

1.1 Work cooperatively with city departments, police, government, and community organizations to carry out community outreach initiatives through methods such as meetings, public forums, and workshops.

1.2 Provide informed recommendations to Council as needed, and offer guidance into process, policy, and programs regarding safety.

2. DUTIES AND RESPONSIBILITIES

2.1 To provide knowledgeable advice to the Mayor and Council regarding community safety and well-being.

2.2 To ensure appropriate consultation is taking place between the City, identified stakeholder groups and the community-at-large concerning issues related to community safety and well-being.

2.3 To provide advice on existing and proposed initiatives of Council and bring forward new ideas. The WCFS will do this by:

Related to City Council

2.3.1 Reviewing and recommending changes to by-laws, resolutions, policies, regulations, and budget issues related to community safety and well-being.

2.3.2 Receiving referrals and requests from Council or its Committees, or the Public Administration for review and recommendation.

2.3.3 Monitoring the progress of Council in implementing recommendations made by the WCFS.

Related to the Public

The Committee will support community groups and organizations in advancing safety initiatives, ensuring alignment with the unique needs and approaches of each community and neighborhood. This will be achieved by:

2.3.4 Advocating for initiatives that enhance community safety and well-being.

2.3.5 Assisting in addressing concerns of citizens regarding community safety and well-being.

2.3.6 Providing resources and guidance to support community-led safety initiatives.

2.3.7 Encouraging collaboration among community groups, organizations, and government agencies.

3. QUALIFICATION OF MEMBERS

Members of the Committee will be selected based on:

3.1 A strong understanding of Winnipeg and the community safety challenges it faces.

3.2 Demonstrated personal interest and/or active participation in issues related to community safety and well-being, crime prevention, violence prevention, homelessness, substance use challenges, mental health challenges, poverty and related socio-economic concerns.

3.3 Work experience, educational or cultural knowledge, or professional expertise related to community safety and well-being.

3.4 Ability to attend meetings and devote time between meetings to work on matters before the Committee and its sub-committees.

4. MEMBERSHIP AND ORGANIZATION

4.1 Membership of the Winnipeg Committee for Safety shall be comprised of the Mayor (Ex-Officio), one City Councillor (serving as Chairperson) and eight (8) citizen members all appointed by Council and advertised in accordance with the *Council Policy on Citizen Appointments to Boards and Commissions.*

4.2 Members shall participate as independent members, not as representatives of another body of which they may be a member or employee.

4.3 A representative from the Winnipeg Police Service, City of Winnipeg Community Services Department, and Manitoba's Department of Justice Public Safety Branch will each provide support and advice to the committee and its work as non-voting members.

4.4 Committee members serve three-year terms, with appointments or re-appointments approved at the December Council meeting.

4.5 Committee members will not receive remuneration for their involvement in

committee meetings or activities.

4.6 Members may resign at any time upon written notice to the Committee Coordinator.

4.7 A member who misses three (3) consecutive meetings without an approved leave of absence from the Committee will be considered to have resigned.

5. REPORTING

5.1 The WCFS reports to Council through the Executive Policy Committee (EPC). This reporting can take place via the Committee Chairperson, through presenting as a delegation at an EPC meeting, or in writing.

5.2 The Committee may create sub-committees or working groups, as necessary. These sub-committees or working groups may invite citizens-at-large to participate. Sub-committees will report to the WCFS membership.

5.3 The Committee will communicate to stakeholders and the public through appropriate means such as press releases, bulletins, website postings or email. All official correspondence and media communication from the committee shall be communicated by the Chairperson.

5.4 The coordinator, in consultation with the Committee, will produce an annual report and annual finance review that describes the activities the Committee, and its sub-committees, undertook, supported, and participated in.

6. MEETINGS

6.1 Meetings of the Committee will be held ten (10) times annually. The meetings are one (1) hour in duration. Five (5) meetings are considered formal meetings and are streamed live on the City's YouTube channel. The remaining five (5) meetings will be considered non-formal meetings. Decision making and voting will take place at formal meetings.

6.2 A quorum of half of the appointed members, plus one, is required to carry out the business of the committee for voting purposes.

6.3 The agenda for each regular meeting of the committee and all supporting material shall be provided to committee members at least four (4) business days preceding the committee meeting. Meeting agendas and minutes are published on the City Clerk's Decision Making Information System (DMIS).

6.4 The Committee may invite guest speakers or resource people to attend and participate in a meeting.

7. VOTING

7.1 All members have a vote at each formal meeting.

7.2 A tie vote indicates that a motion or decision does not pass.

7.3 A member who may be in a conflict-of-interest situation must declare such conflict and abstain from voting and not participate in the discussion of that issue.

8. CITY STAFF LIAISON AND SUPPORT SERVICES

8.1 The City Clerk shall assign a clerk to the Committee to assist in procedural matters, committee agendas, and meeting minutes.

9. BUDGET

9.1 The budget for the WCFS should allow for proper function of the Committee as laid out in this Terms of Reference, and is comparable to that of other citizen committees working on issues impacting all citizens.

9.2 The budget for the Committee will be approved by Council through the annual budget process.

9.3 The annual budget is prepared by the Committee Coordinator, approved by the Committee, and submitted to the Executive Policy Committee for approval.

9.4 Budget expenditures shall be utilized on activities which implement and support the Committee's mandate and/or on committee-approved strategic planning initiatives.

9.5 Budget expenditures of $500.00 and under may be approved under the authority of the Committee Coordinator in consultation with the Committee Chair.

9.6 Budget expenditures of more than $500.00 shall be endorsed by vote of the committee at a formal meeting. In situations of time constraints, expenditures in excess of $500.00 may be endorsed by committee members in principle and ratified at the next meeting of the Committee.

10. AMENDMENTS

10.1 The Committee shall review these terms of reference at a minimum of once per year annually and may propose amendments to the Executive Policy Committee for submission to Council for approval.

Committee members are bound by these Terms of Reference and are accountable to the Mayor and Council of the City of Winnipeg.

DRAFTED MAY 2025
APPROVED BY THE WINNIPEG COMMITTEE FOR SAFETY SEPTEMBER 23, 2025