



Safe Communities Northumberland County

Safe Communities Northumberland County Leadership Table & Work Groups Terms of Reference

1.0 Vision

Safe Communities Northumberland County (SCN) vision is to make Northumberland County the safest and healthiest place to live, learn, work, and play.

2.0 Guiding Principles and Goals

The guiding principles and goals will be directed by the current Strategic Plan.

4.0 Membership of Leadership Table

- 4.1 The Leadership Table will be co-chaired by representatives chosen from the membership of the Leadership Table. The tenure as co-chairs is to be 2 to 4 years.
- 4.2 The Leadership Table shall include representation from the
- 4.3 Northumberland County Council and member Municipal Councils
- 4.4 Northumberland OPP and Cobourg and Port Hope Police Services
- 4.5 Northumberland Fire Services
- 4.6 Haliburton, Kawartha, Pine Ridge District Health Unit
- 4.7 Local Public and Catholic School Boards
- 4.8 Workplace Health and Safety Organizations
- 4.9 In addition, representatives from a wide variety of community agencies/organizations shall participate

5.0 Executive of Leadership Table

Will consist of

- 5.1 Co-Chairs
- 5.2 Chairs of work groups
- 5.3 Safe Communities Co-ordinators

6.0 Leadership Work Groups

- 6.1 The Leadership Table will establish work groups with guidelines to address specific priority areas as identified in the Strategic Plan and workplan.
- 6.2 Membership on work groups may include non-members of the Leadership Table
- 6.3 Leadership Table may recognize local community groups as work groups of Safe Communities.
- 6.4 Additional priorities from the priority setting exercise will be considered for emerging opportunities annually.

7.0 Committee Support

- 7.1 The Safe Communities Co-ordinator shall act as the host for the Safe Community Leadership Table.



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8.0 Communication

- 8.1 The Co-Chairs shall ensure meeting minutes are recorded, approved and circulated
- 8.2 Leadership Table meeting notes will be circulated to all committees
- 8.3 Leadership Table members are responsible to circulate meeting minutes to appropriate members of their respective organizations.
- 8.4 Post minutes and information on the Safe Communities Northumberland County website
- 8.5 Co-chairs shall ensure the posting of minutes and information through Social Media. A variety of social media shall be used to disseminate appropriate information to members of the public, stakeholders, and members of the Leadership Table
- 8.6 Members will abide by the Safe Communities Northumberland County Social Media Guidelines
- 8.7 Any communication for the purposes of inviting new members to join Safe Communities Northumberland County must be initiated by the Co-Chairs and may be assigned to the Coordinator for follow up
- 8.8 The Co-Chairs are recognized as the official spokespeople. As such, media calls and requests for interviews will be directed to them
- 8.9 Additional priorities from the priority setting exercise will be considered for emerging opportunities annually, forming part of the annual review.

9.0 Reporting, Decisions and Financial Accountability

- 9.1 Members of the Leadership Table shall report to their respective organizations.
- 9.2 The work groups constituted by the Leadership Table shall report to the Leadership Table ALL financial matters including:
 - Committee funding requests
 - Grant funding requests
 - Municipal funding requests
 - County funding requests
 - Corporate funding requests
 - Service Club funding requests
 - All expenditures
- 9.3 Quorum, for formal face-to-face/videoconference meetings, shall consist of half plus one
- 9.4 All matters requesting action from the Lead Table must be submitted in writing
- 9.5 **All Financial decisions** will be based on a simple "majority vote" rule, but the Co-Chairs will encourage meaningful discussion on issues preceding the calling of the vote. All members should be provided the opportunity for full and fair comment on any issues of interest.
- 9.6 The Northumberland County Representative may also be a Municipal Representative and if so, shall cast two (2) votes
- 9.7 The role of Program Co-ordinator is currently being filled by two staff members from the Haliburton, Kawartha, Pine Ridge (HKPR) District Health Unit. However, the HKPR District Health Unit will be permitted to have one vote at the table.



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- 9.8 A vote shall be called by the Co-Chairs upon a motion being forwarded and seconded by any member of the Leadership Table.
- 9.9 The Motion shall only pass with a majority vote by the voting members of the Leadership Table.
- 9.10 Electronic Meetings and Electronic Voting (e-voting) may be appropriate in a number of limited circumstances. Refer to Appendix A for details regarding the use of electronic meetings and e-voting
- 9.11 **ALL Programming** decisions shall be decided by consensus of all voting and non-voting members, as a simple consensus is most efficient in determining strategic direction.
- 9.12 Consensus will be met when Members have a “general agreement”.
- 9.13 **Financial Accountability**
- 9.12.1 Haliburton, Kawartha, Pine Ridge District Health Unit will act as the banker for the Safe Communities Northumberland County partnership.
 - 9.12.2 Haliburton, Kawartha, Pine Ridge District Health Unit will provide a printed copy of the General Ledger statement of the account at each meeting.
 - 9.12.3 Haliburton, Kawartha, Pine Ridge District Health Unit will process transactions with a formal motion from the lead table of Safe Communities Northumberland County that is printed and signed by the Chair of the committee.
 - 9.12.4 Haliburton, Kawartha, Pine Ridge District Health Unit authorized signing authorities will sign the cheques on behalf of Safe Communities Northumberland County that meet the requirement above.
 - 9.12.5 All cheques for the coalition should be made out to: HKPR District Health Unit with Safe Communities Northumberland County noted on the cheque.

10.0 Frequency of Meetings

- 10.1 The Leadership Table will meet quarterly, or at the call of the Co-chairs.
- 10.2 Work group meetings to be determined by Work group Chairs/Co-Chairs.

11.0 Review

The Terms of Reference will be reviewed yearly.



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Appendix A - Electronic Meetings and Electronic voting (e-voting)

There are two types of work that can be done via email/on line

1. General discussion of issues and,
2. Official business motions.

It is preferable for discussions, and any subsequent voting, to take place at face-to-face (or videoconference) formal meetings, where all members can hear and see one another. Certainly, some items may be simple and straightforward requiring little discussion, but for many topics, it is critical to ask questions, raise serious issues and consider alternatives. For some, better ideas emerge in the course of such face-to-face discussions and pitfalls are more likely to be identified.

E-meetings and e-voting, however, may have a place and would allow for increased engagement of the Lead Table particularly during important/timely matters when a formal meeting is not possible to schedule.

E-voting will be used in time-limited situations or exceptional circumstances and is not intended to become routine or common practice.

E-voting will be restricted to one subject item only – i.e., not voting on multiple actions.

E-voting will not take place where there is an identified, significant equipment malfunction among the membership – i.e., network is down.

Use of e-voting

The Co-Chair is assigned the responsibility of determining whether a particular action should be taken by email, where members will be given information electronically (and voting in the same manner) or at a face-to-face (or videoconference) meeting. How soon a decision is required on a particular topic will be a major consideration as well as whether the action is a routine action or one that is contentious / requires more thoughtful consideration and discussion.

Where a face-to-face (or videoconference) meeting is not possible, a teleconference meeting will be explored first. If a teleconference meeting is not possible, a meeting via email will be considered. In such cases, the following will apply:

The Co-Chair will call the meeting, assign a recorder and present the topic/ issue for discussion by emailing all the members of the Lead Table the topic with a description of the issue and invite a discussion to take place via email. Additional materials that would aid in the discussion will be attached in a PDF format where possible.



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The same rules regarding motions and seconders apply to e-mail discussions.

The Co-Chair will designate a time for the members to review and respond to the email of not less than 2 business days.

Members are encouraged to “reply all” with their responses/questions, etc. All discussions should follow the same email thread.

All items to be acted upon without a formal meeting should be probed and reviewed thoroughly and the members should have been given an adequate opportunity for discussion, through electronic means, to reach a consensus on the issue/matter and/or cast their vote.

Materials/Comments from the Co-Chair will be clear, complete and understandable in terms of the requirements placed on the member for action/response.

At the end of the specified period of time allowed for discussion, the Co-Chair will call for a vote (if applicable). The phrase “ACTION REQUIRED – VOTE” will appear in the subject line.

A strict deadline will be imposed for votes to be cast. Votes received after the deadline will not be counted.

Members will be asked to cast their vote by selecting one of the following choices and emailing that choice to the Co-Chair and identified meeting recorder.

- Yes
- No
- Abstain

E-voting prevents the assurance of a quorum, therefore two-thirds of members must vote in favour of a motion in order for it to pass.

Votes will be tallied by the Co-Chair and confirmed by the recorder of the meeting who will keep paper records of the discussion and outcome. The email messages regarding the issue/topic become part of the record.

The Co-Chair will email the results of the vote to members and close the discussion.

At the next face-to-face meeting, the results of the e-mail discussion/vote will be read into the minutes.