



*Safe Communities Northumberland County Dedicated to the Mission and Vision of Parachute Canada*

## **Safe Communities Northumberland County Sub-Committee Terms of Reference**

### **1.0 Mission**

To make Northumberland County the safest and healthiest place to live, learn, work and play

### **2.0 Vision**

To support the establishment and implementation of a coordinated approach to addressing safety issues in Northumberland County as identified in the September 24, 2013 Injury Prevention Priority Setting Exercise

### **3.0 Guiding Principles**

- Multi-sectoral partnerships and shared responsibility
- Culturally appropriate
- Evidence-based
- Respect
- Awareness
- Accessibility

### **4.0 Goal/Functions/Activities**

Short-term goals for 2015-2016

4.1 Create awareness by networking with new and existing partners.

4.2 Create an action plan, with proposed activities/ projects and accompanying budget proposal(s), for submission to the Lead Table of Safe Communities (SC) Northumberland County

### **5.0 Membership and Composition**

5.1 Each Sub-Committee will be co-chaired by a representative chosen from the membership of the Sub-Committee.

5.2 The tenure as co-chair is to be 2 years

5.3 At least one member of the Lead Table will also sit on each sub-committee



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## **Safe Communities Northumberland County Sub-Committee Terms of Reference**

- 5.4 Sub-committee members will include representatives from a wide variety of community organizations
- 5.5 The Lead Table may recognize local community groups as sub-committees
- 5.6 Additional priorities from the priority setting exercise will be considered for emerging opportunities annually

### **6.0 Duties of Members**

- 6.1 Attends and participates in sub-committee meetings
- 6.2 Participates in the rotation of recording meeting minutes
- 6.3 Follows up on agreed upon action items

### **7.0 Duties of Co-Chairs**

Each committee will be Co-chaired by a member of the committee and a member of the Lead Table

- 7.1 Calls meetings and establishes the agenda, with input from members
- 7.2 Chairs meetings or arranges a designate
- 7.3 Acts as a spokesperson for the sub-committee to the Lead Table, or delegates the Responsibility
- 7.4 Communicates regularly with sub-committee members

### **8.0 Meetings**

- 8.1 Sub-Committee meetings to be determined by committee Co-chairs but may include monthly meetings initially, followed by a bi-monthly or quarterly schedule depending upon activities/projects being implemented
- 8.2 The meetings will be held in locations directed by the Co-chairs



*Safe Communities Northumberland County Dedicated to the Mission and Vision of Parachute Canada*

**Safe Communities Northumberland County Sub-Committee  
Terms of Reference**

- 8.3 The agenda will be distributed, by Co-chairs, prior to meetings with as much notice as possible
- 8.4 Conflict resolution is dealt with by ensuring that participants have adequate opportunity to state their opinions clearly and that a time be determined when the Co-chairs require closure
- 8.5 A quorum shall consist of half plus one member
- 8.6 Programming related decisions will be based on consensus. Consensus will be met when Members have a “general agreement”. If no consensus can be reached, then the Co-chairs will determine whether the item is tabled and brought forth at a later time
- 8.7 Decisions regarding financial requests to the Lead Table 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
- 8.8 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
- 8.9 Meetings may be cancelled at the discretion of Co-chairs. Members will be notified with as much notice as possible given

**9.0 Communication**

- 9.1 The Co-chairs shall ensure meeting minutes are recorded and circulated
- 9.2 Sub-Committee meeting minutes will be circulated to the Lead Table and representatives of all sub-committees
- 9.3 The sub-committees constituted by the Lead Table shall report to the Lead Table
- 9.4 Sub-Committee members are responsible to circulate meeting minutes to appropriate members of their respective organizations



*Safe Communities Northumberland County Dedicated to the Mission and Vision of Parachute Canada*

### **Safe Communities Northumberland County Sub-Committee Terms of Reference**

- 9.5. A variety of social media shall be used to disseminate appropriate information to members of the public, stakeholders, and members of the Lead Table regarding an initiative or activity/event
- 9.6 Members will abide by the SC Northumberland County Social Media Guidelines
- 9.7 Any communication for the purposes of inviting new members to SC Northumberland County must be initiated by the Co-Chairs of the Lead Table and may be assigned to the Coordinator for follow up
- 9.8 The Co-Chairs of the Lead Table are recognized as the official spokespeople for SC Northumberland County and as such, media calls and requests for interviews will be directed to them
- 9.9 Requests for funding must be communicated from the Lead Table to the funding source. Sub-committee members will submit the funding proposal to the Lead Table for consideration (see also 10.2)

#### **10.0 Financial Accountability**

- 10.1 Members of sub-committees may request action from the Lead Table, including financial requests such as program costs, external grant requests and proposals
- 10.2 All matters requesting action from the Lead Table must be submitted in writing

#### **11.0 Review**

- 11.1 The Terms of Reference will be reviewed yearly
- 11.2 The Lead Table must approve Sub-Committee Terms of Reference

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



*Safe Communities Northumberland County Dedicated to the Mission and Vision of Parachute Canada*

## **Safe Communities Northumberland County Sub-Committee Terms of Reference**

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 sub-committee members 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 sub-committee the topic with a description



*Safe Communities Northumberland County Dedicated to the Mission and Vision of Parachute Canada*

### **Safe Communities Northumberland County Sub-Committee Terms of Reference**

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.

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.



*Safe Communities Northumberland County Dedicated to the Mission and Vision of Parachute Canada*

**Safe Communities Northumberland County Sub-Committee  
Terms of Reference**

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.