

**Town of Happy Valley – Goose Bay
Protective Services Committee
Terms of Reference**

Role

The role of the Protective Services Committee is to provide recommendations to council on ensuring all residents of Happy Valley-Goose Bay are treated fairly, provided quality service and to ensure the by-laws of the Municipality are known, followed, and enforced.

Responsibilities

The Protective Services Committee shall:

- Improve communications with all stakeholders.
- Review and document complaints from the public and provide a recommendation to Council
- Review, understand and educate the public about all Municipal By-laws.
- Ensure continual effort is made toward enforcing Municipal By-laws.
- To provide direction on enforcement of Town Regulations.
- To review and implement MOU with the Royal Canadian Mounted Police
- Provide direction to council on issues regarding the fire hall.
- Provide direction to Council on issues regarding emergency preparedness.
- To work with other organizations who provide or promote these types of services.
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The Protective Services Committee may add additional responsibilities with the approval of Council.

Membership, Voting, and Term

The Protective Services Committee shall consist of 3 members of Council. The Mayor shall be ex-officio. The Protective Services Committee may solicit interest and advice from community delegations. In the event there is not consensus on an issue, a dissenting vote shall submit a minority report to council. The committee membership shall be reviewed annually. Any changes to the composition of the Committee will be at the discretion of the Mayor.

Committee Structure

The committee shall follow the guidelines listed in the Municipalities Act, The Mayor shall appoint the Protective Services Chairperson.

Frequency of Meetings, Manner of Call, and Delegations

The Protective Services Committee shall meet no less than monthly at the call of the Protective Services Committee chairperson.

The Protective Services Committee may receive public delegations and representation to the committee upon a written request.

Quorum

A quorum of the Protective Services Committee shall consist of 2 members of Council and at least 1 manager (non-voting).

Resources

The Protective Services Committee shall be supported by at minimum one member of the management team to assist with minute taking and general advice to the committee. Management may delegate these responsibilities. The DP&E shall receive advice from and work with the relevant management team members.

Reporting

The Protective Services Committee shall report to the council.

Date of Last Review: Nov 19, 2021