

Terms of Reference – Protective Services Committee

Authority

The Protective Services Committee is a Select Committee of Council established under Section 55 of The Cities Act (Saskatchewan). The general purpose of Select Committees is to inquire into specific matters and report findings and recommendations to City Council for determination.

The Protective Services Committee is advisory in nature and reports directly to Council. The Committee has no independent decision-making authority unless specifically delegated by Council resolution.

Purpose

The Protective Services Committee is established to provide oversight, strategic guidance, and recommendations to Council on matters related to public safety, emergency services, bylaw and emergency management organization (EMO) within Martensville.

The Committee supports the safety, security, and well-being of residents by reviewing policies, service levels, planning initiatives, and risk management strategies.

Membership

Voting Members

- 3 Members of Council (Elected Officials)
- Up to 4 Members of the Public (determined by application and appointed by Council)
- Voting Members must be a resident of Martensville and at least 18 years of age.
- Employees of the City of Martensville are not eligible.
- Members shall be appointed by City Council for two (2) year terms, with the option to renew once for an additional two-year term.

Non-Voting Members

- City Manager (or designate)
- Fire Chief (or designate)
- RCMP member appointed
- One (1) city staff member shall be assigned to provide clerical support, coordinate meetings, and maintain records
- One (1) designated youth representative, which may be filled by individuals aged 15 – 17, must also be a resident of Martensville. (determined by application and appointed by Council)
- Additional subject matter experts may attend meetings as required.

Roles and Responsibilities

Chair/Co-Chair

- Elected annually by the Committee
- Presides over meetings, preserves order, and ensures effective decision making.
- Sets the Agenda with help from Administration.
- The Co-Chair shall serve as Chair when the Chair is absent.
- If the Chair and Co-Chair are unable to attend the meeting, meeting cannot proceed.

Committee Responsibilities

- Review and recommend policies related to protective services and community safety.
- Provide oversight and guidance for public safety, emergency services, bylaw and emergency management organization (EMO).
- Review emergency preparedness plans and community safety initiatives.
- Consider budget needs and resource requirements for protective services.
- Identify public safety concerns and recommend solutions to council.
- Report findings and recommendations to council.

Meetings and Procedures

- Meetings will be open to the public.
- Meetings shall be held quarterly. (The Chair or Co-Chair can call a meeting outside of quarterly meetings if necessary).
- Meetings will be held in Council Chambers.
- A quorum shall be 50% of voting members.
- The Chair and Co-Chair shall be elected by majority vote at the first meeting each year.
- Meeting shall be conducted in accordance with the City of Martinsville Council Procedural Bylaw No. 1-2019 and applicable sections of *The Cities Act*.
- Agenda items must be submitted to the Chair and administrative support at least one week in advance.
- The Chair will be responsible for setting the agenda.
- Recommendations to Council shall be made by resolution of the committee.

Reporting

- The Protective Services Committee will report to City Council on major initiatives and matters referred by Council.
- Minutes shall be recorded and shared with Council to be shared as information.

Remuneration

- The Protective Services Committee serve as volunteers and shall not receive compensation.

- Reasonable expenses incurred in the fulfillment of committee duties may be reimbursed by the City, subject to approval.

Accountability

- Members are expected to attend meetings regularly and review agenda materials in advance.
- Members unable to continue service must submit a written resignation to the Chair and a copy to the City Clerk.
- City Council may remove any committee member at its discretion.

Conflict of Interest

- Members must act in the best interest of the City and disclose any real or perceived conflicts of interest.
- Members must recuse themselves from discussions where a conflict exists; such recusal will be noted in the minutes.
- Members shall not use privileged information gained through the committee for personal benefit.

Code of Conduct and Privacy

- Members must follow the City of Martinsville's Code of Ethics Bylaw for Members of City Council Bylaw #1-2021
- While committee member names are part of the public record, individual comments will not be attributed in meeting minutes unless required or requested.
- Communications and materials produced by the committee must respect privacy and dignity.