

WILLS CREEK – Safety and Security Committee

Terms of Reference

Feb 2, 2018

MISSION STATEMENT

The mission of the Wills Creek Safety and Security Committee is to assist the Strata Council in promoting a safe and secure environment for all owners, tenants, and visitors of Wills Creek.

SAFETY AND SECURITY COMMITTEE GOALS

The Safety and Security Committee is established to assist the Strata Council in achieving a safe and secure community. The committee, through its members, will set specific goals to accomplish the following key activities:

- Demonstrate accountability and commitment for achieving a safe and secure community.
- Involve community's members in achieving and maintaining a safe and secure community by identifying and addressing hazards, unsafe practices and issues affecting security.
- Ensure that accidents and near misses are reviewed and suggested corrective actions are provided to the Strata Council, who have the responsibility to put in place.
- Keep records of committee activities and recommendations.
- Periodically evaluate the committee's strengths and weaknesses
- Ensure timely provision of the committee's recommendations to Strata Council for their consideration and monitor to ensure committee requests are responded to within a reasonable time.
- Strive to ensure all owners or tenants are registered for Block Watch and have access to the Wills Creek Community website.
- Ensure any information of a sensitive or personal nature remain confidential and not disclosed with anyone outside Strata Council or the Safety Committee without the consent of the Safety and Security Committee chairperson.

ACTIVITIES

The activities of the Safety and Security Committee will include, but are not limited to the following:

- Identify unsafe practices and conditions, security issues and recommend appropriate remedies
- Conduct periodic safety and security inspections of community and Amenities facilities, and common areas and identify any safety hazards, security issues and recommend corrective measures to the Strata Council.
- Review accident/incident reports, for causes and trends and recommend to the Strata Council, appropriate corrective action.
- Assist in the development and implementation of effective safety awareness and Block Watch programs, provide support and serve as a resource.
- Encourage feedback from all individuals with regard to safety and security related ideas, problems, and solutions.

"Creating community, Experience the difference"

WILLS CREEK – Safety and Security Committee

Terms of Reference

February 25th, 2018

- Provide the Strata Council suggestions and recommendations for resolution of safety or security concerns.

MEMBERS

Committee members are volunteers from the community and serve to improve the overall safety of Wills Creek. Members consist of the following person:

- Tom Jones (Chairperson)
- Paul Ballinger
- Alan Reynolds
- Iowna Allison
- Darrien Matthews

RESPONSIBILITIES

Chairperson Responsibilities

- Act as a communication liaison between Strata Council and the Committee
- Provide Guidance to Strata Council to ensure adherence to established safety and security rules
- Coordinate Block Watch
- Actively promote safety and security
- Hold and facilitate periodic meetings to review important issues and ensure the effectiveness of meetings by directing discussions to meet mission and objectives
- Recommend to Strata Council funding required to implement safety and security rules
- Lead by example in following all safety rules
- Recommend committee decisions to Strata Council
- Provide timely feedback to the committee
- Perform initial review of all safety and security concerns and report to Strata
- Delegate responsibilities as needed
- Coordinate the assignment of activities to committee members
- Follow up on assigned responsibilities
- Ensure any information of a sensitive or personal nature remains confidential and not disclosed to anyone outside of the Safety and Security Committee without the consent of Strata Council.

Committee Member Responsibilities

- Attend Safety and Security Committee meetings whenever possible
- Act as an advocate for safety and security by promoting safety and security to owners, tenants, and visitors
- Raise identified safety and security concerns to Safety Chairperson
- If necessary, assist in the review safety or security incidents
- Serve as an example by following all safety and security rules and practices
- Participate in the review of safety and security rules, draft revisions and additions as necessary.
- Ensure that any information of a sensitive or personal nature remains confidential and not shared with anyone outside of the Strata Council or the Safety Committee unless authorized By the Safety and Security Committee Chairperson.

"Creating community, Experience the difference"

WILLS CREEK – Safety and Security Committee

Terms of Reference

Feb 2, 2018

○

MEETINGS

- At least one meeting a year will be held to meet requirements of Block Watch Program
- If required, special meetings of the committee may be called by Chairperson upon his/her initiative, and will be counted as a regular meeting
- Safety and security inspections to be completed quarterly unless there is a need for more regular inspections