
TERMS OF REFERENCE

PURPOSE

The Township of Lanark Highlands Municipal Drug Strategy Committee is a Sub-Committee of Council that provides direction for the planning and implementation of the local municipal drug strategy network. The Committee holds the mission and vision of the drug strategy network:

- Mission:** To address alcohol and other drug related problems through communication and collaboration across the four pillars of prevention, enforcement, harm reduction and treatment to meet the needs of the Township of Lanark Highlands.
- Vision:** Our vision for the Township of Lanark Highlands is a healthy community, free from alcohol and drug misuse/abuse.

MANDATE

The primary responsibilities of the Committee are to:

- educate local community regarding drug strategy network initiatives
- plan, implement and evaluate programs and activities that address the four pillars of prevention, treatment, enforcement and harm reduction
- identify local service system issues regarding substance abuse
- advocate on behalf of the community when required on policy and/or funding issues

OPERATING PRINCIPLES

The basic requirements to put the Committee's values into practice shall be;

- a. Diversity, equality and representation in membership
- b. Accountability in relationships with Stakeholders, the Township of Lanark Highlands, the County of Lanark, and among the Committee's members.
- c. Alignment as much as possible with the County of Lanark Drug Strategy Network.
- d. Action-oriented work plans that produce success and demonstrable progress.
- e. Open and respectful communication
- f. Planning and acting from a system perspective and shared leadership.
- g. Building on strengths and assets.

MEMBERSHIP

Members will be asked to commit to serving a term of no less than one (1) year.

Membership may include representatives from:

- Local Health and Social Services
- School Council
- Youth
- Church
- Municipal Council and Staff
- Media
- Police
- Local Businesses
- Community Groups
- Sponsors
- Service Providers (local physicians, hospitals, mental health, addictions)
- Teachers
- Parents

COMMITTEE STRUCTURE

Voting Members

- 1 Township Councillor
- 4 Representatives from the Membership List

*Mayor is Ex-Officio

Staff Resources (Non-Voting Members)

- 1 Clerk/Deputy CAO, or a designate who is trained and duly authorized by the Clerk/Deputy CAO

MEETINGS

There will be a minimum of 6 meetings a year at the call of the Chair. The meetings will be held in a meeting room at the Township of Lanark Highlands Municipal Office, unless otherwise posted.

All meetings shall be conducted in accordance with the Township's Procedural By-Law.

Committee Members may also attend meetings of the Joint Municipal Drug Strategy Network.

REPORTING PROCESS

The Municipal Drug Strategy Committee is a Sub-Committee of Council. Minutes of meetings shall be included in the agenda of the Building, Planning and Protective Services Committee as information. Any action items requiring Council approval will be presented in the form of a motion to the Building, Planning and Protective Services Committee for recommendation to Council. The Council representative on the Committee will speak to any questions arising from the minutes or action items.

The Municipal Drug Strategy Committee will work in conjunction with the Police Services Board on similar areas of interest.

STAFF AND SUPPORT SERVICES

The Committee will require the Clerk/Deputy CAO or a designate who is trained and duly authorized by the Clerk/Deputy CAO to provide assistance in preparation of agendas and minutes, as well as other assistance as required. Other staff resources may be required as deemed necessary.

BUDGET

No Member of the Municipal Drug Strategy Committee shall receive remuneration.

Mileage will be paid in accordance with Township's policies and procedures. All amounts will be expended to the Governance Budget (Drug Strategy Committee) for Travel Expenses.

Annually, on or before January 31st, the Committee shall submit a proposed work plan and budget for the year to the Township Council for its consideration.

TERM

The Term of the Municipal Drug Strategy Committee shall end by a resolution of Council. The requirement for a Municipal Drug Strategy Committee will be reviewed at least once every term of Council.

Dated: June 22nd, 2010