



NORTH SHORE STANDING COMMITTEE ON SUBSTANCE USE

TERMS OF REFERENCE

History

The North Shore Task Force on Substance Abuse was formed in October 2000, in response to the need for a coordinated approach to address the issue of substance abuse across the North Shore. The work in the first years of the Task Force focussed on the creation of a 4 pillar Substance Abuse Strategy which was subsequently endorsed by all member organizations. Implementation of the Substance Abuse Strategy followed.

In the fall of 2006 members participated in a strategic planning process to review the mandate of the committee and plan for future direction. A revised mission was developed and a name change from the North Shore Task Force on Substance Abuse to the North Shore Substance Abuse Working Group was proposed.

The members recognized that the Substance Abuse Strategy was being sufficiently implemented by the front line staff of the member organizations and that their focus should be advocacy, leadership and collaboration. Therefore, in September 2010, the members decided to move to a standing committee format whereby they meet formally in person once per year, with additional meetings scheduled as needed in response to topical issues related to their mandate.

At a meeting on October 5, 2016, a further name change was proposed from North Shore Substance Abuse Working Group to North Shore Standing Committee on Substance Abuse.

At a meeting on October 9, 2021, a further name change was proposed from North Shore Standing Committee on Substance Abuse to North Shore Standing Committee on Substance Use.

Mission Statement

The North Shore Standing Committee on Substance Use will support community organizations to reduce the impact and incidence of substance use on the North Shore through advocacy, collaboration, and leadership

Goals

1. To be a forum for exchanging ideas, coordinating efforts, and supporting community based initiatives.
2. To advocate for solutions to substance use.
3. To understand the extent of substance use on the North Shore, its impacts on the population, and the corresponding services in place to address these issues.
4. To develop and regularly update information on the substance use resources available on the North Shore.
5. To raise community awareness and engagement on issues related to substance use on the North Shore.

Bowen Island Municipality
District of West Vancouver
Tsleil-Waututh Nation
North Vancouver School District #44

City of North Vancouver
Municipality of the Village of Lions Bay
North Vancouver RCMP
West Vancouver School District #45

District of North Vancouver
Squamish Nation
West Vancouver Police Department
Vancouver Coastal Health

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Mandate

1. Advocacy
2. Collaboration
3. Leadership

Membership

1. The Standing Committee is comprised of 13 voting members:
 - One Council member from each of the five North Shore municipalities
 - a) District of North Vancouver
 - b) City of North Vancouver
 - c) District of West Vancouver
 - d) Lions Bay
 - e) Bowen Island
 - One First Nation Leader from the Squamish First Nation Band
 - One First Nation Leader from the Tsleil-Waututh Band
 - The Superintendent from the North Vancouver RCMP or their designate
 - The Police Chief from the West Vancouver Police Department or their designate
 - One School Trustee from School District #44
 - One School Trustee from School District #45
 - One Director from Vancouver Coastal Health Authority (Mental Health and Addictions) or their designate
 - The Medical Health Officer, North Shore or their designate
2. Staff Support
 - Staff from the member organizations serve as liaisons to the North Shore Standing Committee on Substance Use.
 - A committee clerk is provided to the committee who is responsible for minute taking, preparation of agenda packages in an accessible format to all committee members and those requesting this information, and all meeting arrangements.

Meetings

The North Shore Standing Committee on Substance Use shall meet in person annually or at the call of the membership. In addition, electronic updates and /or discussion and decision items will be provided (i.e. virtual meetings)

1. Elections
 - The Chair and Vice-Chair will be elected by and from the members of the Standing Committee at the first meeting of the calendar year.

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2. Quorum

- All decisions and recommendations will require a quorum.
- A quorum is 5 voting members.

3. Voting

- Wherever possible decisions shall be made by consensus.
- Alternatively, the group can move towards a voting option whereby decisions may be passed by a 2/3 majority vote.
- A vote on critical issues may be delayed, based on the number of voting members attending in person or responding via virtual meetings.

Procedures

- The North Shore Standing Committee on Substance Use shall report out on its activities to its member organizations on an as needed basis. The Standing Committee Membership shall file budget requests to their respective organization as needed.
- The budget of the North Shore Standing Committee on Substance Use can only be used for activities of the committee itself, such as meeting costs, and costs to implement aspects of the work plan.
- The North Shore Standing Committee on Substance Use can allocate funds to support other North Shore based initiatives that are in keeping with its Mission Statement and that involve the active participation of the North Shore Standing Committee on Substance Use voting members. A formal vote is required to allocate funds for collaborative initiatives.

Revised and approved by Committee June 9, 2021