

# Community Safety and Well-Being Advisory Committee Terms of Reference

## Mandate

The mandate of the Community Safety and Well-Being Advisory Committee is to fulfill the duties of an advisory committee under the *Community Safety and Policing Act, 2019*, and guide the strategic direction of the City of Ottawa's Community Safety and Well-Being Plan, advising the other entities in the governance structure and over time bringing forward to Council proposed changes as progress is made.

## Responsibilities

Community Safety and Well-Being Advisory Committee members will:

1. Serve the legislative role of Advisory Committee for the Plan
2. Provide advice and recommendations to:
  - a. The Community Leadership Action Teams:
    - i. In a review of the action plan for their successful implementation of the plan
    - ii. Professional expertise and advise on policy, resources, process, and technical skills such as: data, financials, legal, and intersectionality and equity
    - iii. Having a global view of cross cutting issues and barriers in supporting their identification and strategies for removal
    - iv. Receiving status updates from Community Leadership Action Teams in the monitoring the overall plan
  - b. City Council on:
    - i. Reporting on outcomes measures and new and emerging trends
    - ii. Recommended revisions to the Plan and financial strategy, including where required seeking funding from external sources for Plan implementation
  - c. The Community Safety and Well-Being Office on:
    - i. Framework for implementation of Community Leadership Action Teams including, reporting cycle, project management approaches, facilitation process for membership, and other Secretariat supports.
    - ii. Process for new and emerging issues, process for action and strategies that are not meeting intended goals and making necessary adjustments; and process for reviewing the Plan
    - iii. Evaluation planning and outcome measurement framework
3. Leveraging resources from member organizations to achieve collection action in the Plan's implementation.

## Composition

The CSWB Advisory Committee structure has eight positions that are mandated through the Police Services Act legislation. This mandatory membership must include the following voting members:

- An employee of the municipality
- Representative of the education sector
- Representative of the health and/or mental health sector
- Representative of community and/or social services
- Representative of the children and/or youth sector
- An entity that provides custodial services to children and/or youth
- Representative of the Police Services Board
- The Chief of Police or his or her designate

In addition, Council may appoint the following voting Members with no more than 16 members in total on the Advisory Committee. If any of the following positions are vacant, then quorum will be a majority of the currently appointed Members.

Representation may be added to include:

- A public member with Indigenous leadership and expertise
- A public member with financial expertise in government finances to guide the financial strategy and planning.
- A public member with data analysis, research, and evaluation to guide the development of the performance measurement and evaluation framework as well as the ongoing review of key performance indicators and outcome measures.
- A public member with legal expertise to guide systems thinking approaches in human rights and privacy.
- A public member with integrated health care systems expertise to support alignments with the health and social service sector.
- A public member with business and expertise in the relationship between 'commercial' and 'residential' within neighborhoods to bring the voice of Ottawa's business.
- Two residents with lived or living experience

The membership shall also include two Members of Council in a non-voting liaison capacity.

All Members shall be appointed by City Council.

## Resources

The Community Safety and Well-Being Office will support the Committee in its mandate and/or consult the Committee including:

- Providing information to the Advisory Committee so that it may guide thought provoking dialogue that will ensure proposed solutions, identify, and challenge barriers.
- Supporting Members by building knowledge through awareness building on structural barriers that limit full participation of all individuals in community.
- Supporting Members by building knowledge on collective impact approaches and accompanying structures.
- Fostering relationship building and collaboration with the Advisory Committee Membership and their respective community networks.

### Reporting Relationship

Advice and recommendations of the Community Safety and Well-Being Advisory Committee shall be reflected in appropriate reporting to Community Services Committee and Council as required; however, it may also report to another Standing Committee where appropriate, depending on the issue.

### Frequency of Meetings

The Community Safety and Well-Being shall meet four times per year, and additional special meetings may be called pursuant to the Rules of Procedure of the Community Safety and Well-Being Advisory Committee.

### Open meetings

The meetings of the Community Safety and Well-Being Advisory Committee shall be open to the public in accordance with open meeting provisions in the *Municipal Act, 2001*.