

<p>1. CRIME PREVENTION OTTAWA TERMS OF REFERENCE MANDAT DU PRÉVENTION DU CRIME OTTAWA</p>
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COMMITTEE RECOMMENDATION

That Council approve the Crime Prevention Ottawa Terms of Reference, as outlined in this report and attached at Document 1.

RECOMMANDATION DU COMITÉ

Que le Conseil approuve son mandat, tel qu'il est exposé dans le présent rapport et joint en tant que document 1.

DOCUMENTATION/DOCUMENTATION

1. Manger's report, Crime Prevention Ottawa, dated 4 June 2019 (ACS2019-CCS-CPS-0005).

Rapport de la Gestionnaire, Prévention du crime Ottawa, daté le 4 juin 2019 (ACS2019-CCS-CPS-0005).

**COMMUNITY AND PROTECTIVE
SERVICES COMMITTEE
REPORT 4
26 JUNE 2019**

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**COMITÉ DES SERVICES
COMMUNAUTAIRES ET DE
PROTECTION RAPPORT 4
LE 26 JUIN 2019**

**Report to
Rapport au:**

**Community and Protective Services Committee
Comité des services communautaires et de protection
20 June 2019 / 20 juin 2019**

**and Council
et au Conseil
26 June 2019 / 26 juin 2019**

**Submitted on June 4, 2019
Soumis le 4 juin 2019**

**Submitted by
Soumis par:
Nancy Worsfold, Crime Prevention Ottawa / Prévention du crime Ottawa**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2019-CCS-CPS-0005

SUBJECT: Crime Prevention Ottawa Terms of Reference

OBJET: Mandat du Prévention du crime Ottawa

REPORT RECOMMENDATION

That the Community and Protective Services recommend Council approve the Crime Prevention Ottawa Terms of Reference, as outlined in this report and attached at Document 1.

RECOMMANDATION DU RAPPORT

Que le Comité des services communautaires et de protection recommande au Conseil d'approuver son mandat, tel qu'il est exposé dans le présent rapport et joint en tant que document 1.

BACKGROUND

At its meeting of December 5, 2018, Ottawa City Council considered a report titled 2018-2022 Council Governance Review (ACS2018-CCS-GEN-0028). In approving this report, Council approved "That the Terms of Reference for Crime Prevention Ottawa (CPO) be amended to provide CPO with the responsibility to establish an advisory committee to be designated the City's Community Safety and Well-Being Advisory Committee for the purposes of Bill 175, by Q2 2019."

Accordingly, this report is presented to the Community and Protective Services Committee for its consideration and approval.

With respect to changes specific to CPO Terms of Reference, the CPO Board has recommended the following changes.

- The addition of in section 3.1 of a goal; "To act as the consultative body for the preparation of the City of Ottawa's Community Safety and Well-Being plan as required by statute, as well as for the review and revision process for the plan as may be required."
- The addition in section 4 on accountability; "Crime Prevention Ottawa is also accountable to the City of Ottawa to act as the advisory committee for the Community Safety and Well-Being plan as required by the Safer Ontario Act."
- An increase in the number of Board members up to a maximum of 20, including the addition of:
 - A person who represents an entity that provides community or social services in the municipality.
 - A person who represents an entity that provides community or social services to children or youth in the municipality.
 - A representative of the local health integration network or a major health care institution.

- Clarification regarding the Mayor *or his or her delegate* and a *General Manager* of the City of Ottawa (not Deputy)
- Lastly, the Terms of Reference were edited slightly for clarity, including the removal of a paragraph on “background” and on “founding members.”

DISCUSSION

The Terms of Reference have been revised by the City Clerk and Solicitor’s Office. The draft revised Terms of Reference for CPO are attached at Document 1.

RURAL IMPLICATIONS

There are no rural implications associated with this report.

CONSULTATION

The Board of Directors of Crime Prevention at its meeting of January 21, 2019 created a sub-committee to review the Terms of Reference. Subsequently, that committee brought a report forward to the April 1, 2019 meeting of the Board of Directors for approval. The public was notified of the CPO Board meetings through the meeting advertisement in community newspapers and on Ottawa.ca, and the publication of the agenda on CrimePreventionOttawa.ca.

In addition, as part of the preparation for the 2018-2022 Council Governance Review report, the City Clerk and Solicitor consulted with elected representatives, citizen members of Committees of Council, Chairs and Vice-Chairs of Advisory Committees, the Extended Senior Leadership Team, as well as staff in the City Clerk’s Branch, Legal Services and the City Manager’s Office who work most closely with the legislative process.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a city-wide report.

LEGAL IMPLICATIONS

There is no legal impediment to proceeding with the recommendation of this report. The attached Terms of Reference are consistent with the requirements to establish a

Community Safety and Well-Being Advisory Committee outlined in the Police Services Act, as amended by Bill 175, the Safer Ontario Act, 2018 and continuing under Bill 68, the Police Services Act, 2018.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TERM OF COUNCIL PRIORITIES

This report supports the current Term of Council Priority related to Governance, Planning and Decision Making.

SUPPORTING DOCUMENTATION

Document 1 - Draft Crime Prevention Ottawa Terms of Reference

DISPOSITION

Upon approval of the report by Council, the Terms of Reference will become the mandate and governing authority for Crime Prevention Ottawa.

Document 1



Terms of Reference

1. VISION

Ottawa is a community in which individuals, families and neighbourhoods are safe and feel safe.

2. MISSION

To contribute to crime reduction and enhanced community safety in Ottawa through collaborative, evidence-based crime prevention.

3. GOALS

- 3.1** To act as the consultative body for the preparation of the City of Ottawa's Community Safety and Well-Being plan as required by statute, as well as for the review and revision process for the plan as may be required.
- 3.2** To develop a community-wide strategic plan to reduce crime and enhance community safety in Ottawa.
- 3.3** To implement specific targeted crime prevention programs and to support programs through appropriate community agencies and associations.
- 3.4** To assist and support community groups and the City in acquiring, developing or enhancing the tools needed to operate programs to increase safety.

- 3.5 To seek the funds and create partnerships essential for sustaining long-term crime prevention programs.
- 3.6 To promote policy solutions to issues of crime and disorder.
- 3.7 To monitor and evaluate on an ongoing basis the progress and impacts of plans and implementation

4. ACCOUNTABILITY

Crime Prevention Ottawa was founded by the City of Ottawa and it is jointly responsible to the City of Ottawa and to the greater community of Ottawa through an annual report to City Council and to the Community Forum. Crime Prevention Ottawa is also accountable to the City of Ottawa to act as the advisory committee for the Community Safety and Well-Being plan as required by the Safer Ontario Act.

Crime Prevention Ottawa is governed and guided by a Board of Directors which is sets strategic direction, assures sound financial management and hires an Executive Director. The Executive Director reports to a personnel committee and to the Chair of the Board.

Crime Prevention Ottawa consults with a Community Forum made up of stakeholders concerned with community safety and crime prevention. The Community Forum advises the Board of Directors with regards to emerging issues in the community, priorities and successes.

5. BOARD OF DIRECTORS

The Board of Directors shall be made up of no more that 20 members and no less than 16 members. It is a broad representation of the community and of institutions which contribute to safety in our community. The Board will be reflective of the community of Ottawa including consideration of balance with regards to ethno cultural diversity, the English and French communities, gender, rural-suburban-urban concerns and youth and seniors issues.

5.1 Appointments

The Board of Directors shall include two categories of membership: those

who are appointed by the key institutions and general representative members. The Board includes but is not limited to:

Appointments by the founding institutions:

- a) One elected municipal official as appointed by Council
- b) The Mayor or his or her designate
- c) A General Manager of the City of Ottawa
- d) The Chief of the Ottawa Police Service
- e) A representative of the Ottawa Police Services Board
- f) One Director of Education (as appointed by the OCRI K-12 Educational Leadership Group)
- g) The President of the United Way
- h) The Executive Director of the Children's Aid Society of Ottawa
- i) The CEO of Ottawa Community Housing Corporation
- j) A person who represents an entity that provides community or social services in the municipality.
- k) A person who represents an entity that provides community or social services to children or youth in the municipality.
- l) A representative of the local health integration network or a major health care institution.

General Representatives:

- a) Up to seven representatives of the community as appointed by Council. These representatives will include a selection from: business, community associations, community service providers.
- b) At least one academic or researcher with expertise on matters

related to community safety as appointed by Council

5.2 Terms of Office

General representatives on the Board of Directors are appointed for a period of up to 4 years with a possibility of being renewed once. The term of the institutional representatives shall coincide with their term of office.

5.3 Removal of Directors

The Board of Directors reserves the right, by a vote of a simple majority, to remove members for non-attendance at meetings and other exceptional circumstances.

6. COMMUNITY FORUM

The Community Forum is an advisory body. It gives feedback to the Board of Directors with regards to planning and operations and advises with regards to emerging issues in the community, priorities and successes. The Community Forum is made up of a broad representation of the community and of institutions which contribute to safety. The Forum will be reflective of the community of Ottawa including consideration of balance with regards to ethno cultural diversity, the English and French communities, gender, rural-suburban-urban concerns and youth and seniors issues.

6.1 Appointments

Members of the Community Forum shall be appointed by the Board of Directors based on a broad public recruitment in partnership with the City Advisory Committees unit. The Forum will be comprised of at least 30 representatives or individuals but no more than 60 representatives or individuals.

6.2 Term of Office

Members of the Community Forum are appointed for a period of up to 4 years with a possibility of being renewed once with the exception of the first appointees. The first group of appointees will be randomly divided

into 2 or 4 year appointments to create a rotation of positions.

6.3 Removal of Members

The Board of Directors reserves the right, by a vote of a simple majority, to remove members for non-attendance at meetings and other exceptional circumstances.

6.4 Chair of the Community Forum

The Chair of the Community Forum shall be the Vice Chair of the Board of Directors or another member of the Board of Directors.

6.5 Meetings

The Community Forum will meet at least once a year. All meetings of the Forum shall be public meetings.