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| <p><b>1. COMMUNITY AND PROTECTIVE SERVICES COMMITTEE TERMS OF REFERENCE</b></p> <p><b>MANDAT DU COMITÉ DES SERVICES COMMUNAUTAIRES ET DE PROTECTION</b></p> |
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**COMMITTEE RECOMMENDATION**

**That Council approve its 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. City Clerk and Solicitor's report, dated 11 February 2019 (ACS2019-CCS-GEN-0020 ).

Rapport du Greffier municipal et avocat général, daté le 11 février 2019 (ACS2019-CCS-GEN-0020 ).

2. Extract of draft Minutes, Community and Protective Services Committee, 21 February 2019.

Extrait de l'ébauche du procès-verbal, Comité des services communautaires et de protection, le 21 février 2019.

**COMMUNITY AND PROTECTIVE  
SERVICES COMMITTEE  
REPORT 1  
27 FEBRUARY 2019**

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**COMITÉ DES SERVICES  
COMMUNAUTAIRES ET DE  
PROTECTION RAPPORT 1  
LE 27 FÉVRIER 2019**

**Report to  
Rapport au:**

**Community and Protective Services Committee  
Comité des services communautaires et de protection  
21 February 2019 / 21 février 2019**

**and Council  
et au Conseil  
27 February 2019 / 27 février 2019**

**Submitted on February 11, 2019  
Soumis le 11 février 2019**

**Submitted by  
Soumis par:  
M. Rick O'Connor, City Clerk and Solicitor / Greffier et avocat général**

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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2019-CCS-GEN-0020**

**SUBJECT: Community and Protective Services Committee Terms of Reference**

**OBJET: Mandat du Comité des services communautaires et de protection**

#### **REPORT RECOMMENDATION**

**That the Community and Protective Services Committee recommend Council approve its 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 revised Terms of Reference for Standing Committees, Sub-Committees and the Transit Commission be submitted in draft form to the respective Committees/Commission at their first meeting in 2019 for consideration and recommendation to Council for approval."

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

With respect to changes specific to CPSC Terms of Reference, staff have recommended the following changes. There were no recommended changes in the 2018-2022 Council Governance Review report.

- The section on By-Law and Regulatory Services has been moved up and made more concise.
- The section on Security and Emergency Management has been updated to reflect the discussion that took place at Council on 5 December 2018 concerning natural disasters "Ensure that all Security and Emergency Management programs and services are provided in accordance with Emergency Management and Civil Protection Act, and other applicable laws and guidelines."

Other minor amendments are recommended by departmental staff to reflect the City's current organizational structure, nomenclature and operational processes.

## **DISCUSSION**

The Terms of Reference have been revised by the City Clerk and Solicitor's Office to incorporate the above changes approved by City Council. The draft revised Terms of Reference for CPSC are attached at Document 1.

## **RURAL IMPLICATIONS**

There are no specific rural implications associated with this report.

## **CONSULTATION**

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.

The public was notified of this report through the meeting advertisement in community newspapers and on Ottawa.ca, and the publication of the agenda. Public delegations may be received by the Committee.

## **COMMENTS BY THE WARD COUNCILLOR(S)**

This is a city-wide report.

## **LEGAL IMPLICATIONS**

There are no legal impediments to approving the recommendation contained in this report.

## **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.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications 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 2018 – 2022 Community and Protective Services Committee Terms of Reference (proposed changes are underlined for ease of reference)

### **DISPOSITION**

Upon approval of the report by Council, the Terms of Reference will become the mandate and governing authority for the Community and Protective Services Committee to be implemented by the City Clerk's office.

**Document 1**

**COMMUNITY AND PROTECTIVE SERVICES COMMITTEE**

**Terms of Reference**

The Community and Protective Services Committee is responsible for creating and maintaining a safe and healthy community that promotes and supports quality of life, while encouraging resident involvement in the culture and life of their communities. The Committee is responsible for issues relating to housing, parks, recreation, cultural programming, heritage, long-term care, social services, and emergency and protective services.

**MEMBERSHIP**

Membership of the Community and Protective Services Committee shall consist of Members of Council, as approved by Council. The Mayor is an ex-officio member.

**GENERAL RESPONSIBILITIES**

The Community and Protective Services Committee shall:

1. Be responsible directly to Council for those items emanating from:
  - a) All applicable services and branches within the Community and Social Services Department, Emergency and Protective Services Department; Recreation, Cultural and Facility Services Department, excluding matters within the jurisdiction of other Standing Committees;
  - b) Parks, Forestry and Surface Water Services of the Public Works and Environmental Services on items related to parks and sports fields;;
  - c) Advisory Committees or Sub-committees that are within the area of responsibility of this Committee; and
  - d) Local boards, agencies and corporations that are created by, and report to, this Committee.

2. Ensure co-ordination and consultation with other Standing Committees and departments where responsibilities overlap on community and protective services matters and on issues relevant to the mandate of more than one Committee.
3. Have the authority to hear briefings on litigious matters related to items within the Committee's mandate and to give direction to the City Clerk and Solicitor on such matters where it is consistent with current Council direction or policy.
4. Subsequent to the approval of the budget, consider, for recommendation to Council, all operating and capital budget adjustments and Public-Private Partnerships pertaining to items within the Committee's mandate.
5. Consult with the Agricultural and Rural Affairs Committee on issues within the Committee's mandate that have an effect on the City's rural residents and businesses, or relating to items of interest for the agricultural and associated industries.
6. Receive reports from staff regarding the exercise of delegated authority (By-law 2016-396) on items within the Committee's mandate.
7. Review and recommend to Council the recommendations submitted by the Commemorative Naming Committee with respect to commemorative naming of City parks and other City-owned recreational and cultural facilities, excepting those applications in the rural areas.
8. Ensure active public participation by receiving delegations from the public, and holding public hearings as required by statute and Council.
9. Address all matters related to, and arising from, Advisory Committees or Sub-committees under the Standing Committee's responsibility and that are in line with the established Committee and Council Strategic Plans.
10. Review and recommend to Council revisions to the Community and Protective Services Committee Terms of Reference, as required.
11. Have the delegated authority to decide matters that are consistent with the application of federal and/or provincial statutes and/or regulations.

12. Recommend to Council, the City of Ottawa's participation in federal or provincial cost-sharing programs for matters within the mandate of the Committee.
13. Monitor federal and provincial legislation with a distinct impact on community and protective services matters.
14. Recommend to Council proposed by-laws that are under the Committee's jurisdiction.
15. Pursuant with the Delegation of Authority By-law (Section 10 – Conferences and Conventions), approve Councillors travel and attendance at conferences that are related to the Committee's mandate.

#### SPECIFIC RESPONSIBILITIES

The Community and Protective Services Committee shall:

1. Provide overall guidance and direction to the Emergency and Protective Services Department.

#### **By-Law and Regulatory Services**

2. Provide overall guidance and direction to By-law and Regulatory Services for all by-laws and related programs that fall within the mandate of this Committee.
3. Ensure that all by-laws are enacted and enforced in accordance with applicable laws and guidelines.
4. Receive the By-law and Regulatory Services Annual Report to understand the current levels of service and identify any need and method for improvement to Council

#### **Fire Services**

5. Provide overall guidance and direction to Ottawa Fire Services.
6. Ensure that all emergency response services are provided in accordance with the *Fire Prevention and Protection Act.*, and other applicable laws and guidelines.



7. Receive and review the Ottawa Fire Services Annual Report to understand the current levels of service and identify any need and method for improvement to Council.

### **Paramedic Services**

8. Provide overall guidance and direction to the Ottawa Paramedic Service.
9. Ensure that land ambulance services are provided in accordance with the *Ambulance Act*, and other applicable laws and guidelines.
10. Receive and review the Ottawa Paramedic Service Annual Report to understand the current levels of service and identify any need and method for improvement to Council.

### **Security and Emergency Management**

11. Provide overall guidance and direction to the Security and Emergency Management Ensure that all Security and Emergency Management programs and services are provided in accordance with Emergency Management and Civil Protection Act, and other applicable laws and guidelines..
12. Oversee the provision of 9-1-1 Services contract..
13. Receive and review the Annual 9-1-1 Report and the Security and Emergency Management Annual Report to understand the current levels of service and identify any need for improvement to Council..

### **Community and Social Services**

14. Provide overall guidance and direction to the Community and Social Services Department.
15. Provide overall guidance and direction to the implementation of client service strategies.

16. Make recommendations to Council on implementing and improving client services for specific needs populations within Community and Social Services.
17. Oversee and make recommendations to Council on all Community Development Framework activities.
18. Make recommendations to Council for community funding to organizations providing social services to vulnerable and low income residents in response to community needs.
19. Monitor and make recommendations to Council on social policies and poverty reduction strategies.
20. Make recommendations to Council on providing residents with access to responsive and integrated employment and social services in order to promote self-reliance and encourage participation in the community.
21. Operate the Long Term Care Homes to accommodate eligible City of Ottawa residents and enhance their quality of life, in accordance with applicable laws and guidelines.
22. Oversee and make recommendations to Council on the expenditure of allocated monies to meet the long-term care needs of citizens in the community, whether through institutional care or outreach programs.
23. Make recommendations to Council on the provision of children's services, including licensed and subsidized childcare.
24. Ensure the City of Ottawa meets or exceeds its mandated obligations for the Service System Management for Child Care.

### **Housing**

25. Oversee and make recommendations to Council on all housing issues that fall within the mandate of this Committee (i.e. social housing, supportive housing and homelessness).
26. Monitor the activities and implementation of policies, programs and projects for Housing Services, excluding those within the mandate of Planning Committee.

27. Make recommendations to Council on how to meet the needs of residents eligible for supportive housing, and housing support services to live independently in the community.
28. Oversee the delivery of emergency shelter and transitional housing services.

(Note that Planning Committee is responsible for the Affordable Housing Strategy, development and policies related to the City's Official Plan – see Planning Committee Terms of Reference).

### **Parks, Recreation and Culture**

29. Provide overall guidance and direction to the Recreation, Cultural and Facility Services Department.
30. Establish and implement recreation and parks programs including aquatics, field sports, ice sports, fitness, special needs, and other instructional programs.
31. Plan and maintain recreational facilities, parks, and sports fields.
32. Develop partnerships with, and provide funding to, community groups in the recreation, arts, heritage and cultural sectors for the delivery of innovative programs and services that respond to community need.
33. Provide overall guidance and direction on matters related to Arts, Cultural Affairs and Museums.