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**To:** Community Safety Committee **Date:** December 14, 2001  
**From:** Shawn Issel **File:** -  
Manager, Divisional Programs  
**Re:** **Community Safety Plan - Advisory Task Force**

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**Staff Recommendation**

That the Terms of Reference for the Community Safety Plan - Advisory Task Force be approved,  
and

That staff proceed with the recruitment of members to the Community Safety Plan – Advisory  
Task Force.

Shawn Issel  
Manager, Divisional Programs

Att. 1

<b>FOR ORIGINATING DIVISION USE ONLY</b>
<b>CONCURRENCE OF GENERAL MANAGER</b>

## Staff Report

### Origin

The 'Community Safety Advisory Structure' report from the General Manager, Community Safety was presented to the October 16, 2001 Community Safety Committee meeting. At the October 22, 2001 Council meeting the following resolution was carried:

- 1) *That the Citizen's Advisory Committee on Policing be discontinued;*
- 2) *That the Mayor send a letter of appreciation to each former member of the committee;*
- 3) *That the Advisory Task Force model be selected as the preferred advisory structure;*
- 4) *That the template terms of reference for an Advisory Task Force, to work with the Community Safety Division, be endorsed; and*
- 5) *That former members of the Citizens Advisory Committee on Policing be invited to submit their names for consideration for the Advisory Task Force.*

The report identified two opportunities for piloting the Advisory Task Force model. They were:

- 1) Public involvement associated without current community safety buildings initiatives, and
- 2) Public involvement associated with Phase 2 of the Divisional plan.

The purpose of this report is to present a proposal for an Advisory Task Force to be appointed for development of Phase 2 of the Community Safety Divisional Plan.

### Analysis

#### Background

The model proposed for an Advisory Task Force differs from an Advisory Committee on several points. Table 1 is a comparison of the Advisory Committee model and the Advisory Task Force model proposed in the 'Community Safety Advisory Structure' report from the General Manager.

**Table 1**

<b>Advisory Task Force:</b>	<b>Advisory Committee</b>
Is appointed to address a defined issue	Addresses a wide range of issues
Has a specific mandate	Has a broad mandate
Develops a project plan	Has a yearly workplan
Has a set start and finish date linked to the project plan	Has a term appointment, (generally two years)

### Community Safety Division Plan – Advisory Task Force

Phase 2 in the development of the Community Safety Division's 2001-2003 Plan provides for involvement of the community so as to hear their perceptions of community safety.

In January, 2002 a series of focus group sessions will be held to discuss with members of the community their thoughts, ideas and perceptions about what makes a 'safe community'. The themes, which will emerge from these sessions will be used to help refine and focus the Community Safety Plan.

Once the focus groups are complete, staff contemplate utilizing the Advisory Task Force in two ways:

- 1) To provide input to Committee and staff regarding strategies for implementing the goals and objectives of the Community Safety Plan, and
- 2) To assist in raising awareness, inviting input from the community and providing a public forum for discussion.

Attachment 1 - Terms of Reference, Community Safety Plan – Advisory Task Force provides more detail about the membership, objectives and procedures.

### Recruitment

The process for recruiting and selecting members of the Task force would be as outlined in the Community Safety Advisory Structure:

- A newspaper advertisement inviting participation. The ads will outline in some detail the specific needs of the project.
- The General Manager, as part of the application review process, would assess applications and make recommendations to Committee that reflect Council's policy 1014 – "Advisory Body Appointments".
- Council would make the final selection of task force members.

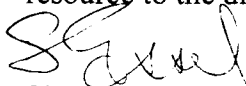
The Community Safety Committee requested that all the current CACP volunteers be offered an opportunity to submit their names for consideration in any new advisory structure created. In this regard all the members of the previous CACP will be invited to submit their names for consideration by Council, as part of the selection process for the Advisory Task Force.

### **Financial Impact**

There will be a minor financial impact associated with the cost of newspaper advertising, and the provision of administrative support for the preparation of agendas and minutes.

### **Conclusion**

The appointment of a "Community Safety Plan – Advisory Task Force" would be a valuable resource to the division in seeking community input.



Shawn Issel  
Manager, Divisional Programs

# TERMS OF REFERENCE

## COMMUNITY SAFETY PLAN - ADVISORY TASK FORCE

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### BACKGROUND

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The Community Safety Division was created by Council to provide a more integrated and community-based approach to the delivery of public safety services. These services include policing, fire rescue, emergency preparedness, environmental programs and community bylaws. The formation of the Community Safety Plan - Advisory Task Force is intended to augment Council's vision for public safety, by providing for community input on the goals and objectives of the Community Safety Plan.

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### MANDATE

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As representatives of the community, the mandate of Community Safety Plan - Advisory Task Force is to provide the Community Safety Committee and Division with input from the community on ways in which, to implementing the goals and objectives of the Community Safety Plan and other related community safety issues.

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### MEMBERSHIP

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The members of this Advisory Task Force are appointed by City Council, in accordance with Council Policy 1014 - "Advisory Body Appointments". There are up to ten members on the Task Force. Members will be canvassed from the following areas:

From the general public:

- representative for youth
- representative for seniors
- four at-large representatives who are residents of Richmond

From specific areas of the community:

- representative from the business community
- representative from the Council of Community Associations
- representative from the Richmond Committee on Disability
- representative from RCMP Community Consultative Groups

City Council may, at any time, appoint a member of Council to act as liaison to a Task Force, or to act as a full Task Force member.

The term of the Task Force appointment will be for the duration of the development of the Divisional Plan, which is expected to be completed by June 2002.

Task Force members are selected "at large", and are to represent the interests of the entire City. They are not selected to act as advocates for the group they are selected from.

The Task Force Chair will be chosen by Council.

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#### MEETINGS

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Meetings will be at the call of the Chair. It is expected that meeting days and times will be established based upon the issue being addressed and after consultation with Committee members.

If a member is absent for two consecutive meetings, without the consent of the Chair, the member will be deemed to have resigned, and a confirmation letter will be sent to that member.

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#### OBJECTIVES

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With the assistance of staff, develop and implement a plan to:

1. As representatives of the community to provide input to the Community Safety Committee and Division on the Community Safety Plan, commenting on the goals and objectives as they relate to community needs and issues.
2. Increase awareness in the community, of the Community Safety Division and the goals and initiatives contained in the Community Safety Plan.
3. Provide the community with a public forum within which to:
  - a) discuss the Community Safety Plan and associated issues
  - b) determine the level of people's preparedness in the event of different types of emergencies
  - c) determine the community's perception of how well the Community Safety Division is performing

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#### PROCEDURES

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The Manager, Divisional Programs from the Community Safety Division will be appointed to be a liaison between the Task Force and the Community Safety Division's management team.

The Task Force will receive administrative staff support services from the Community Safety Division, for the preparation of agendas and minutes.

If appropriate, Task Force meetings will be advertised in the City Notice Board and on the City Website, with an invitation to the public to attend.

The minutes of Task Force meetings will be sent to the Community Safety Committee for information. The Chair of the Task Force will represent the Committee's interests to the Community Safety Committee, and make presentations on Task Force reports to the Community Safety Committee as appropriate.

The Task Force will develop a Work Plan, with staff assistance, based upon the stated objectives. The Work Plan will include any budget requests identified by the Task Force.

The Task Force will provide a concluding report regarding the work and processes of the Task Force, which will be submitted to the Community Safety Committee.

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QUORUM

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A quorum shall exist if the majority of the membership is present (more than fifty percent).