



**To:** Community Safety Committee

**Date:** March 25, 2002

**From:** Shawn Issel  
Manager, Divisional Programs

**File:** -

**Re:** Community Safety Divisional Plan – Phase II

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**Staff Recommendation**

That the option recommended by staff in the attached report regarding the formation of a Community Safety Division Plan – Advisory Task Force be approved.

Shawn Issel  
Manager, Divisional Programs

Att. 1

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

## Staff Report

### Origin

When the Community Safety Division was created Spring, 2001 staff were directed to develop a long term plan to address Council's expectations for a more coordinated approach to service delivery, increased accountability and community input.

Phase I of the Divisional Plan, presented to the October 10, 2001 Community Safety Committee meeting outlined the long term goal, guiding principles and initiatives identified by the management team in support of the Council's direction. Highlights of those initiatives are reported to Committee through staff reports or the Division's Quarterly report.

Phase II of the plan focused on the need for input from the community. In order to refine and focus strategies staff needed to find out the community's perceptions and issues, individual's level of preparedness, and awareness of the Community Safety Division.

The two initiatives identified by staff for gaining community input were to conduct focus group sessions and the appointment of a Community Safety Plan – Advisory Task Force. This report provides an update to Community Safety Committee on these two initiatives.

### Analysis

#### Focus Group Sessions

Community input is important in determining what a 'safe city' looks like. As part of the development of the Divisional Plan, staff planned a series of the focus group sessions to find out what different segments of the community thought about safety.

A presentation of the findings from these sessions will be given to the Community Safety Committee at the April 9, 2002 meeting.

#### Community Safety Plan – Advisory Task Force

At the January 28, 2002 Council Meeting the following resolution was carried:

- 1) *That a representative recommended by the School District be included as a standing member of the Community Safety Plan Advisory Task Force;*
- 2) *That the Terms of Reference for the Community Safety Plan – Advisory Task Force (attached to the report dated December 14th, 2001, from the Manager, Divisional Programs), be approved; and*
- 3) *That staff proceed with the recruitment of members to the Community Safety Plan – Advisory Task Force.*

In February a notice was placed in local papers advertising the formation of this Advisory Task Force and inviting members of the public to apply. In addition, letters were sent to specific areas in the community inviting representation.

The purpose of this Advisory Task Force (*Attachment 1*) was to develop and implement a strategy to increase awareness of the Community Safety Division, provide the community with a public forum, and to provide input to the Community Safety Committee and Division on the goals and objective of the Community Safety Plan.

To date we have received seven applications – six from the general public and one from the Richmond Committee on Disability. Given the number of applications this strategy may be difficult to realize. There are several options available:

<b>Options</b>	<b>Comments</b>
A. Modify the scope and focus of the strategy Talk to the applicants to determine interest Appoint suitable candidates for membership	There is an opportunity to gain the perspective of members in the community in developing a strategy Candidates may no longer be interested in participating
B. Dispense with the concept of an Advisory Task Force Formulate other strategies to receive community input	The Division would look at developing a communications strategy with staff resources
C. Have a renewed call for members	This could delay the strategy until the fall

Summary

Staff recommends Option A, the findings from the focus group session indicate a need for a communications strategy directed to the community. However, if the current applicants were not interested with this change in focus, then staff would recommend dispensing with an Advisory Task Force rather than having a renewed call for membership. The communications strategy would then be developed and implemented by staff.

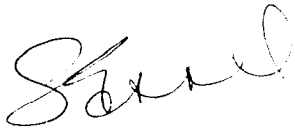
**Financial Impact**

There are no financial costs associated with these recommendations.

**Conclusion**

The focus group sessions held in January indicate people feel Richmond is a safe community to live and work in. From this it can be assumed that the Division's Plan is addressing the overall needs of the community.

A communications strategy will be developed to address the specific findings from the focus groups. This will be accomplished either through the appointment of a Community Safety Plan – Advisory Task Force or with existing staff resources.



Shawn Issel  
Manager, Divisional Programs

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# 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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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 to implement 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 the Richmond School District
- 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).