



**CITY OF RICHMOND**

**REPORT TO COMMITTEE**

**TO:** Community Safety Committee

**DATE:** September 27, 2001

**FROM:** Sandra Tokarczyk  
Manager, Community Bylaws

**FILE:** -

**RE:** Community Safety Division - Statistics

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**STAFF RECOMMENDATION**

That the Community Safety Committee receive this report for information.

Sandra Tokarczyk  
Manager, Community Bylaws

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

## STAFF REPORT

### ORIGIN

In April of 2001 an internal Community Safety Statistics team was formed to work on the Community Safety Division's statistics (data collection and analysis). Each of the departments within the Division are represented on this team, they are:

Community Bylaws	Sandra Tokarczyk
Divisional Programs	Shawn Issel
Emergency/ Environmental Programs	Suzanne Bycraft
Fire Rescue	Rick Stene
RCMP	Davis Wendell/Jim Provost

This resource team is one of many in Community Safety that are working to further enhance the Community Safety Division. **Attachment 1** depicts the planning process for the Divisional Plan of which one component is the Data Collection and Analysis.

This report addresses *only* the "Data Collection and Analysis" component however, it is recognized that the work completed in each of the other components of the planning process is linked to, and in some way, affects the work of the Statistics Team. The products we produce will continue to change as the direction and information needs of the new Community Safety Division evolve.

The Statistics Team have reached a point where we would like to share our thoughts and demonstrate one of the products – the new Quarterly Report.

### ANALYSIS

#### Information Stakeholders & Products

**Attachment 2** identifies the Community Safety Division's main information stakeholders (column 1), the type of products they are likely to want (column 2), and key target dates. This chart will guide the future activities of the Community Safety Statistics Team.

#### New Quarterly Report

The first priority was to re-work the various Community Safety Departmental reports into a meaningful and interesting presentation to the Community Safety Committee of Council. A maximum presentation time of 15 minutes was used as a guide.

A quarterly versus monthly report format was preferred with a variety of presentation tools being incorporated into the new presentation. The report is broken into three main headings:

**Divisional Highlights:** Relates to the Community Safety Division 2001-2003 Plan (Divisional Participation Plan) and identifies what we have done in the reporting quarter and what we are going to do in the next quarter (with time frames). Specific emphasis is being given to reporting on items which demonstrate how our division is working together.

**Notable Events:** Relates to single department events, presenting a balance of interesting, notable and timely items. Where possible photographs; anecdotal information; graphs or charts would be presented. Graphs or charts would contain accurate data, be consistent in their presentation, and have been interpreted for meaning and message.

**Operational Trends:** Demonstrates a selected operational trend through the use of the GIS. Can also include graphs and charts to supplement the visual trend information. An overview of what we are doing about this particular trend is presented verbally. The first trend presented on October 10<sup>th</sup> will be grow ops. Paper printouts of the quarterly report presentation will be circulated at the meeting.

FINANCIAL IMPACT

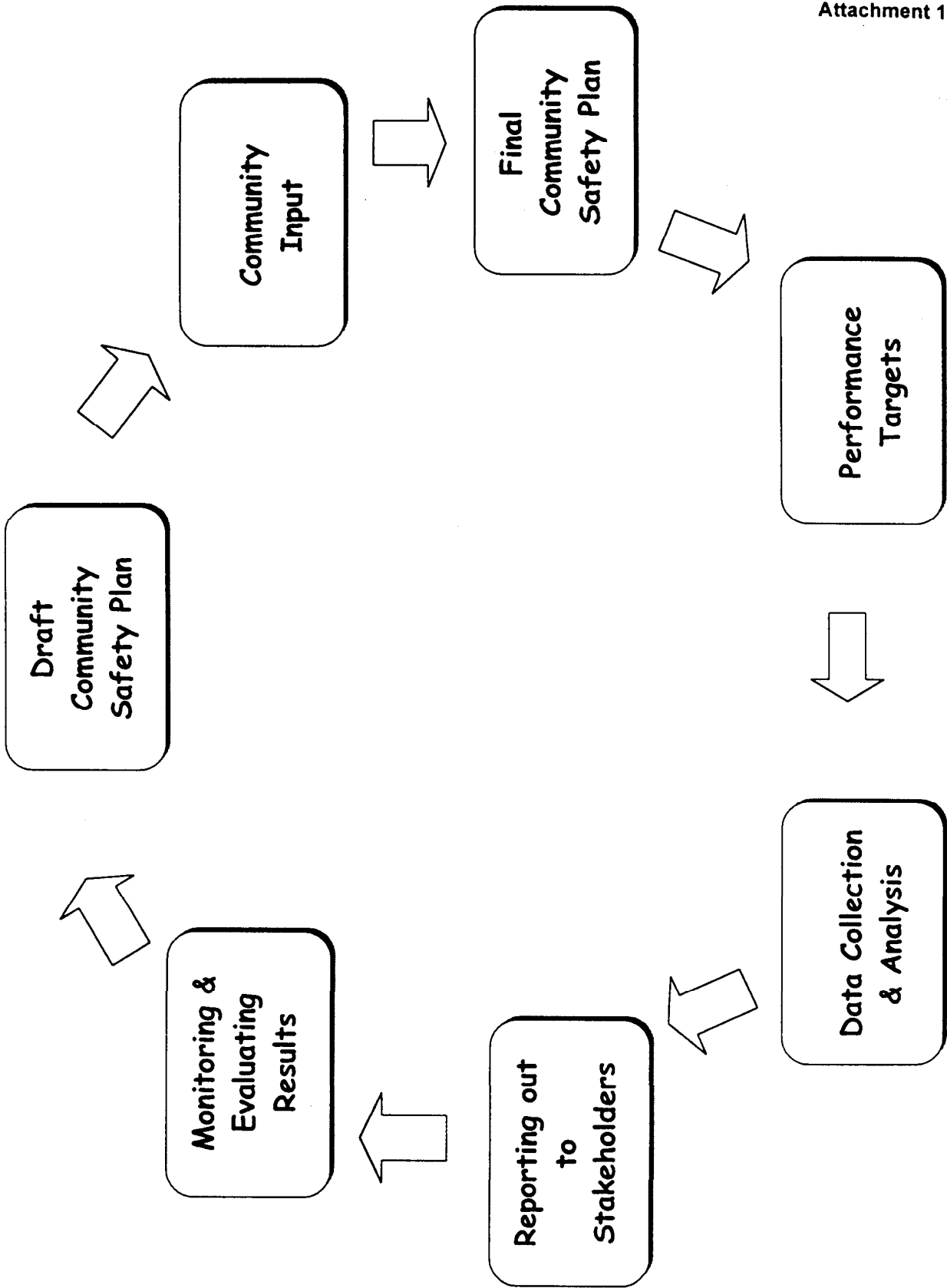
None.

CONCLUSION

The Community Safety Division Quarterly Report is a new initiative. We envision the report as an information tool for the Community Safety Committee of Council. We are seeking Committee's input regarding the kinds of information being presented along with the computer tools used to present the information.



Sandra Tokarczyk  
Community Safety Statistics Team



Stakeholder	Product	Target
Community Safety Committee of Council	<p><b><u>Quarterly Reports</u></b></p> <p>3<sup>rd</sup> Quarter Report Sample Presentation for Comment</p> <p>4<sup>th</sup> Quarter Report Amended to reflect any Community Safety Committee feedback from October 10 meeting.</p> <p>Quarterly Reports presented the 2<sup>nd</sup> Tuesday of: January; April; July; &amp; October</p>	<p>October 10, 2001</p> <p>January 8, 2002</p>
Citizen's Advisory Committee on Community Safety	<p><b><u>Product TBA</u></b></p> <p>Once the new Advisory Committee has been formed, the issue of their information needs will be discussed.</p>	<p>TBA</p>
Community Safety Managers	<p><b><u>Quarterly Data Analysis / Trend Meetings</u></b></p> <p>Create a geographic format using the City's GIS (geographic information system) that will allow the Community Safety Managers to: analyze data that is extracted from various internal and external data sources; identify &amp; present important trends; ask specific "what if" questions;</p> <p><b><u>Workshop on GIS Innovations</u></b></p> <p>Presentation of opportunities for the use of GIS into community safety day-to-day operations.</p> <p><b><u>Operational Data Analysis</u></b></p> <p>Departmental data strategies to be completed. Includes determining data analysis and related needs (access to existing or additional information, software, hardware, staff and/or training). Consolidate needs for a divisional approach.</p>	<p>Long Term – requires the creation of a plan to address Community Safety's Data needs on the GIS.</p> <p>Includes the creation of a data foundation; populating the system with pertinent data; addressing hardware, software; training and resources requirements.</p> <p>Quarterly meetings held 3<sup>rd</sup> week of January; April; July; and October (starting 3<sup>rd</sup> week of October 2001)</p> <p>April 2002</p> <p>August 31, 2002</p>

Stakeholder	Product	Target
<p>Individuals (Resident, businessman, visitor, potential new resident)</p>	<p><b><u>www (web)</u></b></p> <p>Identify data that these types of individuals would like to access via the web. Discuss ideas with each type of individual group. then Prototype one neighbourhood area (using GIS) in conjunction with new Neighbourhood Service Delivery Program.</p> <p>Gather data and develop framework (eg. safety report card, safety bulletins, education, volunteering, prevention, enforcement) for presentation on web.</p>	<p>Oct/Nov 2001 (kick off after election, preparation work starting now)</p> <p>Co-ordinate gathering of individual information needs through the Communications Strategy feedback sessions (early 2002).</p> <p>Target date TBA</p>
<p>Community at Large</p>	<p><b><u>Regular Hard Copy Report</u></b></p> <p>Identify: the data that the community at large would like to see from the Community Safety Division; frequency and delivery mechanism. This would include performance measurements.</p>	<p>This component will be co-ordinated as part of Communications Team in the Fall 2001.</p>