



REPORT TO COUNCIL

**TO:** Richmond City Council  
**FROM:** Councillor Bill McNulty, Chair  
Community Safety Committee  
**DATE:** October 16, 2001  
**FILE:** 0100-20-CACP1-01  
**RE: COMMUNITY SAFETY ADVISORY STRUCTURE**

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The Community Safety Committee, at its meeting held on Tuesday, October 16, 2001, considered the attached report, and recommends as follows:

COMMITTEE RECOMMENDATION –

- (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 Forces.*

Councillor Bill McNulty, Chair  
Community Safety Committee

Attach.

## STAFF REPORT

### ORIGIN

The Community Safety Committee, with input from the Citizens' Advisory Committee on Policing, (CACP), and staff, has been addressing the issue of an advisory structure, for the recently created Community Safety Division. Two staff reports and one report from the CACP, have been filed on the issue.

At the Community Safety Committee meeting, October 10<sup>th</sup>, the following resolution was approved:

*Refer the issue to the General Manager, for a report, and recommendations that are sensitive to the interests of this committee, and that take into account the material presented by the Advisory Committee.*

This report addresses the above referral, by summarizing all the options under consideration, (in an abbreviated format), and presents a recommendation.

### ANALYSIS

In two previous reports, Committee considered four possible models for addressing the advisory function. These models are represented by the graphic on Attachment 1. Council selected Option 1 "in principle", subject to receiving comments from the CACP. Those comments were presented to Committee on October 10<sup>th</sup>.

At the October 10<sup>th</sup> Committee meeting, the General Manager indicated that another option had been identified following a discussion of the issue with TAG and the CAO, and that he would include it in the referral report. The additional option provides that advice be sought using "Advisory Task Forces". The essence of this option is embodied in the following points:

#### **Advisory Task Forces:**

- Would be issue based, and would be created to address defined issues
- Would have a specific mandate
- Would have set start and finish dates
- Would have a membership appropriate to the issue being addressed

In discussing the notion of Advisory Task Forces with TAG and the CAO, it became evident that this option had favour with members of Council in the past, and should be considered as an option for the Community Safety Division.

In considering the five options, the Advisory Task Force approach seems to have a lot of merit. Unfortunately, it has not been attempted so we have no direct experience of it's efficacy. Given Committee's approval to move to Phase 2 of the Community Safety Divisional Plan, (which contemplates some community involvement), staff feel it would be an excellent opportunity to "test drive" the approach. There would be little peril in taking this approach, because Committee could implement any of the other options at any time.

In consideration of the possibility of a pilot project to try the Advisory Task Force approach, two projects have been identified:

- The public involvement associated with our current community safety buildings initiative, and
- The public involvement associated with Phase 2 of the Divisional Plan

Staff has prepared some generic terms of reference for the Advisory Task Force model, (Attachment 2). If Committee favour this approach and approve the recommendation, staff will prepare specific terms of reference for each Advisory Task Force, as they are required. A report on the effectiveness of the Task Force approach will be submitted following the pilot project.

Committee questioned whether or not the needs and requirements of the RCMP for community consultation are met with the models presented to date. The answer is yes. The police chief also has the authority to establish his own advisory structure should he feel it is required. However, he has advised that any of the proposed models meet his needs for community consultation.

Committee questioned whether or not Option 2 could be implemented. This provides for an Advisory Committee and the immediate creation of a Policing sub-committee. The answer is yes. Staff's earlier report identified that there might be merit in not creating any sub-committees initially, recognizing that the terms of reference for the Advisory Committee on Community Safety provided that they could create sub-committees as and when they felt they were required.

The 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:

- We have provided that all the members of the current CACP will be invited to submit their names for consideration by Council, as part of the selection process for one of the above noted Advisory Task Forces.
- Additionally, given the phased implementation of the Community Policing model, the Police Chief has indicated he may create an advisory group to his office, to ensure city-wide community input, as an interim measure, until the creation of the Consultative Groups associated with future COPS stations.
- Volunteers associated with other policing initiatives, such as "SpeedWatch", Blockwatch etc., are not impacted by changes to the advisory structure. These programs will continue unaffected.

There was discussion at committee about the details of the selection process for the advisory structure. Given a move to the Task Force approach, it is noted that there are three opportunities to address the make-up of the Task force.

- The first is in the newspaper advertising inviting participation. The ads would outline in some detail any specific needs of the project or any required skills that might be preferred, (if any).
- 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.

Council Policy 1014 – Advisory Body Appointments, was used to developed the following timeline, which reflects key dates in the process for the implementing the Advisory Task Force.

Action	Completion Date
Advisory Task Force recommendations approved by Council	October 22, 2001
Letter of thanks to members of the outgoing Citizens' Advisory Committee on Policing	October 29, 2001
Advertise for candidates as part of the year end advisory committee appointment process	November, 2001
Short-listing of Candidates by General Manager, Community Safety	December, 2001
Report to Closed Community Safety Committee recommending appointments to the Advisory Task Force	January, 2002
Successful and unsuccessful Candidates informed of Council decision	January, 2002
First meeting of Advisory Task Force	February, 2002

**FINANCIAL IMPACT**

There will be no financial impact as a result of creating this new Advisory Committee.

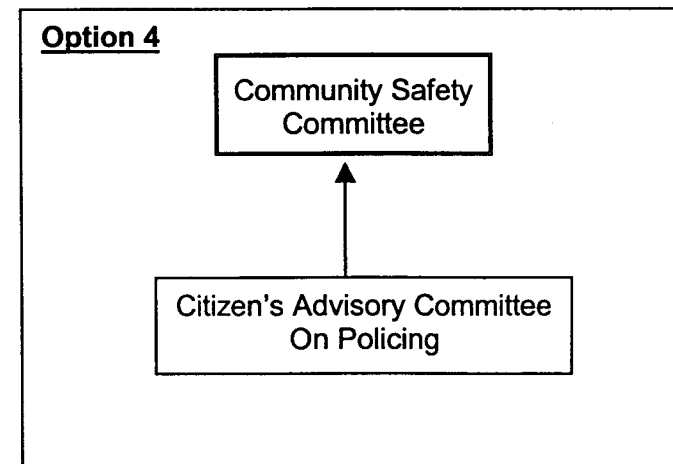
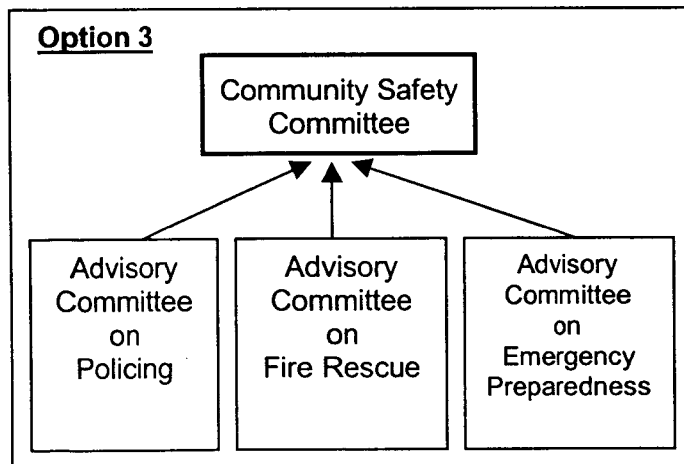
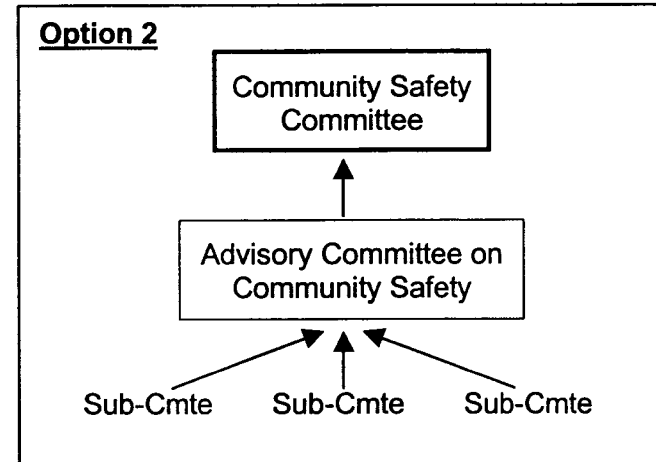
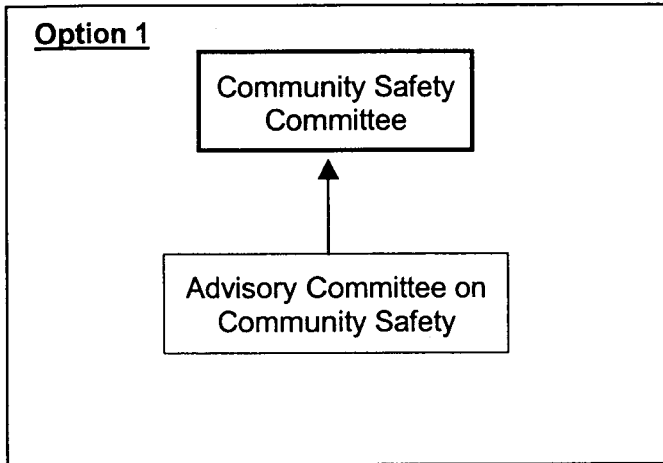
**CONCLUSION**

The creation of an Advisory Task Force for Phase 2 of the Divisional Plan is consistent with Council's vision for community safety, and is intended to augment the Community Safety Division by providing for appropriate community input into the development of new strategies and initiatives.



C. M. Gale, P.Eng  
 General Manager, Community Safety

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# TEMPLATE

## TERMS OF REFERENCE

### COMMUNITY SAFETY ADVISORY TASK FORCE

#### BACKGROUND

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 a Community Safety Advisory Task Force is intended to augment Council's vision for public safety, by providing for direct community input on a specific issue.

#### PURPOSE

The purpose of a Community Safety Advisory Task Force is:

- to act as an advisory body to the Community Safety Committee of Council and to management staff of the Community Safety Division.
- To provide and promote forums for community discussions

regarding the issue specified.

#### MEMBERSHIP

The members of the Community Safety Advisory Task Force are appointed by City Council, in accordance with Council Policy 1014 – “Advisory Body Appointments”. There are generally between 8 – 12 members on a Task Force. Members will be canvassed from the following areas as appropriate for the issues being addressed:

From the general public:

- representative for youth
- representative for seniors
- 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 appointments will be based upon the start and finish dates of their assigned project.

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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1. To provide advice regarding a specific community safety issue to the Community Safety Committee to Council, and to the management team of the Community Safety Division.
2. To provide the community with a public forum, within which to discuss the specific issues.
3. To increase awareness of the specific issues within the community, and to act as an advocate for issues when required to do so.

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#### PROCEDURES

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A staff representative 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 based upon the specified issue. 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).