

**COMMUNITY SAFETY AND WELL-BEING PLANNING:  
The Municipalities of Bruce and Grey**

**STEERING COMMITTEE – TERMS OF REFERENCE**

<p><b>Background &amp; Context</b></p>	<p>New legislative amendments outlined under Part XI, Section 143 of the current Police Services Act (1990) mandates every municipal council to prepare and adopt a Community Safety and Well-Being Plan (CSWBP). This new legislative requirement for CSWBP came into force on January 1, 2019, and municipalities have two years from this date to prepare and adopt a plan (i.e. by January 1, 2021) [s. 143 (3)]. Under the legislation [s. 4 (1)], the responsibility to prepare and adopt a CSWBP applies to: single-tier municipalities; lower-tier municipalities in the County of Oxford and in counties; and regional municipalities, other than the County of Oxford. Municipalities have the discretion and flexibility to develop joint plans with surrounding municipalities or First Nations communities [s. 143 (2)], and a group of municipal councils that are jointly preparing a community safety and well-being plan shall jointly establish and consult with a single advisory committee [s. 145 (2)].</p> <p>The Steering Committee (SC) has been convened to facilitate the work of the Advisory Committee, and to oversee the work of the Coordinator facilitating the creation of the Bruce and Grey Community Safety and Well-Being Plan. In addition to the SC the model includes:</p> <ul style="list-style-type: none"> <li>• An Advisory Committee established to direct Bruce and Grey's model for collaboration, planning and action to strengthen how the human service system works together to enhance the safety and well-being of Bruce and Grey residents; and</li> <li>• Action Tables established in partnership with the community to address key safety and well-being issues at a community, municipal, regional and/or system level.</li> </ul>
<p><b>Goals &amp; Purpose</b></p>	<p>Fighting crime head-on is only one part of the equation: the root causes of crime and complex social issues also need to be addressed by focusing on social development, prevention and risk intervention. Community safety and well-being cannot rest solely on the shoulders of the police. It is a shared responsibility by all members of the community and requires an integrated approach to bring municipalities, First Nations and community partners together to address a collective goal. Breaking down existing silos and encouraging multi-sectoral partnerships are essential in developing strategies, programs and services to help minimize risk factors and improve the overall well-being of our communities. Effective crime prevention methods that will improve the quality of life for all need to be developed</p> <p>This type of planning requires less dependence on reactionary, incident-driven responses and re-focusing efforts and investments towards the long-term benefits of social development, prevention, and in the short term, mitigating acutely elevated risk. It necessitates local government leadership, meaningful multi-sectoral collaboration, and must include responses that are centered on the community, focused on outcomes and evidence-based (i.e., derived from or informed by the most current and valid empirical research or practice). It is</p>

	<p>important to note that although there is a need to rely less on reactionary, incident-driven responses, there continues to be a strong role for the police, including police services boards, in all parts of the planning process.</p> <p>The ultimate goal of this type of community safety and well-being planning is to achieve sustainable communities where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression. The success of society is linked to the well-being of each and every individual.</p>
<p><b>Role &amp; Responsibilities</b></p>	<p>The Advisory Committee will exercise its system planning capacities to enhance the safety and well-being of Bruce and Grey residents. It will perform the following key roles:</p> <ul style="list-style-type: none"> <li>• Leading community engagement sessions to inform the development of the plan (supported by the Coordinator).</li> <li>• Determining the priorities for the plan, including references to risk factors, vulnerable populations and protective factors.</li> <li>• Ensuring outcomes are established and responsibilities for measurement are in place, and approving performance measure by which the plan will be evaluated, as well as the schedule and processes used to implement them.</li> <li>• Ensuring each section/ activity under the plan, for each priority risk, is achievable.</li> <li>• Ensuring the right agencies/ organizations and participants are designated for each activity.</li> <li>• Supporting participating municipalities to prepare, adopt, implement, monitor, evaluate and report on the plan.</li> <li>• Aligning implementation and evaluation of the plan with the municipal planning cycle and other relevant sector specific planning and budgeting activities to ensure alignment of partner resources and strategies.</li> <li>• Setting a future date for reviewing achievements and developing the next version of the plan.</li> <li>• Thinking about ways in which the underlying structures and systems currently in place can be improved upon to better enable service delivery.</li> </ul>
<p><b>Membership</b></p>	<p>The Steering Committee is comprised of:</p> <ul style="list-style-type: none"> <li>• organizations that have broad system planning accountability in the human service system specifically related to community safety and well-being.</li> </ul> <p>Membership on the SC is as follows:</p> <ul style="list-style-type: none"> <li>• Bruce County Human Services</li> <li>• Grey Bruce Health Unit</li> <li>• Grey County Social Services</li> <li>• Police Services</li> <li>• Victim Services Bruce Grey Perth</li> </ul>
<p><b>Objectives &amp; Performance Measures / Roles &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Supporting the Advisory Committee in making informed strategic decisions, thereby expediting collaborative decision making and action.</li> <li>• Providing direction to the Coordinator, including: reviewing and monitoring the work plan; prioritizing the work and resources of the Coordinator; providing</li> </ul>

	<p>logistical and operational support; and providing input and context related to work plan implementation.</p> <ul style="list-style-type: none"> <li>• Linking the work of the CSWBP Project to other community projects and initiatives</li> <li>• Reviewing and approving key documents before distribution to the Advisory Committee and/or community.</li> </ul>
<p><b>Logistics &amp; Process</b></p>	<p><b>Facilitator:</b> Coordinator (non-voting)</p> <p><b>Operational Support:</b> The SC will be supported by the Coordinator.</p> <p><b>Meetings:</b> The SC will meet before and after Advisory Committee meetings for planning and action purposes, as well as monthly when AC meetings do not occur. The location of meetings will be mutually agreed upon by members, and teleconference capabilities will be available.</p> <p><b>Meeting Materials:</b> The SC meeting agenda and associated materials will be drafted by the Coordinator, and will be sent out to members at least three (3) business days in advance of meetings. Minutes and associated documents will be sent out within one (1) week following each meeting to the SC, and within two (2) weeks to the AC. Minutes are intended to capture attendance/regrets, decisions made, and future action to be taken. Minutes are not intended to accurately reflect the fullness of discussions held at the meetings. SC members are responsible for reviewing and editing the minutes and approving distribution to the AC.</p> <p><b>Decision Making &amp; Quorum:</b> The SC will endeavour to make all decisions by consensus. If a consensus cannot be reached, the matter will be brought to a vote and must receive a majority of the votes (50% + 1) of the SC members present at the meeting. Each participating organization/group on the Steering Committee is entitled to one (1) vote via the primary member or delegate. Quorum is a majority of the voting members (60% or 3).</p>