



**COMMUNITY AND CORPORATE
SERVICES MEMORANDUM
MAY 29, 2024**

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TO: MAYOR A. NUTTALL AND MEMBERS OF COUNCIL

FROM: D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

NOTED: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RE: MOTION 24-G-116 – COMMUNITY SAFETY AND WELL BEING PLAN COMMITTEE

DATE: MAY 29, 2024

The purpose of this memorandum is to provide responses to the questions raised during and after the General Committee held on May 8, 2024, concerning the Community Safety and Well Being Plan Committee and its mandate.

The following are the questions and responses:

- Q.** If more than two members of Council are interested in sitting on the Committee, can that be accommodated?
- A.** Yes. The composition of the Committee could be amended to allow for more than two members of Council.
- Q.** Could a discussion about which members of Council to appoint to the Committee occur in closed session?
- A.** No. A discussion of which members of Council are appointed doesn't fall into the permitted categories for a closed meeting discussion as it isn't anticipated to be a discussion of personal information about an individual.
- Q:** What informed the objectives of the Community Safety and Well-being Plan Committee included in the draft Terms of Reference?
- A.** The objectives of the Committee in the proposed Terms of Reference were prepared in accordance with the requirements of the *Community Safety and Policing Act, 2019*. Section 251 of the Act requires a community safety and well-being plan to:
- “(a) identify risk factors in the municipality or First Nation, including, without limitation, systemic discrimination and other social factors that contribute to crime, victimization, addiction, drug overdose and suicide and any other risk factors prescribed by the Minister;
 - (b) identify which risk factors the municipality or First Nation will treat as a priority to reduce;
 - (c) identify strategies to reduce the prioritized risk factors, including providing new services, changing existing services, improving the integration of existing services or coordinating existing services in a different way;
 - (d) set out measurable outcomes that the strategies are intended to produce;
 - (e) address any other issues that may be prescribed by the Minister; and
 - (f) contain any other information that may be prescribed by the Minister.”

Section 255 of the Act identifies that the same requirements apply to the revision of a community safety and well-being plan.



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Q: Is the purpose of the Committee to review the existing plan and only make revisions to the existing plan or can it be a net new plan?

A. Ontario Regulation 414/23 under the new *Community Safety and Policing Act, 2019* requires a municipality to “review and if appropriate, revise its community safety and well-being Plan before July 1, 2025”. The regulation does not identify a limit to the extent of the revisions. Given the passage of time, the specific risk factors, their prioritization, and the strategies to reduce the risk factors, may have changed. Depending on the extent of the changes to these matters, it may result in a new plan rather than smaller revisions. The extent of any revisions may also be impacted by the amount of work that can be completed before the July 1, 2025 deadline for the publication of the revised plan.

As the existing Plan's title identifies it as a 2021 to 2024 Plan, changing the timeframe of the plan would be, at a minimum, an appropriate revision.

Q: What is the term or length of the revised/new Plan?

A. Ontario Regulation 414/23 requires that after the initial review and any revisions by July 1, 2025, “subsequent reviews and revisions must be completed within every four years thereafter”. As a result, a plan would not be able to exceed four years. The legislation does not prohibit a municipality from having a shorter plan. It would be possible to align the plan with the current term of Council, if desired.

Q: Why was the word “may” used in reference to the frequency of the meetings held after the plan has been reviewed and any revisions made?

A. It is recommended that the Committee continue to meet after the reviewed and revised plan is adopted by Council. The purpose of these meetings would be to provide oversight of the strategies and measurable outcomes of the plan. As the specific strategies and measurable outcomes of the plan are not known at this time, the frequency of meetings required is also unknown. It is unlikely that this Committee would require the monthly meetings that are identified in the draft Terms of Reference for the review and revision of the plan, once it moves to the oversight of reporting on outcomes stage. The word “may” was intended to allow for flexibility in the scheduling of the oversight meetings. Should there be a desire to provide greater clarity, the Terms of Reference could be amended to replace paragraph 1 under Section 6: Meetings in Appendix “A” with the following:

“The Community Safety and Well-being Plan Committee meetings shall generally be scheduled monthly during the period of the review and any revisions to the Plan, and additional meetings may be scheduled at the call of the Chair. Once a plan is approved, Community Safety and Well-being Plan Committee meetings shall continue, with the scheduling of such meetings to be at the call of the Chair. At a minimum, the Chair shall call meetings semi-annually of the Committee.”

The author of the Staff Report and memorandum on this matter is unable to attend the May 29, 2024, meeting. Should General Committee have additional questions or require additional information, it may wish to defer this matter to a future meeting.