

## APPENDIX C



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### **Community Safety and Well-Being Planning Advisory Committee Terms of Reference**

#### **Preamble:**

Legislative amendments to the Police Services Act, 1990 came into effect on January 1<sup>st</sup>, 2019. These amendments require every municipality to prepare and adopt a community safety and well-being plan.

As part of the Provincial legislation, municipalities are required to develop and adopt community safety and well-being plans working in partnership with a multisectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services and children/youth services. This approach allows municipalities to take a leadership role in defining and addressing priority risks in the community through proactive, integrated strategies that ensure vulnerable populations receive the help they need from the providers best suited to support them.

Municipal Councils of the Township of Blandford Blenheim, Township of East Zorra-Tavistock, Town of Ingersoll, Township of Norwich, Town of Tillsonburg, City of Woodstock, Zorra Township and Township of South-West Oxford passed resolutions which declare that community safety and well-being is a priority in Oxford County, and initiated a collective commitment to work together in the development of the Oxford County Community Safety and Well-being Plan.

#### **Mandate:**

The primary directive of the Community Safety and Well-being Planning Advisory Committee is to advise and inform the Community Safety and Well-being Planning Coordinator and the Coordinating Committee as they examine the County's risk factors, vulnerable groups and the protective factors needed to reduce harm and to enhance safety and well-being for all Oxford County residents.

**Duties:**

Duties of the Advisory Committee include, but are not limited to, the following:

- Conduct community engagement sessions to inform the development of the plan;
- Determine the priorities of the plan, including references to risk factors, vulnerable populations and protective factors;
- Ensure outcomes are established and responsibilities for measurement are in place and approving performance measures by which the plan will be evaluated, as well as the schedule and processes used to implement them;
- Ensure each section/activity under the plan, for each priority risk, is achievable;
- Ensure the right agencies/organizations and participants are designated for each activity;
- Evaluate and monitor the plan;
- Align implementation and evaluation of the plan with the municipal planning cycle (annually) and other relevant sector specific planning and budgeting activities to ensure alignment of partner resources and strategies;
- Set a future date for reviewing achievements and developing the next version of the plan;
- Think about ways in which the underlying structures and systems currently in place can be improved to better enable service delivery;
- Develop and undertake community engagement to build on the members' awareness of local risks, vulnerable groups and protective factors;
- Develop and maintain a dynamic data set, and ensuring its ongoing accuracy as new sources of information become available;
- Determine the priority risk(s) that the plan will focus on based on available data, evidence, community engagement feedback and capacity;
- After priority risks have been identified, all actions going forward should be designed to reduce these risks, or at least protect the vulnerable groups from the risks;
- Based on community capacity, developing an implementation plan or selecting, recruiting and instructing a small number of key individuals to do so to address the selected priority risk(s) identified in the plan.

**Membership:**

The Oxford County Community Safety and Well-being Planning Coordinator and Coordinating Committee is responsible for the recruitment of the Advisory Committee. The Advisory Committee should consist of the following representation, at a minimum:

- An employee of at least one of the participating municipalities (Coordinating Committee Vice-Chairs);
- A person who represents the education sector;
- A person who represents the health/mental health sector;
- A person who represents the community/social services sector;
- A person who represents the children/youth services sector;
- A person who represents an entity that provides custodial services to children/youth;

- A person who represents the police service board and/or Detachment Commander.

Individual members selected to the Advisory Committee will ideally have the authority to make decisions on behalf of their respective agencies/organizations regarding resources and priorities, or will be empowered to do so for the purposes of developing the plan. Recruitment to the Advisory Committee will be reflective of the diverse make-up of the community and will give consideration to the following:

- The individual's knowledge/information about the risks and vulnerable populations in the community;
- Lived experience with risk factors or part of a vulnerable group in the community;
- Understanding of protective factors needed to address those risks;
- Experience developing effective partnerships in the community;
- Experience with ensuring equity, inclusion and accessibility in their initiatives; and
- A proven track record advocating for the interests of vulnerable populations.

Community Safety and Well-being Planning Coordinator will act as the Chair of the Advisory Committee. The roles and responsibilities of the Chair include:

- Chair Advisory Committee meetings;
- Prepare and circulate meeting agendas;
- Act as a liaison between the Advisory Committee and the Coordinating Committee; and
- Facilitate the work towards the fulfillment of the mandate and development of the Community Safety and Well-being Plan for the lower tier Municipalities of the County of Oxford.

### **Meetings:**

Following the recruitment of the Advisory Committee, the Community Safety and Well-being Planning Coordinator and the Coordinating Committee will host a general information meeting. This meeting will allow all members to become acquainted with each other, discuss roles and responsibilities, develop a meeting schedule and action plan. Tasks may be assigned to individual members to bring forward at the following meeting.