

THUNDER BAY CRIME PREVENTION COUNCIL

TERMS OF REFERENCE

Approved by Crime Prevention Council on March 20, 2019

Accepted at Committee of the Whole on April 29, 2019

Ratified by City Council on May 13, 2019

1. Name of Committee

The Committee shall be named the Thunder Bay Crime Prevention Council (CPC).

2. Background

The CPC was established in 2010 at the direction of City Council. A City Council Ad-Hoc Committee was established to review crime prevention models. The Committee recommended – and City Council agreed – that Thunder Bay establish a community-based Crime Prevention Council.

The City is providing administrative leadership by establishing and funding the position of Coordinator and program direction comes from the CPC as a whole. The Coordinator is administered through Corporate Strategic Services, a Division of the City Manager's Office.

On January 1, 2019, the Ontario Government passed legislation mandating municipalities to develop and implement a Community Safety & Well-Being (CSWB) Plan. On March 11, 2019, Thunder Bay City Council passed a resolution appointing the Crime Prevention Council as the Advisory Committee to coordinate and implement this work. This positions the City of Thunder Bay well to meet deadline of January 1, 2021 for a new Community Safety & Well-Being plan.

3. Resources and Finances

The Coordinator and Office requirements are included in the City's Operating Budget through Corporate Strategic Services. Opportunities and sources for funding will be explored on an ongoing basis. We will also review and provide support for other funding applications by community partners that are relevant to our vision, mission and guiding principles.

4. Objectives

According to its mandate, the CPC specifically will:

- Develop and recommend to City Council a comprehensive and inclusive Community Safety & Well-being Plan and Annual Implementation Plan.
- Assist in and monitor implementation of the Plan.

- Compile a community profile to track the risk factors and trends of crime and disorder in Thunder Bay and identify community strengths and weaknesses based on evidence to allow for analysis and priority setting. Update every four years.
- Incorporate consultation with the broader community and organizations and agencies involved in community safety and well-being.
- Report to City Council and the community of Thunder Bay on areas of action and progress.
- Encourage and promote creativity, innovation and partnerships in community safety and well-being.
- Act as a catalyst for implementation of measurable projects, for both the short and long term, that addresses the risk factors of crime and increases protective factors.
- Develop task-specific and time-limited working groups to work on implementation of specific actions and report to the CPC.
- Address misconceptions of crime and disorder and increase awareness about the perception of crime, the risk factors associated with involvement in the criminal justice system, and protective factors that reduce risk.

5. Deliverables

The CPC will:

- Develop a comprehensive and inclusive Community Safety & Well-being Plan, to be implemented and monitored.
- Compile a community profile to track the risk factors and trends of crime and disorder in Thunder Bay. This will be updated every four years.
- Provide an annual report to City Council and the community on the results achieved through the implementation of the Plan.
- Consult and develop partnerships with community organizations, agencies and others to assist in identifying and addressing the risk factors of crime.
- Coordinate annual community events to raise awareness of the CPC and its efforts in the community.
- Recognize outstanding community contributions to community safety and well-being through the annual Mayor's Community Safety Awards.
- Share knowledge of new and existing crime prevention initiatives in Thunder Bay.

6. Membership

The CPC is a unique partnership between citizens, community organizations and service providers.

Ex-Officio Members (one vote per person): 9

Mayor

Chief of Police (or designate)

Detachment Commander Ontario Provincial Police - Northwest Region (or designate)
Chief, Fort William First Nation (or designate)
Deputy Grand Chief, Nishnawbe Aski Nation (or designate)
Métis Nation of Ontario (or designate)
Ontario Union of Indians (or designate)
Medical Officer of Health (or designate)
Crown Attorney (or designate)

Selection process: Each has a seat by virtue of their position

City Councillors (one vote per person): 2

Selection process: Through City Council's Appointment Process

Community Representatives (one vote per person): 4

Citizen Representatives (2)
Youth Representatives (2)

Selection process: Through City Council's Appointment Process

Sectors (one vote per organization): 33

Indigenous Community:

Ontario Native Women's Association
Thunder Bay Indigenous Friendship Centre
Urban Aboriginal Advisory Committee

Education:

Lakehead District School Board
Thunder Bay Catholic District School Board
Northern Nishnawbe Education Council
Conseil scolaire de district catholique des aurores Boréales
Matawa Education Centre

Youth Services

Recreation and Culture Division

Older Adult Services

Age Friendly Thunder Bay

Emergency Housing

Shelter House

Justice

William W. Creighton Youth Services
Kairos Community Resource Centre

John Howard Society
Elizabeth Fry Society
Thunder Bay Parole Office (Correctional Service of Canada)
Thunder Bay Police Services Board
Nishnawbe-Aski Police Service

Child Protection

Dilico Anishinabek Family Care
Children's Aid Society of the District of Thunder Bay

Social Services

District of Thunder Bay Social Services Administration Board

Business

Chamber of Commerce
BIAs and Business Areas of Thunder Bay

Mental Health & Addictions

Children's Centre Thunder Bay
St. Joseph's Care Group
Thunder Bay Drug Strategy

Community Social Planning

Lakehead Social Planning Council

Victim Services

Thunder Bay Sexual Abuse Centre
Thunder Bay Counselling

Violence Against Women

Thunder Bay & District Coordinating Committee to End Woman Abuse

Safety & Prevention Initiatives

Thunder Bay District Crime Stoppers
Evergreen a United Neighbourhood

Risk Intervention

Northwest Community Mobilization Network

Selection process: By invitation

City of Thunder Bay Officials (non-voting):

Director – Corporate Strategic Services
Coordinator – Crime Prevention Council

Communications Officer – Corporate Strategic Services

7. Roles and Responsibilities

CPC Members

- Participate in meetings of the Council and be actively engaged in the planning and execution of program activities and initiatives.
- The members will, from amongst themselves, select and appoint a Chair and Vice Chair. The selection of the Chair and Vice Chair is to be conducted on an annual basis. Representatives of Police Services and City Council may not be considered for the position of Chair or Vice Chair.
- Members must be able to commit three hours per month to activities of the Council, which include implementation of the Community Safety & Well-being Plan

Attendance

- Representatives will attend all regularly scheduled meetings, as is reasonably possible, advising the Communications Officer in advance of any absence by 12 noon on the day prior to the meeting.
- If a member misses more than three meetings per year or two consecutive meetings without advising the Communications Officer, their membership will be subject to review by the Chair. Further information may be requested. Membership may be withdrawn by a vote of the CPC if all other efforts to confirm membership have been exhausted.

Administrative Resource

- Administrative support to the CPC will be provided by Corporate Strategic Services. The Crime Prevention Coordinator, under the administrative supervision of the Director of Corporate Strategic Services, will administer the program on behalf of, and under the program direction of, the CPC.

Chair

- Chair meetings with all commonly accepted responsibilities of that position
- Provide general leadership to the CPC
- Encourage members to follow the CPC Communication Process
- Act as a spokesperson for the CPC
- Represent the CPC at various meetings and events

Vice Chair

- Support the Chair
- In the absence of the Chair, will assume role of the Chair

Ex-Officio Members

- Members of the CPC by merit of their position/office they hold in the community
- Ex-officio members may designate a senior staff member of their organization to attend meetings on their behalf

- Ex-officio members have the right to vote, as do their designates; however, should both be in attendance, they will share one vote

Working Group Chair

- As determined by the working groups
- Recruit members of the CPC and outside groups to participate
- Coordinate meetings
- Report progress to CPC at bi-monthly meetings

Committee Spokespersons: Chair and Coordinator

- Respond to formal media requests on CPC initiatives. Other members may only represent the group as requested by CPC Coordinator and/or Chair

8. Governance

The CPC will report to Committee of the Whole through the regular presentation of its minutes on the agenda of the Administrative Services Committee of the Whole session.

The CPC will present such reports and information it deems appropriate to Committee of the Whole, so as to inform City Council and the community at large of the actions, activities and programs of the CPC.

The CPC will strive to reach decisions by consensus; if consensus cannot be attained, voting on motions and questions before the Council shall be in accordance with the procedural rules for City Council and its Committees.

Quorum for meetings will require 15 voting members to be present. Any recommendations to Thunder Bay City Council shall be voted on. If quorum is not present, an information session can follow or the meeting can be adjourned.

Members of City Council who are not appointed to the CPC may, with the permission of the Chair, participate in discussions and debates on matters before the CPC, and provide information, advice and assistance to the CPC as they are able, but will have no vote at the CPC.

The Terms of Reference are to be reviewed annually. Amendments to the Terms of Reference may only be made with the approval of Committee of the Whole.

9. Meeting Logistics

The CPC will set a calendar of meeting dates for each year, and shall otherwise meet at the call of the Chair.

The CPC will generally meet on a bi-monthly basis, holding such additional meetings as the programming might demand.

The CPC membership will follow the *Communication Process for CPC Members* as outlined below:

Communication Process for CPC Meetings

1. A Speaker's List will be used at CPC meetings. Normally the Chair will maintain the Speaker's List.
2. The Speaker's List is a list that contains the order of speakers, as they raise their hands to participate in a discussion.
3. The Chair will remind members at the beginning of the meeting that a Speaker's List will be used.
4. When you wish to speak on a matter being discussed, please raise your hand and the Chair will add you to the Speaker's List.
5. The Chair or person maintaining the speaker's list will recognize your time to speak by calling your name.
6. If necessary, the Chair will remind everyone to speak one at a time.

10. Program Contact

Coordinator – Crime Prevention Council

Telephone: (807) 625-2554

11. Administrative Contacts

Director – Corporate Strategic Services

Telephone: (807) 625-3859

Correspondence and agenda materials are to be directed to:

Communications Officer

Corporate Strategic Services

Telephone: (807) 625-2871

Facsimile: (807) 623-0181