

Appointments ratified by Council on November 28, 2023

Community Safety and Well-being Working Group Terms of Reference

Mandate

1. The Community Safety and Well-being (CSWB) Working Group will serve the legislative role of Advisory Committee to:
 - Provide strategic oversight and support for the development and implementation of Prince Edward County's Community Safety and Well-being Plan ("the Plan");
 - Provide advice and recommendations to assist Council with complex social issues impacting County policies, programs, services and strategies, and provide actionable advice to Council on the development of integrated community programs and strategies to address those issues; and
 - Review, update and maintain a community safety and well-being plan for Prince Edward County in accordance with legislative requirements.

Goals/Purpose

2. The goals and purpose of the Working Group are to:
 - a) **Overarching goal:** Ensure that Prince Edward County is a place where everyone is safe, has a sense of belonging, has access to services and where individuals and families are able to meet their needs for education, health care, food, housing, income, social inclusion and cultural expression.
 - b) **Legislative compliance:** Fulfill the role of an Advisory Committee as described in the legislative changes that came into effect under the *Safer Ontario Act*, and support the municipality in ensuring the Plan is developed and implemented as described in the *Act*.
 - c) **Plan stewardship:** Ensure the Foundational Commitments as described in the Plan are upheld throughout the life of the plan, and ensure best practices in planning and implementation are considered.
 - d) **Multi-sectoral approach:** Ensure a collaborative and multi-sectoral approach is used to develop and implement the Plan.



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- e) **Assemble Action Teams:** Assemble and oversee the work of subject-matter-specific Action Teams, who will generate content for the plan and undertake action-based work plans to implement the Plan. Ensure that appropriate agencies, organizations and communities are represented in the Action Teams and that members have appropriate leadership and decision-making authority within their organizations.
- f) **Support the Action Teams:** Receive reports from the Action Teams and monitor progress on their work plans. Advise Action Teams on approaches for new and emerging issues, adjusting for strategies and actions that are not meeting intended outcomes. Support Action Teams in leveraging resources, knowledge and capacity from all stakeholders to achieve desired outcomes.
- g) **Lived Experience:** Ensure lived and living experience perspectives are integrated throughout the life of the Plan. Ensure appropriate supports are available to enable the participation of people with lived and living experience.
- h) **Plan Oversight:** Provide a global view that considers cross-cutting issues and barriers, and support Action Teams in addressing issues that intersect with multiple subject matter areas.
- i) **Implementation Process:** Ensure that the implementation process is designed and documented in a way that supports the goals of the Plan. Advise staff and/or third-party consultants on a framework for implementation that includes reporting cycles, facilitation methods and project management tools and approaches.
- j) **Data and monitoring:** Ensure that reliable, valid, local data is used to inform the development and implementation of the Plan, and is collected to monitor the impact of the Plan. Support Action Teams in identifying and assessing data sources.
- k) **Communications and public engagement:** Advise staff and/or third-party consultants on communications and public engagement activities. Act as champions of the CSWB Plan within their organizations, and the broader Prince Edward County community.
- l) **Multi-year planning:** Monitor a multi-year planning schedule that considers the development, implementation, and renewal milestones of CSWB planning. Ensure that Action Team activities are aligned with municipal planning cycles.
- m) **Reporting:** Report to Council, through the Police Services Board, on known outcomes and emerging community trends, and recommend



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budgetary and staff resources where required including seeking
external funding sources.

- n) **Update:** Update the Community Safety and Well-being Plan for Prince Edward County in accordance with legislative requirements, when applicable.

Membership

- 3. All members are voting members, but the persons representing entities/organizations are not individually appointed and may change from time to time. As permitted by legislation, a single individual may meet multiple requirements and fill multiple roles within the membership of the Working Group.
- 4. The Working Group must consist of the following members at minimum:
 - a) A person who represents,
 - i. a local health integration network for a geographic area in which the municipality is located, as determined under the Local Health System Integration Act, 2006, or
 - ii. an entity that provides services to improve the physical or mental health of individuals in the community or communities.
 - b) A person who represents an entity that provides educational services in the municipality.
 - c) A person who represents an entity that provides community or social services in the municipality, if there is such an entity.
 - d) A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity.
 - e) A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity.
 - f) An employee of the municipality or a member of the municipal council.
 - g) A person who represents the board of the municipality or, if there is no board, the commander of the detachment of the Ontario Provincial Police that provides policing in the area or his or her delegate.
 - h) A chief of police of a police force that provides police services in the area or his or her delegate.

In addition to legislated members, the Working Group may include:

- i) Mayor of Prince Edward County.
- j) All Chairs of any current CSWB Plan Action Teams.
- k) Up to 10 additional persons who represent organizations that support equity-seeking groups in Prince Edward County, such as BIPOC, LGBTQ+, disability communities, and/or people living in poverty.



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the Working Group at A Chair and Vice-Chair will be elected by the members of the first meeting of each calendar year.

Roles

6. Members will actively participate and provide support and expertise. They will serve as voting members and count towards meetings quorum.
7. The Chair will facilitate meetings, ensure participation by members, maintain decorum and be the primary contact of the Working Group. The Vice-Chair shall perform these duties in the absence of the Chair.
8. The Working Group will act as liaison between the Board and Action Teams.
9. Municipal staff will manage administrative functions, and provide procedural and legislative guidance to the Working Group.

Responsibilities

10. Comply and work with County procedures, By-laws and Provincial legislation, with guidance from staff including:
 - a) Council's Code of Conduct
 - b) County Accountability and Transparency Policy
 - c) County Procedural By-law
 - d) Other applicable County By-laws and policies
 - e) *Municipal Act*
 - f) *Municipal Freedom of Information and Protection of Privacy Act*
 - g) *Municipal Conflict of Interest Act*
 - h) *Police Services Act and the Community Safety and Policing Act*
 - i) *Safer Ontario Act*
 - j) *Police Services Board Terms of Reference*
11. The Working Group will make recommendations to Council through the Police Services Board.

Term

12. The term of the Working Group will be the 2022 - 2026 Term of Council, or until such time as these Terms of Reference are reviewed to support the renewal/planning process for the next CSWB Plan.

Staff Support and Resources

13. Staff support may be provided to the Working Group with the approval of the CAO.



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14. Staff support would act as a secretariat for the Working Group and Action Teams including administrative support, coordinating meetings, providing support for the development of key documents (e.g. plan copy writing, workplans), develop meeting materials, and capturing decisions and action items.

15. Additional third-party expertise may be contracted from time to time to support the Working Group and Action Teams with facilitation, process design, relationship building, capacity building and other functions as required. These resources would be requested by the Working Group through the Police Services Board.

Reporting Relationship to Council

16. The Working Group will report to Council through the Police Services Board quarterly. The Chair and/or Vice-Chair shall report on behalf of the Working Group.

17. The Working Group does not have any delegated authority. Recommendations for implementation will be provided to Council through the Police Services Board. The responsibility for the Working Group belongs to Council.

Finances

18. No member shall receive remuneration for services. A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been preapproved by the CAO or Council.

Meetings

19. The Working Group shall meet at a minimum quarterly. Should a public meeting be required, staff will provide support, on direction from the Chief Administrative Officer.



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Appendix A

Community Safety and Well-Being Working Group Membership in accordance with Section 4 of the Terms of Reference

Appointee	Role	Role Type
<i>To be identified</i>	Person who represents an entity that provides service to improve the physical or mental health of individuals	Required
Representative from Prince Edward Learning Centre	Person who represents an entity that provides educational services	Required
Representative from Prince Edward Lennox and Addington Social Services	Person who represents an entity that provides community or social services	Required
<i>To be identified</i>	Person who represents an entity that provides custodial services to children or youth	Required
<i>To be identified</i>	Person who represents an entity that provides community or social services to youth	Required
Councillor Janice Maynard	Employee of the municipality or member of municipal council; Person who represents the Police Services Board	Required
Acting Staff Sergeant Sean Guscott	Chief of police	Required
Mayor Steve Ferguson	Mayor of Prince Edward County	Discretionary
Elis Ziegler, Municipality of PEC Housing Department	Action Team Chair - Housing and Homelessness	Discretionary
Representative from Community Care for Seniors	Action Team Chair - Seniors Support	Discretionary
Representative from Prince Edward Learning Centre	Action Team Chair - Poverty Reduction	Discretionary
Representative from Alternatives for Women	Action Team Chair - Domestic Violence and Intimate Partner Violence	Discretionary
<i>To be identified</i>	Action Team Chair - Mental Health and Problematic Substance Use	Discretionary
<i>Sarah Moffat, Accessibility Advisory Committee</i>	Up to 10 additional persons who represent organizations that support equity-seeking groups in PEC.	Discretionary