



Community Safety Advisory Committee

TERMS OF REFERENCE

1. ESTABLISHMENT

The Board Chair establishes the committee for terms that last one year. As a standing committee of the Board, the role of the Community Safety Advisory Committee is advisory. Advice, comments or recommendations from the committee shall be forwarded to the Board when appropriate.

2. COMPOSITION

The Advisory Committee will have a broad representation from local government, geographic areas, and community groups. Members are appointed by the Board Chair and should remain flexible based on the needs and ability of members to participate in the committee. Membership must include one CVRD Director and *may* include any combination of the following:

- 1 additional CVRD Director
- 1 Councillor from the City of Duncan
- 1 Councillor from the Municipality of North Cowichan
- Councillors from the Town of Ladysmith and Town of Lake Cowichan
- 1 School trustee from District 79
- RCMP
- First Nations
- 1 or 2 members at large representing the public. These individuals should be experienced in the areas of safer/healthy communities, social planning, and/or community development.

Community Groups

- Community Options Society
- Cowichan Family Life
- Cowichan Women Against Violence Society
- disAbility Resource Centre
- Social Planning Cowichan
- Cowichan Lake Community Services
- Community Policing

Committee members will elect a Chair, and the Chair will appoint a Vice-Chair. Both of these are for one-year terms. Committee membership appointments will be renewed annually. The committee may form task and project oriented sub-committees and working groups to address specific issues if needed. These sub-committees can involve other stakeholders.



3. PURPOSE AND ROLE

To advise the CVRD on community safety issues of regional, inter-municipal, and inter-agency importance. Advice may be in reference to programs, plans, policies, guidelines, or other local government policy instruments. The committee also serves as a forum for multi-sectoral discussion where local government and community groups can work together. The committee has a leading role in providing advice and support to safer communities initiatives across the region.

4. REFERRALS

The committee will be a conduit for recommendations arising from its members and from community initiatives, and for issues referred by the Board through commissions, elected officials, and staff requests. The committee acts as a resource for planning staff at various local governments and to Advisory Planning Commissions. Examples where the committee may have input include transit development, facility development and major development applications.

5. MEETINGS / PROCEDURES

The Advisory Committee will meet at the call of the Chair, usually on a monthly basis. The committee is not a formal decision-making body, but rather a forum for inter-regional and inter-agency discussion, issue identification and resolution. CVRD Procedural Bylaw #1360 applies to this committee.

6. RESOURCES & COMMUNICATION

CVRD Staff Liaison:

The staff liaison will facilitate the work of the committee by working with Safer Futures and by providing support and research services. The liaison ensures that the CAO and the Board Chair are informed of major issues.

CSAC Recording Secretary:

The recording secretary will organize meeting logistics, keep committee records, and prepare agendas and distribute them to the committee members at least 72 hours prior to the meeting (via e-mail). The recording secretary will distribute the minutes of the Community Safety Advisory Committee to the CVRD Board upon adoption, and will assist with other duties as required.

Committee Chair:

The Chair of the committee will make regular reports to the Board on the activities of the committee.

Safer Futures: This program of the Cowichan Women Against Violence Society acts as a key resource to the committee and may provide expertise and research where requested.



7. GENERAL MATTERS

Volunteers of the Advisory Committee serve without remuneration. The CVRD may by resolution dissolve the Community Safety Advisory Committee, remove a member at any time, and amend these Terms of Reference.

Advisory Committee meetings are open to the public; however, a meeting may be closed to the public in accordance with the provisions of the *Community Charter*.

A distribution list will be instituted where agenda, minutes and other items of interest are distributed to individuals and agencies who are not part of the committee but who may benefit from the information shared.



COMMUNITY SAFETY ADVISORY COMMITTEE

WEDNESDAY, MARCH 7, 2012

9:00 AM BOARD ROOM

175 INGRAM STREET, DUNCAN BC

AGENDA		PAGES
1.	<u>CALL TO ORDER:</u>	
2.	<u>ELECTION OF CHAIRPERSON:</u>	
	Terms of Reference – <i>Attached for Information</i>	1-3
	2012 Membership Confirmation – <i>Attached for Information</i>	4-5
3.	<u>APPROVAL OF AGENDA:</u>	6-7
4.	<u>ADOPTION OF MINUTES:</u>	
	M1 Adoption of Minutes of Meeting held September 21, 2011	8-10
5.	<u>BUSINESS ARISING FROM THE MINUTES:</u>	
6.	<u>CORRESPONDENCE:</u>	
7.	<u>REPORTS:</u>	
	R1 Thanya Al-Saadoon, Safer Futures Re: CSAC Report 2011 prepared by Safer Futures	11-16
	R2 Safer Futures Re: CSAC Youth Safety Advisory Sub-Committee 2011 Report	17-19
	R3 Safe Youth Cowichan Overview and Update	Verbal
	R4 CSAC Participation in Youth Dialogues	Verbal
	R5 Work Plan Priorities for 2012 – Revisit 2011 Work Plan Goals	Verbal
	R6 Safety Issues Arising	Verbal
	R7 November/December 2011 and January/February 2012 Safety Bulletins	Verbal
	R8 Meeting Dates for 2012	20
8.	<u>NEW BUSINESS:</u>	
9.	<u>ADJOURNMENT:</u>	

The next Regular meeting of Community Safety Advisory Committee is scheduled to be held on Wednesday, May 2, 2012 at 9:00 am, in the Board Room, CVRD, 175 Ingram Street, Duncan BC.

**COMMUNITY SAFETY ADVISORY COMMITTEE
MEETING AGENDA**

- 2 -

MARCH 7, 2012

DISTRIBUTION:

CVRD – Director Lori Iannidinardo
Municipality of North Cowichan/CVRD – Director Barb Lines
City of Duncan – Councillor Michelle Bell
Town of Lake Cowichan – Councillor Jayne Ingram
Town of Ladysmith – Councillor Jill Dashwood
Cowichan Women Against Violence Society/Safer Futures Program – Theresa Gerritsen
Community Options Society – Cheryl Stone
Cowichan Valley School District No. 79 – Candace Spilsbury
Cowichan Independent Living –
RCMP – Kevin Day
Social Planning Cowichan –
Community Policing – Carol-Ann Rolls
Community Representative –

Cowichan Valley Regional District
Joe Barry, Corporate Secretary

(Agenda Cover Only)
Warren Jones, Administrator
CVRD Directors

Minutes of the Regular meeting of the Community Safety Advisory Committee held in Committee Room No. 2, 175 Ingram Street, Duncan, BC, on Wednesday, September 21, 2011 at 9:02 am.

PRESENT: Director Klaus Kuhn (Chair)
Director Lori Iannidinardo (Vice-Chair) <9:12 am>
Councillor Jill Dashwood, Town of Ladysmith
Councillor John Koury, District of North Cowichan
Councillor Tom Duncan, City of Duncan <to 10:19 am>
Councillor Jayne Ingram, Town of Lake Cowichan
Linden Collette, Social Planning Cowichan
Carol-Ann Rolls, Community Policing
Markus Lueder, RCMP
Theresa Gerritsen, Cowichan Women Against Violence Society
Thanya Al-Saadoon, Cowichan Women Against Violence Society

ABSENT: Councilor Lori Evans, Town of Ladysmith
Candace Spilsbury, Cowichan Valley School District No. 79
Kevin Day, RCMP
Cheryl Stone, Community Options Society
Jim Harnden, Cowichan Independent Living
Michelle Bell, Community Representative
Bruce Ingram, Community Representative

ALSO

PRESENT: Tara Daly, Recording Secretary
Bruce Avis, Citizen Advisory Committee to the Correctional Service of Canada

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1

It was moved and seconded that minutes of the Regular meeting of the Community Safety Advisory Committee, held July 6, 2011, be adopted.

MOTION CARRIED

BUSINESS ARISING

BA1

It was moved and seconded that the Community Safety Advisory Committee thank Dominique Beesley for her time spent as Recording Secretary.

MOTION CARRIED

DELEGATIONS No delegations

REPORTS

R1 A verbal report from Theresa Gerritsen, Councillor Ingram, and Director Iannidinardo, updating the misuse of private/personal addresses by Canada Post and correspondence from Jean Crowder, MP Nanaimo-Cowichan to the Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities were received for information.

Councillor Ingram advised the Committee that a presentation was being made at the Cowichan Lake District Senior's Association by the Lake Cowichan RCMP focusing on scams on September 22, 2011 at 1:30 pm.

R2 Discussion was held regarding the seven proposed indicators of youth safety in the Cowichan Region brought forward by the Youth Safety Subcommittee of CSAC.

It was moved and seconded that the following recommendations be accepted:

1. **Confirm the set of seven indicators brought forward by the Subcommittee and three additional indicators (access to resources throughout CVRD, bullying, and general statistics on youth suicide) for CSAC to adopt to inform the youth safety focus this year,**
2. **Conduct a series of youth safety dialogs in each of the regions represented on the CSAC,**
3. **Present to the CVRD Board CSAC's plan to conduct a focus in the area of Youth Safety with suggested presentation to the Board in October 2011, February 2012, and June 2012.**

MOTION CARRIED

R3 A draft Community Safety Bulletin for September 2011 was circulated. Changes will be made and circulated to Committee for approval before distribution.

CORRESPONDENCE

C1 Councillor Ingram circulated pictures showing improvements made at the Lake Cowichan Weir. It was the consensus of the Committee that the pictures be forwarded to the Board for information.

10:19 am Councillor Tom Duncan left the meeting at 10:19 am.

NEW BUSINESS

NB1 ***Citizen Advisory Committee to the Correctional Service of Canada***
Bruce Davis provided an overview of the Committee. Councillor Koury agreed to attend upcoming meetings of the Citizen Advisory Committee to the Correctional Service of Canada representing CSAC.

ADJOURNMENT
10:43 am

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 10:43 am.

Certified Correct:

Chairperson

Recording Secretary

Dated: _____



CSAC Report 2011

Prepared by Safer Futures for
CVRD Community Safety Advisory Committee
2011 Chair: Klaus Kuhn

Feb 2012

Safer Futures Support to the Community Safety Advisory Committee
(CSAC)

**Safer Futures
on-going work:**

Safer Futures' latest project is called '*Inviting Voice/Creating Space*' which is funded by Kloshe Tillicum and the Vancouver Foundation. This is a 3 year research project designed to explore the impacts of social exclusion on marginalized women's health. *Inviting Voice/Creating Space* was developed and designed during 2011, with support from Simon Fraser University's 'Centre for the Study of Gender, Social Inequities and Mental Health'.

Safer Futures continues to work with groups and agencies to integrate a community safety perspective. Safer Futures makes connections between local concerns and local government on issues related to community safety.

About Safer Futures:

Safer Futures is a community research and development program of the CWAV Society. We research issues related to the safety of women, children and other vulnerable groups in their communities and work collaboratively to develop and implement solutions.

History:

Safer Futures has provided a supportive role to the work of CSAC since CSAC's origins in 2003. Safer Futures has also assisted in bringing a safety perspective to the Cowichan region, including safety audits and other initiatives. Safer Futures has provided support to CSAC in its mandate of advising the CVRD on safety issues of regional, inter-municipal, and inter-agency importance.

The Role of Safer Futures:

Safer Futures provides support to the CSAC Committee as follows:

- *Coordinates planning and provides facilitation, education and training.
- *Contributes to the development and implementation of the CSAC Work Plan and the work plans of CSAC subcommittees.
- *Brings forward and represents the perspective of neighborhoods and its residents on safety issues.
- *Assists in issue or problem identification and conducts relevant research on safety issues at the local, provincial, federal, and international levels.
- *Assists CSAC in identifying activities to promote and enhance safety for the Cowichan region based on research as above.
- *Creates or contributes to CSAC reports and produces documents upon direction of CSAC and CSAC subcommittees.
- *Assists with the production of communication materials related to community safety.

Safer Futures
Project Team
250-748-7000

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Terri Ferris
Admin Support

Safer Futures is a
program
operating
underneath the
umbrella of the
Cowichan
Women Against
Violence Society.



Safer Futures

CWAV Society: providing a range of programs to promote safety for women, children and families in the Cowichan region.

103-255 Ingram Street, Duncan BC V9L 1P3

CSAC Report 2011

2011 Community Safety Advisory Committee Member List

GEOGRAPHIC AREA	NAME
Central	
Municipality of North Cowichan	Councillor John Koury
City of Duncan	Councillor Tom Duncan
South	
CVRD	Lori Iannidinardo (vice - Chair)
Community representative	Michelle Bell
West	
Town of Youbou	Klaus Kuhn, (Chair)
Town of Lake Cowichan	Councillor Jane Ingram
Community representative	Bruce Ingram
North	
Town of Ladysmith	Councillor Jill Dashwood
Community Groups	
Cowichan Women Against Violence Society	Theresa Gerritsen
Cowichan Independent Living	Jim Harnden
RCMP	Kevin Day
Community Options Society	Cheryl Stone
Community Policing	Carol-Ann Rolls
Social Planning Cowichan	Linden Collette
Cowichan Valley School District #79	Candace Spillsbury
CSAC Support	
Safer Futures/CSAC	Thanya Al-Saadoon
CVRD – Corporate Secretary	Joe Barry
CVRD – Recording Secretary	Dominique Beesley and Tara Daly

Supportive and Guiding Documents

The Annual CSAC Workplan is informed by the three documents that provide a Framework for action and the basis for the main activities of CSAC for the fiscal year.

The Community Safety Action Plan In 2006, CSAC developed a draft Community, Health and Safety framework entitled “Community Safety Action Plan”. This document provides an overall Strategic Plan to address safety within the Cowichan Valley region. Four building blocks provide the structure of the Plan: Policy and Guidance, Safe and Accessible Design, Building Strong Neighbourhoods and Coordinated Action. The Plan provides the framework for the CSAC Workplan each year.

The Cowichan Region Safety Lens The Community Safety Lens is a planning and development tool. As a framework document it considers safety, ensures adequate consultation and informs a range of procedures. Specifically, the lens provides planners, elected officials and developers with a tool to assess safety for proposed developments and planning in the Cowichan region.

Community Safety Bulletin The Bulletin is a new tool used by the Committee to highlight and stay apprised of arising safety issues and concerns that may guide the ongoing work of CSAC to promote community safety. It pays attention to community events and news media coverage for factors that may influence citizen perception of risk or experiences of harm. The Bulletin also highlights activities that promote safety and risk reduction by physical and social means.

CSAC Activities

Priority Setting Workshop

March 16th, 2011 Presentation to the Committee

The annual 'Priority Setting Workshop' was offered to the committee as a means to review the history, purposes and policies of CSAC, as well as to facilitate discussion pertaining to the review of CSAC's capacities as a resource to the Cowichan Valley Regional District. Some of the discussion points/questions centered on the committee's public persona, and these points were discussed:

- ▶ As CSAC is a bridge between local government and citizens, with local government being responsible for safety concerns,
 - ▶ How do we move continuity from recommendations to outcomes?
 - ▶ How do we measure our success?
 - ▶ Do we need to measure our success? Does it matter if CSAC is publically linked to the successes that were started by the committee?
 - ▶ CSAC 'milestones' have formally been a recording issues – do they need to be publically promoted?

These questions will be discussed and reviewed in the bi-monthly CSAC meetings as needed.

The CSAC unanimously agreed to make 'youth and family safety' the overarching goal for 2011, noting that following the murder of Cowichan youth Tyeshia Jones, there was an overwhelming response from the public about the safety concerns for local youth. CSAC acknowledges that 'youth are families, too'. This 'youth as families' focus will inform the development of the 2011 workplan, which will include activities such as:

- Connecting with youth regionally for youth engagement, participation and research purposes
- Present, promote and build CSAC public awareness
- Inventory mapping
- Research
- Communications

The committee found this workshop to be extremely beneficial in both offering a review of the function of CSAC, and as an opportunity to strategize for future initiatives.

CSAC Youth Safety Sub-committee

As the 2011 CSAC work focus coming out of the 'Setting Priorities Workshop' was 'youth and family safety', a Youth Safety sub-committee was struck to plan and implement a youth engagement strategy aimed at collecting youth generated data. This subcommittee recruited local youth from across the region and assisted them in forming '*Safe Youth Cowichan*', the youth action component of the CSAC Youth Safety Sub-committee. This group of community involved youth has designed a dialogue workshop aimed at engaging young people in fun discussions



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CSAC Report 2011

about both community safety and about what helps them to flourish. The Youth Safety Subcommittee CSAC members are Theresa Gerritsen, Linden Collette, Cheryl Stone and Michelle Bell, and are assisted by Safer Future's Thanya Al-Saadoon.

Cowichan Women Against Violence/Safer Futures submitted a grant application to the BC Ministry of Justice for the funding of 10 community youth dialogues. This grant application was successful and will enrich the activity by providing honorariums for youth participation and for project supplies.

CSAC's Response to the Age Friendly Report

In response to the 2010 City of Duncan's Age-friendly Senior's Safety Project Report, the CSAC submitted a brief to the city outlining the committee's commitment to safety. In particular, the brief addresses the CSAC's history of responding to safety issues across cultures and ages within the region, and noted that the CSAC will apply a 'senior's safety lens' to its 2011 workplan.

Ad-hoc sub-committee on concerns arising out of Canada Post and Protection of Personal Information

A personal privacy concern was brought to CSAC concerning Canada Post's sharing of/selling information with outside entities. An ad-hoc committee was formed consisting of Theresa Gerritsen, Lori Iannidinardo and Jayne Ingram. The committee communicated with Canada Post, and met to discuss their concerns with MP Jean Crowder. Recommendations coming out of this meeting were to issue and alert to inform citizens, and for Jean Crowder to write a letter to the Minister of Transport asking for changes in the form that elicits this information.

2011 CSAC Report Updates

Citizens Advisory to Corrections

CSAC designates two representatives to this citizen's advisory to act as a liaison between the two committees. A liaison from the Citizens Advisory to Corrections attends CSAC meetings.

CSAC Responsiveness to Citizens Concerns about Safety

In order to act as a conduit between the CVRD and community members, CSAC continued its neighbourhood liasoning. Some of the responses were:

- Supporting the James Alexander Neighbourhood Working Group in taking a leadership role in community enrichment activities. Cowichan Green Community requested that Safer Futures facilitate an information sharing/mentoring relationship between the senior Working Group members and a group of HRSDC sponsored youth. These youth were involved in a community garden project aimed at installing 6 gardens in the James Alexander Neighbourhood. Supported by Safer Futures staff, the Working Group members delivered a community engagement strategy workshop for the youth, assisted them in a community consultation process and supported the garden building activities.
- Supporting the Cairnsmore Neighbourhood Working Group in community development and engagement event planning and implementation. With Safer Futures support, the



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CSAC Report 2011

Working Group applied for a City of Duncan grant-in-aid. The application was successful. This grant provided funding for the production and distribution of a neighbourhood newsletter, and a summer community barbeque and family fun day. The Cairnsmore Working Group continues to monitor and explore community infrastructure plans affecting their neighbourhood.

Next Steps – Establishing Priorities for 2012

- Continue with 2011 priorities workplan aimed at youth and family safety
- Support and assist *Safe Youth Cowichan* in the delivery of 10 regional youth dialogues
- Collect, disseminate and translate pertinent research data coming out of the *Safe Youth Cowichan* dialogues. Present this information to the Cowichan Valley Regional District committee in the form of youth safety recommendations
- Respond to any arising safety concerns coming out of the community

Submitted by

Thanya Al-Saadoon, Safer Futures



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CSAC Youth Safety Advisory Sub-committee
2011 Report



CSAC Youth Safety Sub-committee – 2011 Report

Sub-committee purpose

In response to the public reaction to the murder of Duncan youth Tyeshia Jones, the CSAC made a decision to adopt 'youth and family safety' as the focal point of its work for 2011. In order to address this safety agenda in a focused manner, the CSAC formed a Youth Safety Sub-committee. The Youth Safety Sub-committee members are Cheryl Stone, Michelle Bell, Linden Collette and Theresa Gerritsen, supported by Thanya Al-Saadoon as Safer Futures/CSAC support.

In 2011, the sub-committee's goals were to:

- Determine which locally relevant youth safety, risk and resiliency indicators to focus the CSAC research on
- Recruit youth to act as leaders in the formation of a CSAC youth action committee
- Along with youth leaders, create a framework for a youth dialogue event aimed at eliciting lived experience feedback from local youth
- Along with youth leaders, decide on youth friendly and youth populated venues where the dialogues will be presented, and begin to arrange presentation dates
- Support youth leaders in the planning of the dialogues, including training, honorarium, supplies, transportation and all necessary implements for planning a dialogue
- Foster and maintain working relationships with youth leaders for the purpose of continuity, consistency and engagement
- Apply for additional funding aimed at supporting the delivery of 10 regional youth safety dialogues
- Report back to the CSAC committee on the activities and progress of the *Safe Youth Cowichan* work

Youth Safety Sub-committee meetings and progress

The CSAC Youth Safety Sub-committee was formed in May 2011. Meeting dates included:

- May 26th
- June 8th
- July 22nd
- August 12th
- August 20th
- September 21st
- October 14th



- November 1st
- November 15th
- December 13th

Over this time frame, the sub-committee was working to plan the project, and recruit, train, mentor and support youth leaders. Cowichan Women Against Violence/Safer Futures also used this time to apply for and receive additional funding aimed at supporting the delivery of 10 youth safety dialogues.

Safe Youth Cowichan meetings and progress

The CSAC Youth Safety Sub-committee brought the youth leaders together a number of times late in 2011. These meetings were held at both Community Options Society and the offices of Social Planning Cowichan. Meeting dates included:

- October 18th
- November 1st
- November 15th
- November 29th
- December 9th

These meetings were well attended, although it was not unusual for new youth to attend and previous youth to stop attending. The youth took a leadership role in the design of the dialogue exercises, and the adult supporters provided supplies and feedback aimed at implementation of the youth's presentation ideas. As a portion of the dialogue will entail technology, a communications specialist was brought in to work with the youth in the creations of a *Safe Youth Cowichan* Facebook page.

As additional funding was secured, a decision was made to post a paid Youth Worker position and invite *Safe Youth Cowichan* youth to apply. All interested youth were given the chance to apply and Interviews were held. Based on a number of criteria, youth Zoë Sorenson was selected as the *Safe Youth Cowichan* youth leader. Her position is to work alongside Safer Futures staff in the implementation of the 10 events.

The additional funding also made honorariums possible for all youth assisting in the delivery of a dialogue. The CSAC Youth Safety Sub-committee also supports the youth leaders in whatever manner they require, or refers them on to appropriate services. All of the meetings included idea generation, planning, practice sessions and social time. Each meeting was concluded with a communal meal.

The dialogues will begin to be presented in March 2012. CSAC members are urged to participate.



**COMMUNITY SAFETY ADVISORY COMMITTEE
MEETING DATES FOR 2012**

- ❖ ALL MEETINGS WILL BE IN THE CVRD BOARD ROOM
175 INGRAM STREET, DUNCAN
- ❖ ALL MEETINGS ARE 9 am TO 10:30 am
 - Wednesday, March 7, 2012
 - Wednesday, May 2, 2012
 - Wednesday, June 6, 2012
 - Wednesday, September 5, 2012
 - Thursday, November 1, 2012 (Please note date change)

The Agendas and the Minutes of the meetings will be emailed to all Committee Members.