



Community Safety and Well-being Partnership Council (CSWBPC) Terms of Reference

1.0. Background

The *Roadmap for Collaboration: A Community Safety and Well-being Plan for Stratford, St. Marys, North Perth, West Perth, Perth East, and Perth South (2021-2024)* was developed over the course of a year and adopted in the spring of 2021. The CSWB Plan provides a guide for partners to communicate, collaborate, and coordinate interventions and initiatives aimed at reducing risks and improving safety and well-being for residents of the six participating municipalities. The Plan builds on existing municipal and community strengths and assets, while also addressing gaps and challenges that particularly affect the more vulnerable members of our population.

2.0. Purpose

The CSWB Partnership Council functions as the overarching decision-making body for community safety and well-being planning locally. It represents an alliance among people and organizations from multiple sectors for a common purpose and provides an opportunity for partners to share their opinions and experiences and to influence the direction of prevention, intervention, and capacity building activities.

The Partnership Council will help coordinate and mobilize key community groups, agencies, and initiatives through effective communication channels and will undertake a problem-solving approach to identify risk factors and gaps that, left unchecked, have the potential to compromise the safety and well-being of vulnerable community members.

3.0. Objectives

The objectives of the CSWB Partnership Council are to:

- Implement and promote the Community Safety and Well-being Plan,
- Build supportive systems that identify effective linkages to relevant programs and services, and
- Enhance coordination across municipalities and service providers.

4.0. Core Features

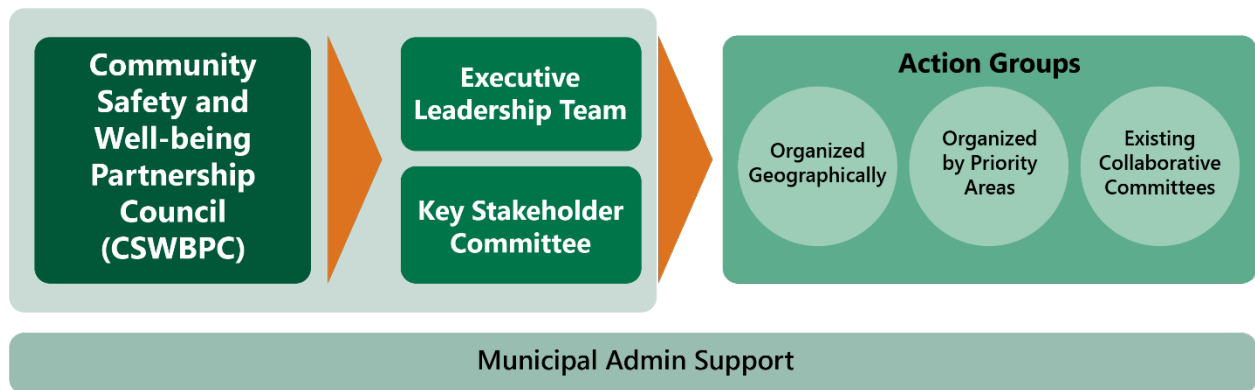
The CSWB Partnership Council will have in place the following core features to enable members to collectively pursue its objectives:

- Common agenda among partners.

- Shared measurement to assess impact.
- Mutually reinforcing activities aligned with priority objectives.
- Continuous communications among stakeholders to maintain trust and alignment.
- Clearly articulated roles, responsibilities and timelines.
- Backbone organization that provides supports required to coordinate and convene partners.

5.0. Structure

The following diagram illustrates the structure of CSWB Partnership Council and delineates the relationships of the various parties involved in the implementation of the CSWB Plan.



6.0. Council Composition

The Partnership Council will consist of representation from an Executive Leadership Team and a Key Stakeholder Committee.

6.1. Executive Leadership Team

Members of the Executive Leadership Team are responsible for leading the implementation of the CSWB Plan in accordance with the strategic priorities, policies and procedures of their municipalities/organizations. The Team is comprised of:

- Partner municipalities (CAOs or staff designate)
 - City of Stratford
 - Town of St. Marys
 - Municipality of North Perth
 - Municipality of West Perth
 - Township of Perth East
 - Township of Perth South
- Police
 - Stratford Police Services (Chief of Police or staff designate)

- Perth County Ontario Provincial Police (OPP) (Inspector Detachment Commander or staff designate)
- Shared Services
 - City of Stratford Social Services (Director of Social Services or staff designate)
 - Perth County Paramedics

Municipality members of the Executive Leadership Team are voting members of the CSWB Partnership Council (see section 10: Decision-Making).

6.2. Key Stakeholder Committee

Key Stakeholder Committee members will bring geographic and priority area knowledge and expertise to Partnership Council decision making. They will also support the formation of Action Groups to carry out implementation activities for the CSWB Plan.

- School Boards
- Children and youth services
- Healthcare
- Mental health and addictions services
- Community funders
- Justice and legal services
- Violence Against Women (VAW) services
- Newcomer services
- Indigenous services
- Recreation services

Representatives on the Key Stakeholder Committee are not voting members of the CSWB Partnership Council but have decision-making authority within their organization or sector. Membership will be reviewed periodically.

6.3. Municipal Administrative Support

Municipal staff will provide administrative support to the Partnership Council including:

- Drafting internal and external communications.
- Preparing and circulating meeting agendas and minutes.
- Conducting research.
- Preparing Partnership Council documents (e.g., proposals, briefing notes) as directed by the Chairperson / Co-chairs.

6.4. Action Groups

Action Groups will provide advice, support, and assistance with communication to help implement CSWB Plan activities. These Action Groups may already exist or may need to be created to address existing and emerging priority and geographic gaps in service provision. These groups will help the municipalities better meet the needs of vulnerable populations.

Action Groups will be accountable to the CSWB Partnership Council for:

- Confirming the roles, responsibilities, and timelines of the group.
- Developing and implementing actions plans to implement the CSWB Plan objectives that are within the purview of the group.
- Providing regular updates to the Partnership Council on the status of group initiatives.
- Reporting and providing data to the Partnership Council in accordance with the CSWB Plan Monitoring and Evaluation Framework.

7.0. Roles of Partnership Council Members

7.1. Chairperson / Co-Chairs

The Chairperson / Co-Chairs of the CSWB Partnership Council are responsible for coordinating and managing the implementation the CSWB Plan, leading the Partnership Council, and overseeing all activities associated with, and recommended by, the Partnership Council.

Other responsibilities include:

- Planning, coordinating, and chairing meetings.
- Leading and participating in the CSWB Partnership Council.
- Ensuring Partnership Council decisions are acted upon.
- Overseeing the preparation of documents for the Partnership Council.
- Receiving and responding to requests for information and bringing forward any CSWB Plan issues to the Partnership Council.
- Ensuring Partnership Council members who are standing members of Action Groups report back on action plan activities, as well as any concerns they may have, or any other activities that they take part in, which may align with the CSWB Plan (i.e., provincial ministry meetings, steering committee meetings).
- Assigning tasks to members, as deemed necessary.
- Overseeing all communications on behalf of the Partnership Council to municipal councils, the Government of Ontario, community stakeholders, and the media.

Appointment of Chairperson / Co-Chairs

The Chief of Police, Stratford Police Services and the Director of Social Services, City of Stratford will be appointed as the initial Co-Chairs of the CSWB Partnership Council. The initial Co-Chairs will

serve a 3-year term (2021-2024) to guide the implementation of the CSWB Plan goals and objectives, at which point the Partnership Council may choose to review these appointments.

7.2. Members

Members of the CWSB Partnership Council include both the Executive Leadership Team and Key Stakeholder Committee and serve as decision-making representatives of their respective organizations. Members are expected to provide input into meetings and other internal communications. Members are also expected to report to the Partnership Council on behalf of any Action Groups they may sit on.

Additionally, Partnership Council members will be expected to:

- Attend meetings.
- Review and provide feedback on all plans, proposals, and other documents.
- Develop recommendations for Action Groups.
- Support shared measurement and monitoring and evaluation activities, as needed.
- Support external communication to other organizations and the public, as needed.

Appointment of Members

Members will be appointed to the Partnership Council. Each member may appoint one (1) designate from their organization to participate in meetings and other activities in their absence, as needed.

Replacement of an appointed designate will require the approval of the Chairperson / Co-Chairs.

7.3. Invited Guests

Permission should be sought from the Chairperson / Co-Chairs in advance if a guest will be invited to participate in a meeting.

8.0. Responsibilities

The Partnership Council will be responsible for implementing the CSWB Plan through the provision of wide direction, planning, oversight, and leadership and by:

- Delivering on key priorities, goals and objectives identified in the CSWB plan;
- Ensuring an integrated approach to community safety and well-being promotion, proactive risk prevention, risk intervention and incident response occurrences;
- Providing opportunities for partners to share their opinions and experiences and to influence the direction of prevention, intervention and capacity building activities;
- Helping to coordinate and mobilize key community groups, agencies and initiatives through effective communication channels;

- Undertaking a problem-solving approach that identifies risk factors and gaps that, left unchecked, have the potential to compromise the safety and well-being of vulnerable community members; and,
- Supporting Action Groups (geographic, priority-based, and existing collaborative committees) to identify key activities and establish performance targets aimed at addressing the needs of vulnerable populations.

9.0. Accountability and Reporting

The Partnership Council is accountable for administering the CSWB Plan and associated initiatives to the six participating municipal councils. The Partnership Council will provide regular reporting and updates to the municipalities on the status of CSWB Plan implementation activities.

10.0. Decision-Making

All decisions of the Partnership Council will be made through a vote by the municipal members of the Executive Leadership Team held during formal meetings. Each municipal member is entitled to one (1) vote. A resolution will be passed by a majority of votes [50% plus 1].

10.1. Quorum

To constitute a formal meeting of the Partnership Council and conduct business, a majority of municipal members [50% plus 1] of the Executive Leadership Team (or their appointed designates) must be in attendance.

10.2. Establishment of Operating Budget

The municipal members of the Executive Leadership Team will establish an ongoing operating budget for the Partnership Council with a base amount to be determined and to be reviewed annually. Each municipality will contribute on a weighted-assessment basis to the annual operating budget. The annual contribution of each municipal partner will be approved by its respective municipal council.

11.0. Frequency of Meetings

The Partnership Council will meet as needed to support effective implementation of the CSWB Plan. Meetings will be scheduled in advance and will be held virtually, and when possible, in person.

Correspondence and communication outside of regularly scheduled meetings regarding the business of the Partnership Council will occur via email. Meeting minutes will be taken at each meeting and circulated to members accordingly by the administrative support staff (as per Section 6.3: Municipal Administrative Support).

12.0. Confidentiality

Each member of the Partnership Council will be required to sign a confidentiality agreement. All confidential information, including notes written by individual members in connection with their work on behalf of the Council, is subject to the provisions of Ontario's *Freedom of Information and*

Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31, as well as the provisions of Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), R.S.O. 1990, c.M.56 and may be subject to disclosure in accordance with either of these Acts.

No member of the Partnership Council shall disclose or publicize any information related to its work, including the content of any of its discussions, advice or recommendations, unless the member has received written authorization by the Chairperson/Co-Chairs to make a specific disclosure.

12.1. Ownership of Partnership Council Materials

All work materials produced by the Partnership Council shall be and remain the sole property of the Corporation of the City of Stratford and be held by the Social Services Department. These work materials will be subject to the City of Stratford's Record Retention By-Law and any related policy. Members of the Executive Leadership Team (i.e. municipality representatives) will have access to Partnership Council materials without a formal MFIPPA request being made to the City of Stratford. However, these materials are not to be shared by a member with any parties outside of the Partnership Council, including with other individuals, organizations, or collaborative committees, unless the member has received written authorization by the Chairperson/Co-Chairs to do so.

12.2. Website Accountability

The Community Safety and Well-being (CSWB) website (www.cswb-stratfordperthstmarys) is separate and independent from the websites of the 6 contributing municipalities that make up the Executive Leadership Team (ELT) of the CSWB Partnership Council. The CSWB website has its own terms of use and is not bound by the policies, procedures, or terms of any one municipality's Information and Technology (IT) or Communications Department.

Nevertheless, all 6 municipalities – as members of the ELT - are collectively responsible for the CSWB website, including its administration, management, and content. As such, in the unlikely event that the website and its content is compromised (e.g. hacked), the partner municipalities agree to secure the services of a third-party company to solve the issue (e.g. fix or delete website) and share in the cost of those services.

13.0. Conflict of Interest

CSWB Partnership Council members are required to fulfill the duties of their appointment in a professional, ethical, and competent manner and avoid any real or perceived conflict of interest. Members have an obligation to declare a personal or pecuniary interest that could raise a conflict of interest concern at the earliest opportunity to the Chairperson/Co-Chairs. Each member has an ongoing obligation to disclose any actual, potential, or perceived conflict of interest arising while serving on the Partnership Council and in regard to any matter under its discussion or related to its scope of responsibilities.

14.0. Amendments to Terms of Reference

The Terms of Reference enclosed in this document will be reviewed as needed but at a minimum of once every three (3) years. The Terms of Reference may be amended by a majority vote of the Executive Leadership Team (as per Section 10: Decision-Making).

15.0. Approval of Terms of Reference

As a member of the Executive Leadership Team, I hereby approve the Terms of Reference enclosed in this document for the Community Safety and Well-being Plan Partnership Council:

Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____