Schedule "E" to By-Law No. 45-2026

Red Lake and Ear Falls
Joint Community Safety and Well-Being Plan

Terms of Reference

Community Safety and Well-Being Plan
Joint Advisory Committee for the Municipality of Red Lake and Township of Ear Falls

TERMS OF REFERENCE

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Background

On January 1, 2019 the Ontario Government passed legislation mandating municipalities to develop and adopt a Community Safety and Well-Being Plan (CSWB Plan) by January 1, 2021. As neighbouring municipalities, the Municipality of Red Lake and the Township of Ear Falls have chosen to create a joint Community Safety and Well-Being Plan that meets the needs of both municipalities.

The legislation mandates that a multi-sectoral Advisory Committee be established to prepare the CSWB Plan including participation from specific sectors. As such, a Joint Advisory Committee to support development and implementation of the CSWB Plan is appointed by the municipal councils of the Municipality of Red Lake and the Township of Ear Falls.

In addition to the establishment of an Advisory Committee, the legislation mandates consultation with specific stakeholder groups and the public in preparing the CSWB Plan, sets out required content in the CSWB Plan and requirements for monitoring, evaluating, reporting and publishing the plan.

The Advisory Committee, as defined further in this document, will lead the development and implementation of the plan. The ongoing role of the Advisory Committee and the Coordinators will be further defined as part of the Community Safety and Well-Being Plan.

Name of Committee

The Advisory Committee shall be named the Red Lake / Ear Falls Community Safety and Well-Being Advisory Committee (Joint CSWB Plan Advisory Committee)

Mandate

The primary directive of the Joint CSWB Plan Advisory Committee is to develop and recommend to the Councils of the Municipality of Red Lake and Township of Ear Falls a comprehensive and inclusive Community Safety and Well-Being Plan and Annual Implementation Plan. Joint Advisory Committee members will act as the champions of the plan, rallying support from the public and community agencies/organizations, educating the public and serving as the face for the plan.

Roles and Responsibilities

Advisory Committee

The specific responsibilities of the CSWB Plan Joint Advisory Committee include:

- Determining the priorities of the plan, including references to risk factors, vulnerable populations and protective factors.
- Ensuring outcomes are established, approving and ensuring a performance measurement framework is established including performance measures, responsibilities, schedule and process for implementing measurement and evaluation.
- Ensuring each section/activity under the plan, for each priority risk, is achievable.
- Ensuring the right agencies/organizations and participants are designated for each activity (i.e. implementation team).
- Owning, evaluating and monitoring the plan.

- Aligning implementation and evaluation of the plan with the municipal planning cycle and other relevant sectors' specific planning and budgeting activities to ensure alignment of partner resources and strategies.
- Setting a future date for reviewing the plan's achievements in order to prepare the next Advisory Committee, who will be developing the next version of the CSWB Plan.
- Initiate and facilitate working groups as may be necessary to assist in the development, encouragement and promotion of community safety initiatives.

Advisory Committee Coordinator

The Clerks of each municipality will jointly act as the Coordinator, responsible for, among other things, recruiting members of the Advisory Committee.

Other responsibilities of the Coordinator include:

- Planning and coordinating Advisory Committee meetings.
- Participating on the Advisory Committee.
- Participating in planning community engagement sessions.
- Ensuring the Advisory Committee decisions are acted upon.
- Preparing documents for the Advisory Committee as required.
- Receiving and responding to requests for information about the plan.
- Ensuring the plan is made publicly available.
- Public reporting on implementation of the plan.
- Recording Advisory Committee meeting proceedings (minute-taking).

Committee Composition

The Advisory Committee will be reflective of the communities of Red Lake and Ear Falls. Within the Advisory Committee, there will be identified positions of Chair, Vice-Chair and Coordinator. It will be comprised of no less than eleven (11) members and no more than fourteen (14) members including, but not limited to representation from the following sectors:

i. Municipal Sector
   - Municipality of Red Lake
   - Township of Ear Falls

ii. Education Sector
   - English Public School Board
   - French Catholic School Board

iii. Health Sector
   - Northwestern Health Unit

- Local Health Integrated Network (LHINS)

iv. Mental Health Sector

- Community Counselling

v. Community/Social Services Sector

- Kenora District Services Board
- Red Lake Indian Friendship Centre

vi. Children / Youth Services Sector

- Firefly

vii. Custodial Services for Children/Youth

- Tikinagan Child and Family Services
- Kenora Rainy River District Child and Family Services

viii. Policing / Police Service Board

- Ontario Provincial Police
- Red Lake Police Services Board

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. Members recruited to the Joint CSWB Plan Advisory Committee will be reflective of the diverse make-up of the communities and will give consideration to:

- knowledge/information about the risks and vulnerable populations 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;
- understanding and experience working with individuals with lived experience and/or who are part of a vulnerable group in the community, and;
- a proven track record advocating for the interests of vulnerable populations.

Term of Appointment

Appointments to the Joint CSWB Plan Advisory Committee will be for four (4) years. Appointments are to be concurrent with the term of Municipal Councils.

The Chair and Vice-Chair will be elected annually by a nomination process.

Meetings

Meetings will be held at the call of the Joint CSWB Plan Advisory Committee Chair and Coordinators, and ordinarily will occur not less than quarterly. Meetings will be scheduled in advance and will be held at the Municipality of Red Lake Council Chambers except that at least one (1) meeting per year will be held at the Township of Ear Falls Council Chambers.

Meeting minutes will be taken by the Coordinators, or designate, at each meeting and draft minutes will be circulated to Advisory Committee members via email. Meeting minutes will be approved by the Advisory Committee at each meeting and will be made publicly available upon request. In-camera meetings will be held as necessary should sensitive information need to be discussed.

Representatives will attend all regularly scheduled meetings, as is reasonably possible, advising a Coordinator in advance of any absence by 12 noon on the day prior to the meeting. If a member misses more than three (3) meetings per year or two (2) consecutive meetings without advising a Coordinator or arranging for attendance by a designate, their membership will be subject to review by the Committee.

Further information may be requested. Membership may be withdrawn by a vote of the Joint CSWB Plan Advisory Committee if all other efforts to confirm membership have been exhausted. The Advisory Committee will then be responsible for finding a replacement to represent the associated sector on the Advisory Committee.

Decision-Making

The Advisory Committee will strive to reach decisions by consensus; if consensus is not achieved, the majority decision will prevail.

Quorum for meetings will require a majority of voting members to be present. While the primary and alternate representative of an organization may both be in attendance, each member organization will have one vote.

Reporting Structure

The Advisory Committee reports to the municipal Councils through presentation of the CSWB Plan and subsequent updates and annual reports on progress in implementing the plan and key indicators of community safety and well-being.

The Advisory Committee will present further reports and information it deems appropriate to inform the municipal Councils and the community at large of the actions, activities and programs of the Advisory Committee.

Media Relations

The Chair shall be the spokesperson for the Advisory Committee and shall respond to all requests from the media.

Confidentiality

All members of the Advisory Committee must maintain the confidentiality, security, and integrity of all materials (i.e. data) relevant to the development of the CSWB Plan during and after their term on the Advisory Committee. For greater clarity, only in circumstances where such maintenance of materials (ie.

data) must be protected in accordance to MFIPPA (Municipal Freedom of Information and Protection to Privacy Act)

Establishment

Municipality of Red Lake Council Resolution 102-20 on April 20, 2020.

Township of Ear Falls Council Resolution 107-20 on May 19, 2020.

Amendments to Terms of Reference

The Terms of Reference are to be reviewed annually. Amendments to the Terms of Reference may only be made with the approval of the municipal Councils as recommended by the Advisory Committee.

Resource Links

[to be added when complete]

Appendix I

Senior leadership of the following organizations have been engaged to participate as members of the Joint CSWB Plan Advisory Committee.

Employees of Municipalities

- Municipality of Red Lake
- Township of Ear Falls

Educational Service Providers

- English Public School Board
- French Catholic School Board

Health and Mental Health Sectors

- Northwestern Health Unit
- Community Counselling
- Local Health Integration Network (LHIN)

Community and Social Service Providers

- Kenora District Services Board
- Indian Friendship Centre

Children / Youth Sector

- Firefly

Custodial Services Providers for Children and Youth

- Tikinagan Child and Family Services
- Kenora Rainy River District Child and Family Services

Policing / Police Service Boards

- Ontario Provincial Police
- Red Lake Police Services Board