



**Subject: Windsor Essex Regional Community Safety and Well-being Plan Deadline Update (City Wide)**

**Reference:**

Date to Council: 2/1/2021  
Author: Leo Gil  
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Administration  
Report Date: 1/14/2021  
Clerk's File #: SS/14026

**To:** Mayor and Members of City Council

**Recommendation:**

THAT the report of the Community Safety and Well-Being Project Manager **BE RECEIVED** for information.

**Executive Summary:**

N/A

**Background:**

In 2019 the Provincial government amended the Police Services Act to mandate every municipality to prepare and adopt a Community Safety and Well-Being Plan. At their meeting of July 8, 2019, City Council considered this initiative as outlined in Report #S97/2019 and approved, through CR340/2019, that the Commissioner of Community Development and Health Services undertake a Community Safety and Well Being Plan.

After discussions amongst the regional Chief Administrative Officers proposing a regional CSWB Plan, Report S198/2019 was brought to City Council requesting authorization to engage the County of Essex and its municipalities to develop a Regional Community Safety and Well-Being Plan (RCSWB).

Through CR543/2019, Administration was directed to bring a regional Community Safety and Well-Being Plan to City Council and Essex County Council in sufficient time to be considered prior to the Provincial government's deadline of January 1, 2021. This deadline was established by the Province prior to the COVID-19 pandemic.

Due to the pandemic the project was paused on March 18, 2020, with core team members redeployed to manage COVID related emergencies within their respective organizations.

On April 14, 2020, during this pause, the Province passed the *Coronavirus (COVID-19) Support and Protection Act, 2020*, which allowed an extension to the CSWB deadline past January 1, 2021 to an undetermined date. At their meeting of May 4, 2020, City Council received correspondence from the Office of the Solicitor General informing Council of the change in deadline, and that it would be working with the Association of Municipalities of Ontario (AMO) and the City of Toronto to determine a new deadline. The correspondence (attached as Appendix 1) was noted and filed.

The CSWB project officially resumed on June 1, 2020. City Council was provided a project update through CR337/2020 which described key actions taken during the project pause, including the completion and submission of letters to AMO and OMSSA (Ontario Municipal Social Services Association) advocating for an amended deadline of January 1, 2022. Elected officials from a number of municipalities across Ontario were also advocating for the January 2022 deadline.

On November 9, 2020, City Council received a project update which included updated project timelines and methodologies, and noted the following actions taken since June 2020:

- Discussions with AMO and OMSSA representatives, which included a Province-wide CSWB working group to assess the status of other municipalities, as well as the provincial deadline. These discussions led to a presumed deadline of December 31, 2021 as no one at the OMSSA discussion table had any indication that the Province was considering a July 1, 2021 deadline.
- Finalization of Consulting Agreement with StrategyCorp, as determined through the RFP process.
- Presentation to the Regional CAO Table to provide project updates.
- Presentations to municipal Councils within the region to provide elected officials a shared understanding of the project background and approach being used.
- Re-engagement of the Data team to establish current state analysis data categories and indicators.
- Completion of an interactive Regional Asset Map.

The Province had not yet established an alternate deadline and as such a presumed project deadline of December 31<sup>st</sup> 2021, informed by discussions with other municipalities, AMO and Ontario Municipal Social Services Associations (OMSSA) working groups, was pursued.

On December 24, 2020, the Ministry of the Solicitor General issued correspondence (Appendix 2) to the City that the new CSWB Plan submission deadline is July 1, 2021.

### **Discussion:**

Although the Community Safety and Wellbeing project team has been able to make significant progress on the Regional CSWB Plan, the newly established submission deadline does not allow for the completion of a fulsome and community informed plan.

Key to the CSWB process is the use of multi-sectoral collaboration to guide planning and prioritization efforts. Multi-sectoral collaboration has been made difficult due to the pressing nature of the pandemic. The workloads, responsibilities and schedules of key community and sector partners have changed in response to the first and second waves of the pandemic. For instance, Regional Systems Leadership Table (RSLT) members, many of whom are from sectors identified in the legislation, such as health care and education, have been at varying levels of capacity due to competing priorities and continued COVID related responsibilities. During resumption of the project in June 2020, the majority of RSLT member organizations requested that re-engagement occur in September 2020 due to additional workloads.

In acknowledgement of the realities facing our community partners, a project methodology that included multiple avenues for engagement and a submission deadline of December 31<sup>st</sup> 2021 was presented to Council, as well as the Councils of area municipalities in November 2020. Currently, the project is on track with the aforementioned timeline. Prior to the Province's announcement of the new deadline, project teams scheduled and began community engagements based on the current methodology. The amended workplan is attached as Appendix 3. Should the methodologies be revised to adhere to a July 1, 2021 deadline, significant impacts are expected to the quality and meaningfulness of the public engagement process.

As the new deadline would greatly affect the critical path of the project, the Project Manager sought counsel from the Co-Chairs of the Regional CSWB Systems Leadership Table and their designates. After a thorough discussion, it was determined that pursuit of a December 31, 2021 deadline posed the least risk. To mitigate risks as further discussed in the Risk Section, an interim report will be provided to City and County councils prior to the Provincial deadline. This interim report will also be sent to the Office of the Solicitor General to show progress towards the development of the regional CSWB Plan, and indicate December 31, 2021 as a target date for completion.

This action will ensure a fulsome and meaningful CSWB plan that incorporates extensive sector and community engagement as prescribed in the Police Act legislation.

### **Risk Analysis:**

While the Province recently communicated a deadline of July 1, 2021 to submit a Council approved Community Safety and Wellbeing Plan, the amended Police Act prescribes which sectors must be represented at the CSWB Leadership table and with whom the project must consult. Regardless of which deadline is targetted to submit the CSWB Plan, there is a risk that the City will be in contravention of the legislation.

As the July 1, 2021 deadline would condense the project timeline by six months, community and sector engagement efforts would be drastically reduced or in some cases, eliminated. There is a risk that the organizations legislated for inclusion in CSWB planning may not have the opportunity to participate.

Considering that necessary pandemic restrictions have already eliminated many commonly used public consultation practices, such as in-person focus groups, a reduced engagement window may further impact the ability to engage hard-to-reach and vulnerable populations. Initial Enhanced Sector Network engagements have identified barriers to participation as a concern. Adherence to a July 1, 2021 deadline

presents a risk that vulnerable populations will not have the opportunity to engage in the planning process. This risk is mitigated by taking the time to provide alternative methods to electronic participation. In this regard, an additional reputational risk exists as a truncated engagement period may alienate community and population groups, reduce community and regional buy-in, and lead to an end-product that is not representative of the municipality and the region as a whole.

There is also a potential risk that the shortened timeframe may negatively impact relationships with sector and community partners. Imposing additional time sensitive requests to community partners who have already indicated limited capacities due to the pandemic may harm relationships, or result in a lack of engagement.

A further risk to not meeting the July 1, 2021 deadline is that the amended Police Act legislation allows for a community safety and well-being planner to be appointed to the municipality by the Minister. Although the Province has not provided funding for the project nor has it indicated specific funding for the region on the horizon, should the Ministry appoint a planner to the municipality, Council would be responsible for the planner's remuneration and expenses. This risk is considered to be low, as the intent is to provide a Council-approved Community Safety and Wellbeing Plan as required by legislation, prior to the end of 2021.

However, to proceed with a proposed deadline of December 31, 2021 presents a risk in that such a deadline contravenes that imposed by the Province. To mitigate this risk, the Co-chairs of the CSWB project will provide both City and County Councils with an interim report outlining the current state analysis, project timeline, and milestones achieved. This interim report would be sent to the Office of the Solicitor General to show progress made towards meeting the obligations of the legislation. The completed and approved regional CSWB Plan will be submitted prior to December 31, 2021.

## **Climate Change Risks**

### **Climate Change Mitigation:**

N/A

### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

City Council approved costs for the development of the Community Safety and Well-Being Plan and Project Manager to be charged to the Budget Stabilization Reserve to an upset limit of \$200,000. (CR340/2019)

Further to City Council's approval to undertake a regional planning process, (CR543/2019) County Council has matched the City's \$200,000 contribution to cover the additional expenses, inclusive of the consultant, necessary to ensure the Plan addresses the City and all County municipalities. To date, the Province has not provided funding to this project.

No additional funding is required with a target deadline of December 31, 2021. Upon completion of the CSWB plan, and pending further direction from the Province, the City and County will jointly determine next steps and future funding requirements. Should a need for on-going funding be identified, a request for annualized funding will be brought forward to City and County Councils during the appropriate budget development process.

**Consultations:**

Shelby Askin Hager – City Solicitor

Linda Higgins - Manager of Intergovernmental Subsidies and Financial Administration

Frank Providenti – Deputy Chief of Police, Windsor Police Services

Rob Maisonville – Chief Administrative Officer, County of Essex

**Conclusion:**

On December 24, 2020, the Ministry of the Solicitor General communicated a new CSWB submission deadline of July 1, 2021. This newly established deadline significantly constrains the ability to engage in fulsome and meaningful community engagement. A target completion date of December 31, 2021 allows for fulsome engagement and completion of a comprehensive regional Community Safety and Wellbeing Plan that is reflective of the community it is intended to serve.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Sandra Bradt	Executive Initiatives Coordinator
Stephen Lynn for Leo Gil	Project Manager, CDHS
Jelena Payne	Commissioner of Community Development and Health Services, Corporate Leader – Social Development and Health
Joe Mancina	Chief Financial Officer and City Treasurer, Corporate Leader – Finance and Technology
Onorio Colucci	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>
Erica Bassakos		ebassakos@weareunited.com
Rob Maisonville, CAO County of Essex		rmaisonville@countyofessex.ca
Deputy Chief Providenti Windsor Police Services		

**Appendices:**

- 1 CSWB Deadline Extension Letter April 2020
- 2 Letter from Solicitor General CSWB Deadline December 2020
- 3 Windsor Essex Regional CSWB Plan Workplan January 2021

**Solicitor General**

Office of the Solicitor General

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132-2020-380  
**By e-mail**

April 24, 2020

Dear Head of Council/Chief Administrative Officer/Municipal Clerk:

As you may know, on January 1, 2019, amendments to the *Police Services Act* (PSA) came into force, which mandate every municipality in Ontario to prepare and adopt a Community Safety and Well-Being (CSWB) plan.

As part of these legislative requirements, municipalities must consult with chiefs of police and police services boards or detachment commanders and various other sectors, including health/mental health, education, community/social services and children/youth services, as they undertake the planning process. As previously communicated, municipalities had two years from the in-force date to prepare and adopt their first CSWB plan (i.e., by January 1, 2021). Municipalities also have the flexibility to develop joint plans with neighbouring municipalities and/or First Nations communities, which may be valuable in order to meet the unique needs of the area.

With the COVID-19 outbreak, our government appreciates that municipalities are currently facing unprecedented circumstances in their communities. We also understand that some municipalities may experience delays in their planning and engagement processes as a result of the current provincial emergency.

In order to support our municipal, policing and community partners during this emergency, on April 14, 2020, the government passed the *Coronavirus (COVID-19) Support and Protection Act, 2020*, which amends the PSA to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans past January 1, 2021. The amendments came into force immediately upon Royal Assent. This change will help ensure municipalities are able to meet the legislative requirements and complete their CSWB plans. The Ministry of the Solicitor General (ministry) will work with the Association of Municipalities of Ontario, as well as the City of Toronto, to determine an appropriate new deadline that will be set by regulation at a later date. For reference, the new Act can be found at the following link:

<https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-189>

This extension will ensure municipalities, police services and local service providers can continue to dedicate the necessary capacity and resources to respond to the COVID-19 outbreak, while also providing adequate time to effectively undertake consultations, work collaboratively with partners, and develop meaningful and fulsome plans following the provincial emergency. Where possible, municipalities are encouraged to explore

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alternative options to continue on-going planning efforts, such as through virtual engagement (e.g., webinars, teleconferences, online surveys, etc.).

At this time, the ministry would also like to provide some additional resources and remind you of existing resources to further support municipalities and municipal partners as these CSWB plans are prepared and adopted.

The ministry has recently developed two resource documents, which outline examples of data sources and funding opportunities available to support the CSWB planning process (see Appendix A and B). These resource documents were developed in collaboration with the ministry's Inter-Ministerial Community Safety and Well-Being Working Group, which consists of representatives from nine Ontario ministries and the federal government. The documents highlight examples of sector-specific data available at the provincial, regional and local level, which can assist in the identification of local priority risks in the community, as well as funding opportunities that can be leveraged to support the development and implementation of plans.

As you may recall, in spring 2019, the ministry hosted webinar sessions on CSWB planning to assist municipalities, policing and community partners as they began the planning process. The webinars consisted of an overview of the CSWB planning requirements and provided guidance on how to develop and implement effective plans. A recording of these webinars has been made available and can be accessed through the following link: <http://mcscs-erb.adobeconnect.com/p3e0qppm8g30/>.

The ministry has also made updates to its Frequently Asked Questions document to provide more information and clarification regarding CSWB planning, including changes to the CSWB planning provisions that came into force as a result of recent legislation (see Appendix C).

Municipalities are encouraged to continue utilizing the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to support the planning process (see Appendix D). This booklet includes the CSWB Planning Framework as well as a toolkit of practical resource documents, including a tool on engagement, to guide municipalities, First Nations and their partners as they develop and implement their plans. The booklet is also available on the ministry's website at: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPlanningFramework.html>.

If communities have any questions, please feel free to direct them to my ministry staff, Tiana Biordi, Community Safety Analyst, at [Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca) or Steffie Anastasopoulos, Community Safety Analyst, at [Steffie.Anastasopoulos@ontario.ca](mailto:Steffie.Anastasopoulos@ontario.ca).

Head of Council/Chief Administrative Officer/Municipal Clerk  
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I greatly appreciate your continued support as we move forward on this modernized approach to CSWB together. Through collaboration, we can work to build safer and stronger communities in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Sylvia Jones". The signature is fluid and cursive, with the first name "Sylvia" written in a larger, more prominent script than the last name "Jones".

Sylvia Jones  
Solicitor General

Enclosures

**Solicitor General**

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132-2020-5553

**By email**

December 24, 2020

Dear Head of Council/Chief Administrative Officer/Municipal Clerk:

As you know, on January 1, 2019, amendments to the *Police Services Act* (PSA) came into force which mandate every municipality in Ontario to prepare and adopt a community safety and well-being (CSWB) plan, working in partnership with police services/boards and various other sectors, including health/mental health, education, community/social services, and children/youth services. As previously communicated, municipalities originally had two years from the in-force date to prepare and adopt their first CSWB plan (i.e., by January 1, 2021).

The government recognizes that the pandemic has created unprecedented challenges for communities across Ontario. Over the past several months, we have heard from municipal partners that resources have been redirected to the pandemic response and, as a result, some have experienced delays in their CSWB planning and engagement processes.

In an effort to support municipal, policing and community partners during the emergency, on April 14, 2020, the government passed the *Coronavirus (COVID-19) Support and Protection Act, 2020*, which amended the PSA to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans post January 1, 2021. This amendment came into force immediately upon Royal Assent.

**I would like to inform you that the new deadline for municipalities to prepare and adopt a CSWB plan is now July 1, 2021.** This extension provides municipalities with an additional six months to complete their plans.

This change will ensure municipalities, police services and local service providers can continue to dedicate the necessary capacity and resources to respond to COVID-19, while also providing adequate time to effectively undertake consultations, work collaboratively with multi-sectoral partners, and meet the legislative requirements to develop meaningful and effective CSWB plans.

Community partners continue to underscore the importance and need for this type of holistic planning that addresses crime and complex social issues on a long-term, sustainable basis and improves the safety and well-being of Ontario communities.

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Despite the unforeseen challenges that the pandemic has created, it is encouraging to see municipalities across the province persevere and make significant progress on their CSWB plans through innovative and forward-thinking approaches.

I greatly appreciate your on-going support as we move forward on this modernized approach to CSWB together. Through collaboration, we will continue to build safer and stronger communities in Ontario.

Lastly, if municipalities have any questions about CSWB planning, please direct them to ministry staff, Tiana Biordi, Community Safety Analyst, at [Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'Sylvia Jones', written in a cursive style.

Sylvia Jones  
Solicitor General

**Windsor Essex  
Regional Community Safety and Well-Being Plan  
Project Timeline**

<b>Year</b>	<b>Month</b>	<b>Milestones</b>
<b>2021</b>	<b>January</b>	Enhanced Sector Network Group Meetings
	<b>February</b>	Regional Consultation (Online Surveys, 9 Virtual Town Halls)
	<b>March</b>	Analysis of Consultation data
	<b>April</b>	CAO and Elected Officials Focus Groups based on Consultation Feedback
		Enhanced Sector Network Group- Prioritization Process
	<b>May/June</b>	Regional Systems Leadership Table Prioritization Process
	<b>June/July</b>	RCSWB Plan report writing and creation of Comprehensive performance and measurement plan for each strategic priority
	<b>August</b>	Completion of Regional CSWB Plan
		Submission of Regional CSWB to Standing Committee
	<b>September/ October</b>	RCSWB Presentation/Submission to City and County Council(s)
<b>November / December</b>	Digital and Paper Copies of the Report Made Available to the Community	