



Community Safety Advisory Sub-Committee Charter

Item 2E

September 14, 2021

Tenant Services Committee

Report: TSC: 2021-63

To: Tenant Services Committee (“TSC”)

From: President & Chief Executive Officer

Date: July 13, 2021

PURPOSE:

The purpose of this report is to present the Community Safety Advisory Sub-Committee (“CSAC”) Charter for approval.

RECOMMENDATIONS:

It is recommended that the TSC approve and forward to the Board of Directors for approval the Community Safety Advisory Sub-Committee Charter.

REASONS FOR RECOMMENDATIONS:

At its July 20, 2021 meeting, the CSAC Charter was approved by the Community Safety Advisory Sub-Committee.

In 2021, the CSAC was established as a sub-committee of the TSC, itself a committee of the Toronto Community Housing (“TCHC”) Board of Directors (the “Board”), to assist the Board and TSC in fulfilling its responsibility with regards to Community Safety and Support at TCHC. In establishing CSAC, the CSAC Charter (the “Charter”) has been established (Attachment 1), which outlines its mandate, accountability, term, membership, and deliverables.

The deliverables of the CSAC will be guided by an annual work plan, which is Attachment 2 to this report and will include regular standing agenda items, as well, special agenda items. The special agenda items can include but will not be limited to the following:

- Community Safety Unit (“CSU”) Overview;
- Integration of Confronting Anti-Black Racism (“CABR”);
- Overview of Community Safety and Support Pillar;
- Tenancy Management (Managing Difficult Tenancies, Tenant Support);
- Categorization of TCHC Communities;
- CSU involvement in TCHC Communities and Impact on Tenants;
- Tenant Engagement Models for CSAC;
- Hub Model; and
- Recommendations to TCHC.

SIGNATURES:

“Sheila Penny”

Sheila Penny
Chief Operating Officer

ATTACHMENT:

1. Community Safety Advisory Sub-Committee Charter

STAFF CONTACT:

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Attachment 1: Community Safety Advisory Group Charter

MANDATE:

The Community Safety Advisory Committee (“CSAC”) is established as a sub-committee of the Tenants Services Committee (the “TSC”), itself a committee of Toronto Community Housing’s (“TCHC”) Board of Directors (the “Board”), to assist the Board and TSC in fulfilling its responsibilities in respect of Community Safety and Security at TCHC.

RESPONSIBILITIES:

The CSAC fulfills its mandate by carrying out the following responsibilities:

- Advice and recommendations to the TSC on the design, implementation, and reporting of policies, strategies and initiatives by Management on security, CCTV cameras, and crime and reporting; and
- Advice and recommendations to the TSC on the design, implementation, and reporting of policies, strategies and initiatives by Management on community safety and the Community Safety Unit.

AUTHORITY:

The CSAC is an advisory committee of the TSC and as such is able to make recommendations to the TSC with respect to the matters that fall within its Charter for review and approval of the TSC, and for forwarding on to the Board a deemed necessary by the TSC.

The CSAC will have full, free and unrestricted access to Management and its employees.

The CSAC may retain the services of external advisors at the expense of the Corporation, as deemed necessary, to ensure its due diligence and in accordance with TCHC’s Procurement Policy and Procedures.

TERM AND DELIVERABLES:

The CSAC’s term is time-limited and is not intended to be a permanent sub-committee of the TSC. The CSAC will undertake research, review, and tenant consultation on the matters outlined in the Charter, and will deliver a

set of recommendations to the TSC for their consideration and forwarding to the Board, as deemed appropriate by the TSC.

COMPOSITION:

The composition of CSAC will be informed by the following:

- The appointment of the CSAC Chair, and members shall be made by the TSC, upon recommendation of the Committee Chair;
- The Chair of the Board of Directors shall be a voting *ex officio* member of the Committee;
- The President and Chief Executive Officer will appoint a staff liaison to support the Chair;
- The President and Chief Executive Officer will appoint a staff person to reside as Corporate Secretary for the Committee;
- The Committee shall be composed of a minimum of three (3) Directors; and
- The CSAC shall be supported by staff from TCHC and City of Toronto, with expertise and accountability for community safety, security, community development, partnership development, and stakeholder relations, as designated by the President and Chief Executive Officer

TERM:

- To be determined

QUORUM:

The following will inform quorum at the CSAC:

- Quorum shall be a minimum of fifty percent of the Directors of the CSAC;
- Where Quorum is present, decisions shall be taken by motion with passage by simple majority (fifty percent plus one) of the total CSAC members present at a meeting of the CSAC, in person, or by teleconference; and
- Written resolution in lieu of meeting signed by all members of the CSAC is permitted.

MEETINGS:

The CSAC will meet as frequently as it determines necessary but not less than once each quarter. Meetings may be called by the Chair of the TSC or the Chair of CSAC. The Chair of CSAC must call a meeting when requested to do so by any member of the CSAC, the TSC, the President and Chief Executive Officer, or the General Counsel and Corporate Secretary.

The procedure at meetings shall be determined by the CSAC Chair adhering to the by-laws of the Corporation or any resolution of the Board.

Meetings will be held in public other than matters to be dealt with in closed session, such as:

- a. the security of the property of the Corporation;
- b. personal matters about an identifiable individual, including an employee;
- c. a proposed or pending acquisition or disposition of land by the Corporation;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals, affecting the Corporation;
- f. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. any other matter City Council would be permitted to discuss at a meeting or part of a meeting that is closed to the public under City of Toronto Act, 2006 or any other Act; or
- h. a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

REVIEW:

The CSAC shall review its Charter on an annual basis and recommend any changes to such terms to the TSC.

REPORTING:

The CSAC will report the proceedings of each meeting and all recommendations made by the CSAC at such meeting to the TSC at the TSC's next meeting. The CSAC will make such recommendations to the TSC, as it may deem appropriate.

ACCOUNTABILITY AND REPORTING:

The CSAC is accountable to the TCHC Board, through the TSC, and reporting on the ongoing work will be undertaken at each TSC meeting.