



## Community Safety Advisory Sub-Committee Charter

Item 5

July 20, 2021

Community Safety Advisory Sub-Committee

**Report:** CSAC: 2021-2

**To:** Community Safety Advisory Sub-Committee (“CSAC”)

**From:** Acting President & Chief Executive Officer

**Date:** July 13, 2021

### **PURPOSE:**

To present the CSAC Charter and the CSAC Work Plan for review and adoption.

### **RECOMMENDATIONS:**

It is recommended that the CSAC review and adopt:

1. the CSAC Charter and recommend its approval by the Tenant Services Committee and the Board; and
2. the CSAC Work Plan.

### **REASONS FOR RECOMMENDATIONS:**

In 2021, the CSAC was established as a sub-committee of the Tenant Services Committee (“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 (see 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;
- Tenant Impact and CSU involvement;
- Tenant Engagement Models for CSAC;
- Hub Model; and
- Recommendations to TCHC.

**ATTACHMENT:**

1. Community Safety Advisory Sub-Committee Charter
2. Community Safety Advisory Sub-Committee Work Plan

**SIGNATURES:**

*“Sheila Penny”*

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Sheila Penny  
Acting President & Chief Executive Officer

**STAFF CONTACT:**

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Acting Chief Operating Officer  
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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 TSC 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.

Toronto Community Housing Corporation  
**Community Safety Advisory Sub-Committee**

Toronto Community Housing



**2021 Public CSAC Work Plan**

<b>Q3</b>	<b>Q4</b>
<b>Date TBD</b>	<b>Date TBD</b>
<b>REGULAR ITEMS</b>	<b>REGULAR ITEMS</b>
Q2 2021 – Violence Reduction Program Update	Q3 2021 – Violence Reduction Program Update
<b>SPECIAL ITEMS</b>	<b>SPECIAL ITEMS</b>
To be Determined	To be Determined