

## **County of Wellington Safe Communities Leadership Table Terms of Reference**

### **1.0 Mission**

To support the establishment and implementation of a coordinated approach to addressing safety issues in the County of Wellington as identified in the current injury Prevention Priority Setting Exercise.

### **2.0 Guiding Principles**

- Multi-sectoral partnerships and shared responsibility
- Culturally appropriate
- Evidence-based
- Includes crime and other injuries (intentional and unintentional)
- Respect
- Awareness
- Accessibility

### **3.0 Goal/Functions/Activities**

#### **3.1 Short-term goals**

- Create awareness by networking with new and existing partners.
- Prepare and present a Community & Safety Well-Being Plan to the County of Wellington Police Services Board

#### **3.2 Long-term goal is to have an effective and coordinated approach addressing safety and well-being issues in the County of Wellington**

- Maintain Safe Community designation
- Facilitate implementation of activities that will address the priorities identified in our Priority Setting Review
- Maintain a Strategic Plan to support the identified priorities
- Conduct reviews and evaluations of activities as required

#### **4.0 Membership of Leadership Table**

The Leadership Table should include representation from the following:

- Wellington County Council
- Wellington County Ontario Provincial Police
- Wellington County Social Services
- Guelph Wellington Paramedic Services
- Wellington Dufferin Guelph Public Health
- Municipal Fire Departments in Wellington County
- Representation from each of the 7 Municipal Councils

In addition, representatives from a wide variety of community organizations shall participate.

#### **4.1 Leadership Table Chair Positions**

The Leadership Table will be co-chaired by representatives chosen from the membership of the Leadership Table. Any member of the Leadership Table can be nominated to serve as co-chair. The co-chair position shall be for a 2 year period. When the co-chair's 2 year term expires, the Leadership Table can extend the term for one additional 2 year term. If the current holder of the position does not wish to have their term extended, nominations for a new co-chair and an election shall be conducted. To maintain continuity, the co-chair terms shall start and end one year apart.

#### **4.2 Leadership Table Temporary Chair Position**

From time to time a current co-chair may need to step back from their position for a short time period. In this instance, the Executive may appoint a current member of the Leadership Table to step into the role until their return.

#### **5.0 Executive of Leadership Table**

The Executive should consist of:

- current Co-Chairs of Leadership Table
- appointed Representative from Wellington County Council
- appointed member from Wellington County OPP
- appointed member from Guelph Wellington Paramedic Services
- appointed member from Guelph Wellington Public Health
- appointed member from Wellington County Social Services
- Safe Communities Co-ordinator (ex-officio member)

## **5.1 Executive Meeting Schedule**

- Executive meetings will be held monthly or at the call of the chair.

## **5.2 Specifications of Quorum for Executive Table**

- Three members of the Executive must be present for a vote to be held.

## **6.0 Leadership Sub-Committees**

- The Leadership Table will establish Priority Advisory Groups with guidelines to address specific priority areas.
- Membership on Priority Advisory Groups will include local Safe Communities
- Membership on Priority Advisory Committees may include non-members of the Leadership Table
- Leadership Table may recognize local community groups as sub-committees
- Additional priorities from the priority setting exercise will be considered for emerging opportunities annually.

## **7.0 Communication**

- The Safe Community Coordinator shall ensure meeting minutes are recorded and circulated to the Leadership Table members and to the Chairperson of all sub-committees for distribution to their committee members.
- Leadership Table members are responsible to circulate meeting notes to appropriate members of their respective organizations.
- Post minutes and information on the Wellington County and Safe Communities Wellington County websites.
- Social Media shall be used to disseminate appropriate information to members of the public, stakeholders, and members of the Leadership Table

## **8.0 Reporting and Financial Accountability**

- Members of the Leadership Table should report to their respective organizations.
- The Priority Advisory Groups constituted by the Leadership Table will report to the Leadership Table.
- Financial Accountability: The Leadership Table will approve an annual budget and will provide the Treasury Department of the County of Wellington with the budget information.
- The Executive will report to the Police Services Board at least on a quarterly basis.

## **9.0 Frequency of Meetings**

- The Leadership Table will meet the following months: January, March, May, June, September and November. Additional Meetings may be called at the call of the Co-Chairs.

## **10.0 Decision Making**

Leadership Table decisions will be based on a quorum of eligible voters. The Co-Chairs will encourage meaningful discussion on issues preceding the calling of the vote. All members should be provided the opportunity for full and fair comment on any issues of interest.

- The majority vote of members decides the outcome where a quorum is present.
- The Program Co-ordinator will serve in an Ex-Officio role, and shall not have a vote.

## **11.0 Review**

The Terms of Reference will be reviewed yearly.

**Schedule "A"**  
**Leadership Table Meeting Schedule**

January 17, 2018

March 21, 2018

May 16, 2018 (Held at the Wellington County OPP Detachment)

June 20, 2018

September 19, 2018

November 21, 2018

Co-Chairs may call additional meetings as required.

Meetings will be held at the Wellington County Museum at 0930 hrs (9:30 a.m.) unless otherwise advised.

## **Schedule “B” Membership List**

**Tom Abraham**, Civil K9  
**Bruce Aitken**, Wellington OPP  
**Eddie Alton**, Wellington County Social Services  
**Sarah Bowers-Peter**, Crimestoppers  
**George Bridge**, Mayor  
**Rebecca Brodmann**, WDG Public Health  
**Blaine Burman**, Wellington County Social Services  
**Brian Capovilla**, Wellington Catholic District School Board  
**Pasquale Costanzo**, Wellington County Roads Super Association  
**Adrienne Crowder**, Wellington Guelph Drug Strategy  
**Gregg Davidson**, Wellington County Council  
**Stephen Dewar**, Guelph Wellington Paramedic Services  
**Linda Dickson**, Wellington CEMC  
**Kristen Drexler**, BBBS CW  
**Barbara Lustgarten Evoy**, Fergus Educational Services  
**Jan Garbutt**, Minto Safe Communities  
**Kelly Gee**, Client Care Co-ordinator VON  
**Suzanne Gilbert**, Erin Safe Communities  
**Heather Glenister**, Suicide Awareness Council, GWD  
**Michelle Gow**, Guelph Wellington EMS  
**Walter Grose**, Wellington Home & Farm Safety  
**Myrna Hutchison**, Get in Touch for Hutch  
**Gabriella Ieropoli**, Community Youth Resiliency Worker, Mount Forest FHT  
**Barry King**, Former Parachute Representative

**Heather Lawson**, Wellington CEMC  
**Scott Lawson**, Wellington OPP  
**Dennis Lever**, Warden/Mayor  
**Mary Lloyd**, Centre Wellington Council  
**Robert McArthur**, New Growth Family Centre Inc.  
**Jennifer McLaughlin**, Erin Safe Communities  
**Krista Miller**, Wellington OPP  
**Erin Montgomery**, Erin Safe Communities  
**Marlene Ottens**, Wellington Home & Farm Safety  
**Jim Potts**, Minto Resident  
**Melissa Potwarka**, WDG Public Health  
**Rick Richardson**, Mapleton Fire/Rescue  
**Paul Schambers**, Wellington OPP  
**Don Senek**, Minto Safe Communities  
**Doug Smith**, Puslinch Resident  
**Melissa Tutin**, Wellington OPP  
**Cheryl Van Ootengam**, Upper Grand District School Board  
**Allen Welke**, Erin Safe Communities  
**Chris White**, Mayor  
**Lynda White**, Wellington County Council/Police Services Board  
**Gary Williamson**, Wellington County Council  
**James Wingate**, SAFE COMMUNITIES/ Guelph-Eramosa  
**Robbin Wood**, SAFE COMMUNITIES/ Guelph-Eramosa  
  
**Ex Officio Member**  
**Christine Veit**, Safe Communities Wellington County Program Co-ordinator