Community Safety Committee
Minutes of Meeting

Date of Meeting: Tuesday, February 24th, 2009
6:30 – 9:00 p.m.

Location: Civic Auditorium Complex, Bobby Orr Lounge

Present: **Committee Members**
Councilor Louise Parkes, Acting Chairperson (to 7:35 p.m.)
Mayor John Gray, Chairperson (commencing 7:35 p.m.)
Shelagh Cauchi, Neighbourhood Watch
Heather Christie, Oshawa Block Parent Association
Penny Contreras, Durham Region Social Services
Richard Davidson, Folk Arts Council
Paul Dobbs, John Howard Society
Jim Greenlaw, UOIT
Jeannine Joubert, Durham District School Board
Judy Paty, Colin Carrie, MP
Don Pitman, Rogers TV
John Vesters, Oshawa Senior Citizens Centres

**City Staff Advisors**
Helen Break, City Managers Office
Valerie Field, Development Services
Noel Hutchinson, Community Services
Craig Kelly, Community Services

**Guests**
Marcy Marchak, Oshawa Block Parent Association

**Member Regrets:**
Cathy Coxhead, Downtown Oshawa Board of Management

**Members Absent:**
Paul Barta, Jerry Ouellette, MPP
Cris Douglas, Greater Oshawa Chamber of Commerce
Kevin Feagan, Corporate Services
Gary Pitcher, UOIT/DC
Maria Vasanelli, Durham Catholic District School Board
Dave Wilson, Durham Region Police Service
1. Administration

**Acting Chair:** Louise Parkes advised that Mayor Gray had been unexpectedly delayed, and would be arriving in approximately one hour. Until his arrival, Mayor Gray requested Ms. Parkes chair the meeting.

**Approval of Minutes:** Louise Parkes asked for approval of the minutes of January 27th, 2009, as presented. Moved by Don Pitman and seconded by Paul Dobbs. Approved.

2. Presentation by Development Services Department: Planning Services Branch

Valerie Field provided a presentation from Development Services detailing what Planning Services does and how their actions relate to public safety. Ms. Field included detailed examples of how land use and building structure can affect public safety. Ms. Field noted that considerations such as traffic flow, natural surveillance and property uses can impact safety, and instilling a sense of ownership and responsibility in residents encourages positive change within the community.

3. Presentation by Community Services Department: Transportation and Parking Services Branch, and Parks Services Branch

**Transportation and Parking Services:** Craig Kelly gave a presentation regarding Transportation and Parking Services’ responsibilities and their relation to community safety. This department is responsible for collision analysis, traffic calming and signage, pavement markings, road closures (for construction or special events) and crossing guards. This City service also provides support for the municipal parking system including lighting, signs, security and maintenance for municipal parking lots as well as City of Oshawa facility parking lots. Staff also assisted with the Safe Driving Action Committee created by City Council in 2004. This Action Committee was referred to the Community Safety Committee in 2008. Mr. Kelly’s presentation concluded with information regarding two transportation-focused initiatives. Walk to School Day is an international event intended to reduce the number of cars near schools, thereby reducing potential for traffic related injury. Roadwatch permits residents to report drivers to the Police using plate information. Drivers reported on receive letters, and an officer may also contact repeat offenders in person. Durham Regional Police Services currently accepts Roadwatch complaints via the internet.

**Parks Services:** Noel Hutchinson provided information from Parks Services regarding the function of this branch as well as current safety concerns such as vandalism, dumping and parties in local parks. Mr. Hutchinson advised that the branch is involved in community programs to support safety, such as the Communities in Bloom program. It is also currently assisting in improvements in the
downtown area including light standards, paving and horticulture. This branch also considers Crime Prevention Through Environmental Design (CPTED) principles, ensuring effective design and natural surveillance in local parks. It was noted that encouraging park usage by residents often discourages crime and other safety issues occurring in parks. Mr. Hutchinson stated that going forward, Parks Services would continue to maintain the relationship with the City’s Special Enforcement Unit under Municipal Law Enforcement, DRPS and local schools. Mr. Hutchinson also noted that Parks Services is currently working towards ensuring each park has a municipal street address to aid emergency services in locating them when necessary.

4. Election of Chair and Vice-Chair

Announcements: Louise Parkes announced that Councillor Robert Lutczyk has resigned from the Community Safety Committee effective February 20, 2009.

Ms. Parkes also announced the City Council has approved the Committee budget increase to $18,500 as requested.

Arrival of Mayor Gray. Mayor Gray assumed the role of Chairman at 7:35 p.m.

Elections: Mayor Gray advised that the Committee requires a Chair and Vice-Chair, and a member of Council should not hold this position on a permanent basis. Don Pitman asked if the day the meetings are held is mandatory. If the meeting could be moved to either a Monday or Thursday, Mr. Pitman suggested that he would be interested in the role of Vice-Chair. Mayor Gray acknowledged Mr. Pitman’s interest and requested the Committee also consider additional nominations for the role of Chair as soon as possible. (Note: Following the meeting, Helen Break was approached by Don Pitman and Shelagh Cauchi, who volunteered to act as Chair and Vice-Chair, respectfully, if a change in day could be arranged)

5. Report of Website Subcommittee

Jim Greenlaw circulated meeting notes from the Website Subcommittee detailing the proposed design guidelines and content for the site. The Subcommittee determined that the three students will work at the UOIT offices at 11 Simcoe St. North in Oshawa and will report directly to Mr. Greenlaw. The project is expected to last from May 1st, 2009 to July 30th, 2009, and two of the three students will continue on a part-time basis to maintain the site until December 2009. The students will be employees of UOIT.

Mr. Greenlaw reported that the Subcommittee intends to ensure the site is easy to navigate, attractive, interactive and interesting to all age groups, and maintains the integrity of the City’s brand and website requirements.
Discussion

Mr. Greenlaw advised the site will feature general Committee information including the Terms of Reference, Annual Report, workplan and budget, minutes and meeting dates, committee member names and contact information. It is also proposed to include the following:

- Safety/Crime Prevention tips – i.e. safety “Fact Sheets” or self audit documents
- Teacher resource section
- Explanation of CPTED and its use in Oshawa
- Announcements of Community Safety Events
- Community Safety Survey
- Crime statistics
- Links to partner websites - i.e. DRPS, John Howard Society, School Boards, etc.
- Links to other safety-related organizations – i.e. Crimestoppers, Safe City Canada, National Crime Prevention Centre
- Possible fundraising opportunities including website sponsorship

In addition to these features, the Subcommittee recommended possible future phases that would require regular monitoring, such as a question and answer section, two-way communication options and a graffiti reporting form.

Penny Contreras also suggested emergency management information could be included as well.

The Subcommittee noted that before going live, the content and format would be approved by the Subcommittee, the Community Safety Committee and City staff to ensure appropriate content and City brand integrity.

Discussion ensued regarding the Community Connections Funding process. Mr. Greenlaw offered to draft a proposal to secure additional funding for the website. Once the students create this site, the template and design could be marketed to other communities, and the proceeds used to maintain the site. The Community Connections Funding could provide resources to this project in addition to the funds in the Community Safety Committee budget.

Additional discussion ensued regarding ownership of the site as well as the capabilities of the City of Oshawa website. The Committee recommended a meeting with City Information Technology staff, UOIT staff and Mike Zarka to discuss the location of the site as well as to draft a memo of understanding regarding ownership and responsibilities. Helen Break agreed to arrange this meeting.

It was noted that during the course of this project, the City would own the content of the website. Mr. Greenlaw advised that the students should be selected by March and will most likely attend the March Committee meeting.
## Discussion

### 6. Report of Pitch-In Week Event Subcommittee

Noel Hutchinson reported that this Subcommittee has met twice since the last Committee meeting, and circulated notes from both meetings. In addition to the volunteers selected at the last meeting, Rose Mary Mason, the Parks Community Programs Coordinator has also joined this Subcommittee.

Mr. Hutchinson stated that the Subcommittee intended for the project to be highly visible during the week, building on the current Pitch-In program already conducted by the City. The targeted date for this event will be Thursday, April 23, 2009 from 11:00 a.m. to 12:30 p.m., commencing from City Hall. The event will focus on cleaning up the downtown core, including graffiti removal, painting hydrants, and replacing dead/damaged trees and other clean up.

A number of suggestions were provided for the name of the event, and while the Committee favored the title “Community with Brooms”, the final decision was left to the discretion of the Subcommittee.

Noel Hutchinson further reported that Subcommittee members will be contacting possible merchant volunteers as well as lunch sponsors and locations, and will coordinate a media release with City staff.

### 5. Next Meeting

Penny Contreras thanked Mayor Gray and members of the Committee for their support with the recent Youth Town Hall meeting. One spin-off of that meeting is a Sports Equipment Lending Library proposed for launch in the near future. Another group that was part of this event, the Durham Gang Strategy, has requested agenda time to provide a presentation to the Oshawa Community Safety Committee. Ms. Break noted that this group is scheduled to present to the Committee in March.

Ms. Break noted that a few of the partners on the Committee have not yet provided a presentation to the members, and offered time for anyone who has not yet presented to do so at the March meeting. Richard Davidson of the Folk Arts Council noted that while his group is not specifically involved in safety actions, he would speak to his Council regarding a presentation in March.

**PLEASE NOTE MEETING LOCATION**

The next meeting of the Committee is scheduled for **Tuesday, March 31st, 2009 at 6:30 p.m. at the Bobby Orr Lounge, Civic Auditorium Complex.** Agenda to follow.

Meeting adjourned at 8:37 p.m. Motioned by Shelagh Cauchi, seconded by Paul Dobbs. Approved.