

**Community Safety and Crime Prevention Advisory Committee (CSCP)
Safety Week 2017 Planning Committee Meeting Report # 3
March 10, 2017**

FOR APPROVAL AT CSCP March 23rd, 2017 Meeting

In Attendance: Laila Norman, Marnie Sherritt, Meagan Melling, Emily Van Kesteren, Michele Sands, Linda Steel

1. Review of Minutes Report from February 6, 2017 planning meeting and action items, per CSCP Meeting approval with changes February 22nd: Community Day has reverted back to Seniors' Day due to logistics and representation goals; Parent/Secondary Student presentation confirmed to move ahead as part of the week.

2. Updates and Action Items:
 - Seniors Day (Laila/Linda): Beacock and East London libraries will not meet our needs. Check to see if Westmount or Masonville are available.
 - Elementary Students (Meagan/Emily): Working with/confirming with 3 schools in conjunction with Public Health Nurses; Lafarge has confirmed their participation.
 - Parent/Guardian/Secondary Student Presentation (Sheena/Linda): to take place Wednesday, May 3rd from 6:00 to 9:00 at Catholic Central High School; Free pizza and community displays/resources to start, followed by Key Note Presenter Katie Cole, then Panel Presentation (Police, parent, student reps) , then Q&A period; surveys to be distributed to gain feedback and direction; Need to contact London Police to ask for LPS participation on Panel.
 - UWO/Fanshawe (Linda): Fanshawe interested in participating but want to know what Western is doing, so can be done jointly; no response from Western rep to date
 - Neighbourhood Watch (Michele/Paul): At various locations/times across the City during the week, Neighbourhood Watch volunteers will attend at Community Centres with: laptops to display stats, areas, and related information; information/hand-outs; and graffiti removal. Michele to provide dates/locations when confirmed.
 - Police (Linda/Meagan): YMCA has generously donated 300 family passes for LPS to give out as their "nice tickets"!

- Public Input Session (Linda/Joyce): TVDSB location confirmed from 11:00 a.m. to 2:00 p.m. London Car Seat Safety Clinic to take place at same time/location.
- Communications (Laila/Linda): To meet with City of London, Corporate Communications Specialist at 1:30, March 10th to determine how we promote CSCP and week: hashtag, poster, visibility on City website, online survey, logos, schedule, slogan, media release.
- Promotion (Michele/Laila/Linda): Michele prepared and provided a promotion schedule – agreed to by planning committee; our hashtag for the week will be **#SafeCityLondon**; National Safety Week will promote our Week and provide hand-outs;
- Schedule (Linda): Linda to provide calendar for the week as events/locations/dates are finalized; and pursue promotion schedule provided by Michele
- Budget (Linda): pizza for parent/secondary student event approved by planning committee; pursue donations from City for items for gift bags for the 20 student winners of Social Media and Online Safety Contest (ask Janice)

3. Next planning meeting and location: 9:30 a.m., Thursday, April 6th at Neighbourhood Watch Offices, 652 Elizabeth Street

POST MEETING ACTION ITEMS and CONFIRMATIONS:

- Seniors Day: Confirmed for Tuesday, May 2nd from 11:00 a.m. to 2:00 p.m. at Westmount Library; BBQ not allowed so pizza and salads have been ordered for that day – to be served by Fire, EMS, and Police outside front entrance; CSCP will purchase water bottles.
- YMCA: fully confirmed for free family swim each night at all YMCA pools
- Request sent to Janice for City of London items for gift bags for the 20 student social media and online safety contest winners. If Janice cannot donate, two City Council members have agreed to donate.
- Joyce and Linda met with Deputy Mayor Hubert and Councillor Hopkins on Wednesday, March 15 to engage Council support for CSCP Week
- Laila and Linda have requested delegation status at the Community and Protective Services meeting on March 28th to promote CSCP Week
- Invitation letters for Friday night Awards Ceremony on May 5th, 7:00 p.m. at London Public Central Library, Stevenson Hunt Room are being sent to: London Police Chief, London Fire Chief, EMS Chief, YMCA CEO – to be

presenters; TVDSB Director of Education, and LDCSB Director of Education – to explain their judging criteria and importance of the messaging; Mayor Brown, London Library CEO, and MLHU Chief Medical Officer – to bring greetings; and all City Councillors.

- Promotion: Joyce and Linda have requested to meet with TVDSB graphic art and communications people for poster development; poster will have an electronic version with live links and a hard copy with added details for print version
- Schedule of Confirmed Events (as at March 17th) is attached.