

# TOOLKIT

for Developing Crime  
Prevention and  
Community Safety &  
Well-Being Plans



CANADIAN MUNICIPAL  
NETWORK ON CRIME  
PREVENTION

Together for Safer Canadian Cities

RÉSEAU MUNICIPAL  
CANADIEN EN PRÉVENTION  
DE LA CRIMINALITÉ

Ensemble pour des villes canadiennes plus sécuritaires

**Funded by:**

The Federation of Canadian Municipalities

**Based on:**

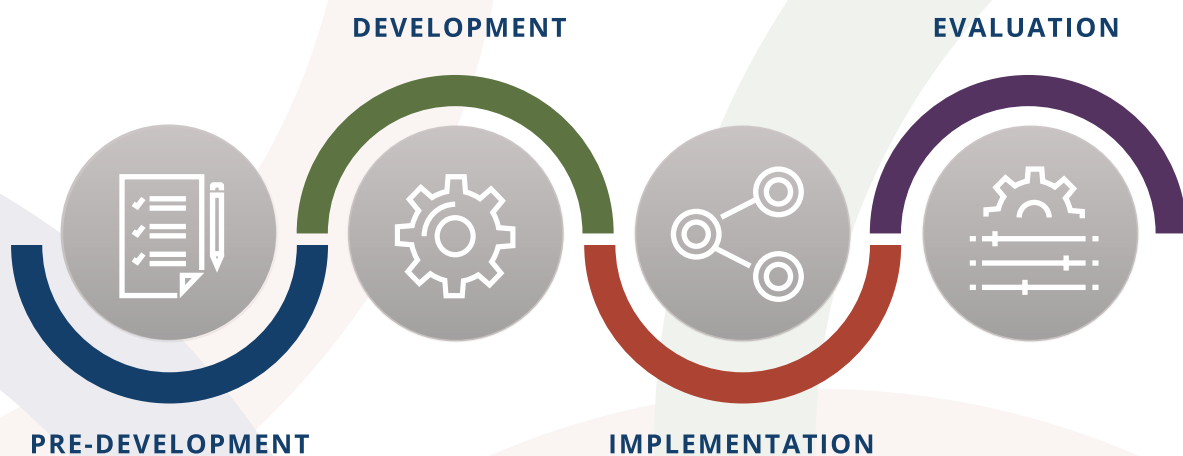
CMNCP's Practitioner Guide on Crime Prevention and Community Safety & Well-Being Planning

# INTRODUCTION

This toolkit is part of the Canadian Municipal Network on Crime Prevention's (CMNCP) Practitioner Guide on developing Crime Prevention and Community Safety & Well-Being (CP/CSWB) plans. The toolkit is intended to serve as a summary and checklist of key steps for municipalities and communities seeking to develop their own CP/CSWB plans.

## ABOUT THE TOOLKIT

This toolkit provides a list of general actions (and corresponding steps for each action) that, based on promising practice, are recommended in the process of developing a CP/CSWB plan. It is designed so the user can track local progress of each step and includes references to the larger practitioner's guide for further information. The toolkit is broken down into four sections, reflecting the four stages of plan development identified in CMNCP's review:



Each section highlights key actions and steps that local decision-makers may want to consider as they engage in the development of their own CP/CSWB plan, as well as a page reference to CMNCP's Practitioner Guide on Crime Prevention and Community Safety & Well-Being Plans, additional considerations, and a chart to track progress. Within each section, CMNCP has also flagged actions that have been deemed highly important. These are indicated by a flag icon (🚩).

# 1. PRE-DEVELOPMENT



This section refers to preparatory actions needed for developing a CP/CSWB plan. This stage is key as it sets the groundwork for the remainder of the process and allows those involved in the plan development to understand what resources they have access to, what they need, and the capacity they have for plan implementation.

**Key actions for the Pre-Development stage may include:**

- Reaching out to stakeholders
- Engaging in the process of collaboration
- Examining available resources
- Identifying ways to obtain funding



# ACTION: ENGAGE WITH KEY STAKEHOLDERS

**Description:** Identifying and communicating with key stakeholders in the community regarding CP/CSWB plan development, build buy-in, obtain valuable insight, collaborate, and recruit potential members for the advisory committee<sup>1</sup> (pages 11-18).

## Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	Ongoing
Identify a list of key stakeholders in your community.					
Reach out to key stakeholders (see Appendix 1).					

NOTES

<sup>1</sup> For potential barriers and solutions see pages 13-15 in full report.



# ACTION: IDENTIFY A BACKBONE ORGANIZATION

**Description:** Identifying or hiring an organization to oversee the development, implementation, and evaluation of the CP/CSWB plan (pages 12-13).

## Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	Ongoing
Identify potential backbone organization(s).					
Reach out to organization(s).					
Hire organization for backbone support.					

NOTES



# ACTION: ESTABLISH AN ADVISORY COMMITTEE

**Description:** Enlist a committee to make decisions, offer guidance, and oversee the entire process (page 18).

## Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	Ongoing
Identify potential committee members (see Appendix 2).					
Finalize membership.					
Establish frequent meetings/check-ins with members.					

NOTES



## ACTION: ESTABLISH A FUNDING FRAMEWORK

**Description:** Identify funding sources including allocation and funders, as well as how funds/resources will be allocated, and who will provide them (page 20).

### Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	Ongoing
Determine funding necessary for CP/CSWB plan elements.					
Identify current funding sources.					
Outline fund allocation (which aspect needs how much).					

NOTES





# ACTION: REQUEST FOR PROPOSALS (RFP)

**Description:** Develop a request for proposals to recruit organizations/agencies to work on CP/CSWB plan (page 20).

## Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	Ongoing
Develop Request for Proposal document.					
Determine how applicants will be evaluated.					
Distribute/circulate RFP.					

NOTES

## 2. DEVELOPMENT



This section refers to the process of preparing to implement the plan or strategy. Once the actions outlined in the pre-development phase have been completed, best practice suggests that moving into the development phase should include actions like consulting with members of the community, determining local priority areas, and establishing a list of available services in the area. Essentially, this involves collecting as much information as possible to ensure that plan elements reflect best practice and address local needs.



# ACTION: CONDUCT A COMMUNITY SAFETY AND WELL-BEING ASSESSMENT

**Description:** Collect local data to examine the current state of community safety and well-being within the community (pages 22-25).

## Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	N/A
Identify data sources for local information related to crime prevention, community safety, and well-being.					
Collect data from sources identified in previous step.					
Conduct CSWB survey.					
Complete asset mapping.					
Conduct community consultations.					

NOTES



# ACTION: IDENTIFY PRIORITY AREAS

**Description:** Identify key areas of need or focus in the community that should be addressed with the CP/CSWB plan (page 25).

### Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	N/A
Using local data, identify priority areas for the community.					
Determine how each priority area will be addressed by the CP/CSWB plan.					
Identify which indicators will be used to determine the impact of program elements on priority areas.					
Establish baseline measurements for later evaluation.					

NOTES



# ACTION: DEVELOP A PLAN

**Description:** Using the information identified above, establish a plan to address CP/CSWB in the community. The plan should include several sections, as indicated in the status bar below.

## Local Relevance

Applicable

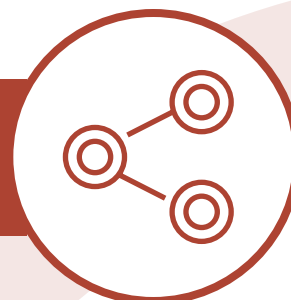
Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	N/A
Identify and list local context/considerations for implementation of the plan.					
Outline local risk factors and priority areas.					
Outline how risk factors and priorities will be addressed.					
Outline the goals and desired outcomes of the plan.					
Outline how outcomes will be evaluated.					

NOTES

## 3. IMPLEMENTATION



The implementation phase refers to the process of putting the CP/CSWB in motion, which includes addressing the priorities and gaps in service, consistent review of plan and program components and their effects, as well as ongoing communication between different stakeholders to receive feedback and ensure progress is maintained. This allows any needed changes to be implemented immediately once the plan is put in place, increasing its chances for success.



# ACTION: IDENTIFY AND/OR DEVELOP LOCAL PROGRAMS TO MEET COMMUNITY NEEDS

**Description:** Implementation of programs developed to address priority areas (page 27).

## Local Relevance

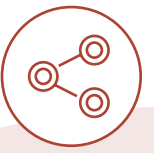
Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	N/A
Determine what is needed for implementation and ensure that these requirements have been met.					
Allocate program responsibility among committee.					
Implement programs into the community.					

NOTES



# ACTION: MONITOR OF PLAN PROGRESS

**Description:** Ongoing monitoring of the effects of CP/CSWB plan elements and programs (page 28).

## Local Relevance

Applicable

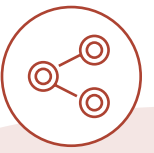
Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	N/A
Allocate responsibility for monitoring each plan element.					
Establish timeline for data and/or feedback collection.					
Collect status updates from plan elements and programs.					

NOTES





## ACTION: ONGOING COMMUNICATION

**Description:** Frequent communication with stakeholders and the public to share progress and maintain transparency (page 28).

### Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	N/A
Provide regular updates to plan partners and advisory committee on plan status and effects.					
Frequent updates for the public to celebrate plan progress.					

NOTES

## 4. EVALUATION



The evaluation phase involves monitoring and assessing the impacts of the plan to determine its effects. While CMNCP had limited data on this phase, findings from the available information highlight the importance of identifying key questions and indicators for evaluation to effectively examine the outcomes of the CP/CSWB plan. This is a vital stage in the CP/CSWB plan process as it allows communities to determine the impacts that have occurred over time and provide feedback on plan elements. As a result, it is important that evaluation information be made available to stakeholders and members of the community upon completion.



# ACTION: DETERMINE KEY QUESTIONS FOR EVALUATION

**Description:** Identify key areas that will be measured for evaluation (page 29).

## Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	N/A
Determine key elements that will be assessed during the evaluation process.					
Allocate responsibility for evaluating plan elements.					
Hire a third party to complete evaluation.					

NOTES



# ACTION: IDENTIFY INDICATORS AND MEASUREMENTS

**Description:** Identify key areas that will be measured for evaluation (page 30).

## Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	N/A
Identify and select indicators to be used for plan evaluation.					
Determine how each indicator will be measured.					

NOTES



# ACTION: EVALUATE OUTCOME OF CP/CSWB PLAN

**Description:** Determine what will be measured and how (page 31).

## Local Relevance

Applicable

Not Applicable

IMPLEMENTATION	
Organization:	Lead:
Support:	

STATUS					
Steps	Not Started	In Progress	Completed	Overdue	N/A
Collect data on evaluation indicators.					
Examine changes over time and impact of CP/CSWB plan.					
Share results with stakeholders and community.					
Make adjustments based on feedback and results.					

NOTES

# APPENDIX

## APPENDIX 1: SUGGESTED COMMUNITY STAKEHOLDERS

STAKEHOLDERS							
Health Services	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Addictions	Yes	No					
Community Health Centres	Yes	No					
Long-term care homes/ retirement homes	Yes	No					
Local Health Integration Network	Yes	No					
Mental Health (Adults)	Yes	No					
Mental Health (Youth)	Yes	No					
Canadian Mental Health Association	Yes	No					
Medical Officer of Health	Yes	No					
Public Health	Yes	No					
Hospital representatives	Yes	No					
Provincial Department of Health	Yes	No					
SCSs and other harm reduction efforts	Yes	No					
Education	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Local school boards	Yes	No					
Post-secondary education	Yes	No					
Provincial Department of Education	Yes	No					
Community and Social Services	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Community & Social Services (Child/Youth)	Yes	No					
Community Development	Yes	No					
Community-at-large	Yes	No					

STAKEHOLDERS							
Neighbourhood development	Yes	No					
Women's Crisis Services	Yes	No					
Restorative Justice	Yes	No					
Rural Representative	Yes	No					
Urban Representative	Yes	No					
Commissioner of Social Services	Yes	No					
Family and Children's Services	Yes	No					
Victim Services	Yes	No					
Employment Support	Yes	No					
Housing/Homelessness	Yes	No					
Children's Aid Society	Yes	No					
Ministry of Children & Youth Services	Yes	No					
John Howard Society	Yes	No					
United Way	Yes	No					
<b>Custodial/Correctional Sections</b>	<b>Applicable</b>		<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Overdue</b>	<b>Ongoing</b>
Custodial Services (Child/ Youth)	Yes	No					
Custodial Services (Adult)	Yes	No					
Local Warden	Yes	No					
Children's Aid Society	Yes	No					
<b>Municipality</b>	<b>Applicable</b>		<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Overdue</b>	<b>Ongoing</b>
Employee(s) of Municipality	Yes	No					
Member(s) of Municipal Council	Yes	No					
Regional Chair	Yes	No					
By-law services	Yes	No					
Social Planning	Yes	No					
<b>Police</b>	<b>Applicable</b>		<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Overdue</b>	<b>Ongoing</b>
Member(s) of local Police Service Board	Yes	No					
Chief of Police	Yes	No					
Local Police Department	Yes	No					

STAKEHOLDERS							
Business	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Local Business Improvement Areas	Yes	No					
Event Organizers	Yes	No					
Business Owners	Yes	No					
Chamber of Commerce	Yes	No					
Business Associations	Yes	No					
Focused Populations	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Indigenous Peoples	Yes	No					
2SLGBTQ+	Yes	No					
Older Adults	Yes	No					
Persons with Disabilities	Yes	No					
Youth	Yes	No					
Women & girls	Yes	No					
Racialized people	Yes	No					
Faith communities	Yes	No					
Research and Development	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Universities/Colleges	Yes	No					
Criminal Justice	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Crown Attorney	Yes	No					
Legal Aid	Yes	No					
Community Safety & Correctional Services	Yes	No					
Probation and Parole	Yes	No					
Crime Stoppers	Yes	No					
Emergency Services	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Paramedic Services	Yes	No					
Fire Department	Yes	No					
Funders	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
	Yes	No					



## APPENDIX 2: SUGGESTED ADVISORY COMMITTEE MEMBERS

STAKEHOLDERS							
Health Services	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Addictions	Yes	No					
Community Health Centres	Yes	No					
Long-term care homes/ retirement homes	Yes	No					
Local Health Integration Network*	Yes	No					
Mental Health (Adults)	Yes	No					
Mental Health (Youth)	Yes	No					
Canadian Mental Health Association	Yes	No					
Medical Officer of Health	Yes	No					
Public Health	Yes	No					
Hospital representatives	Yes	No					
Provincial Department of Health	Yes	No					
SCSs and other harm reduction efforts	Yes	No					
Education*	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Local school boards	Yes	No					
Post-secondary education	Yes	No					
Provincial Department of Education	Yes	No					
Community and Social Services*	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Community & Social Services (Child/Youth)*	Yes	No					
Community Development	Yes	No					
Community-at-large	Yes	No					
Neighbourhood development	Yes	No					
Women's Crisis Services	Yes	No					

STAKEHOLDERS							
Restorative Justice	Yes	No					
Rural Representative	Yes	No					
Urban Representative	Yes	No					
Commissioner of Social Services	Yes	No					
Family and Children's Services	Yes	No					
Victim Services	Yes	No					
Employment Support	Yes	No					
Housing/Homelessness	Yes	No					
Children's Aid Society	Yes	No					
Ministry of Children & Youth Services	Yes	No					
John Howard Society	Yes	No					
United Way	Yes	No					
<b>Custodial/Correctional Sections*</b>	<b>Applicable</b>		<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Overdue</b>	<b>Ongoing</b>
Custodial Services (Child/Youth)*	Yes	No					
Custodial Services (Adult)	Yes	No					
Local Warden	Yes	No					
Children's Aid Society	Yes	No					
<b>Municipality*</b>	<b>Applicable</b>		<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Overdue</b>	<b>Ongoing</b>
Employee(s) of Municipality*	Yes	No					
Member(s) of Municipal Council*	Yes	No					
Regional Chair	Yes	No					
By-law services	Yes	No					
Social Planning	Yes	No					
<b>Police</b>	<b>Applicable</b>		<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Overdue</b>	<b>Ongoing</b>
Member(s) of local Police Service Board*	Yes	No					
Chief of Police*	Yes	No					
Local Police Department	Yes	No					

STAKEHOLDERS							
Business	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Local Business Improvement Areas	Yes	No					
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Business Associations	Yes	No					
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Persons with Disabilities	Yes	No					
Youth	Yes	No					
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Community Safety & Correctional Services	Yes	No					
Probation and Parole	Yes	No					
Crime Stoppers	Yes	No					
Emergency Services	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
Paramedic Services	Yes	No					
Fire Department	Yes	No					
Funders	Applicable		Not Started	In Progress	Completed	Overdue	Ongoing
	Yes	No					

\*Indicates membership mandated by the Ontario Ministry of the Solicitor General



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