

## APPENDIX A: Committee Examples

### A-1: COWICHAN VALLEY REGIONAL DISTRICT WOMEN'S SAFETY ADVISORY COMMITTEE

The Women's Safety Advisory committee was established by the C.V.R.D. in December of 1996. The committee is comprised of fifteen members; it includes individual community representatives, community organizations, staff and elected officials from around the region and is chaired by an elected representative.

Its mandate is to "advise on women's safety issues with the Regional District including review of land use application referrals, conducting of safety audits, representation on Official Community Plan reviews and other similar items referred by the Board."

The committee is supported by the C.V.R.D., which provides administrative and technical assistance. It meets approximately six times per year and reports are made to the Board of Directors on a regular basis by the Committee Chair. The committee has been active in directing and reviewing safety audits, making recommendations to the Board for implementation, and in policy and procedural development relating to implementation and community planning. The majority of committee members have participated directly in safety audits relating to their areas of interest and representation.

### A-2: THE NEW RURAL PARTNERSHIPS PROJECT, BOUNDARY REGION, BC

New Rural Partnerships is a community-based initiative conceived by the Boundary Family Violence Prevention and Intervention Committee (BFVP&IC) in 1998 to develop and implement coordinated efforts to make Boundary communities safer for women, children and other vulnerable people. The project builds on a community culture of collaboration. During Phase I, the community reached consensus on an Action Plan. We are now implementing this plan.

A Working Group provides leadership, identifies priorities and strategies, supports project implementation and monitors progress toward achieving annual objectives. The Working Group meets monthly. The Project Coordinator reports monthly to the Child and Youth Committee of the Boundary Communities (CYC) and at the BFVP&IC meetings.

Working Group members represent grant sponsors and co-sponsors, other key community organizations, and their community. The Working Group functions as the BFVP&IC Prevention Subcommittee. Membership has been expanded as the project focus has expanded, but the basic core group has remained since 1998. Representation from the Boundary Women's Coalition (BWC), Boundary Family and Individual Services Society (BFISS), School District #51, Public Health Nursing and community advocates continues from the first grant. A Boundary Health Council representative has participated in the past. Current new members include RCMP representative and Regional District of Kootenay Boundary Planning Department staff.

Project actions have been funded by the BC Ministry of Women's Equality (MWE), the National Crime Prevention Centre (NCPC) and the generous donations of time and in-kind support from local agencies, groups and individuals. BWC sponsored the MWE project; and Boundary Family and Individual Services Society (BFISS) sponsored the NCPC grants. Co-sponsors have included the BFVP&IC, the CYC and Boundary Health Council.

# APPENDIX B: Sample Safety Audit Checklist <sup>1</sup>

## GENERAL IMPRESSIONS AND OVERALL DESIGN

- What is your first reaction to this place?
- What three words best describe this area?
- Is it easy to find your way around the area? Does it make sense?
- Is the area (building) accessible?
- Is it served by transit?
- Would you know where to go for help? How accessible is help?
- Are there signs, for example, indicating how to access emergency services?

## ISOLATION

- Does the area feel isolated? When?
- Are there many people around the area? Morning, day, evening?
- Do the surrounding land uses encourage people to be there?
- How far is the nearest emergency service such as an alarm, personnel? Are there any public telephones around?

## LIGHTING

- Is the lighting bright enough, even and in good repair?
- Are there any lights out?
- Are walkways, sidewalks, directional signs or maps, and doorways sufficiently illuminated?
- Is lighting obstructed by trees or bushes?
- Would you be able to identify someone from a distance?

<sup>1</sup> Drawn and adapted from METRAC, Women's Safety Audit Kit Guidebook, Toronto, 1989.

## SIGHTLINES, MOVEMENT PREDICTORS/ENTRAPMENT SITES

- Are you able to see clearly what is up ahead?
- Are there small, confined areas where you (or others) could be hidden from view?
- How easy would it be to get away if you were threatened?
- How easy would it be for an offender to disappear?
- Are there any alternative routes available to you?
- Are there any rooms or storage places left unlocked?

## MAINTENANCE

- Does the area feel cared for or abandoned?
- Is there litter, graffiti or vandalism present?
- Do you know who to report problems to?

## SIGNAGE

- Are there signs or other information that tell you about the area, where to find assistance, wheelchair access, entrances and exits?
- Can they be seen and read easily? By someone in a wheelchair, someone with a sight impairment?
- Are there any signs that should be added or changed?

## APPENDIX C: Sample Safety Audit Recommendations

### C-1: CASE STUDY - RURAL RECREATION CENTRE <sup>2</sup>

In 1998, a women's safety audit was done for a recreation centre located in a rural community. The purpose of the audit was to assess the centre facilities for obstacles to personal safety of women and children and to make recommendations for improvements and planning considerations. Nine women participated in the audit, representative of a range of facility users and the Area Representative of the CVRD Women's Safety Advisory Committee.

Community and recreation centres are, by design, intended to serve a diverse population and therefore must include a range of needs in both their services and facilities. During the latter part of the 1990's, Community Centres across B.C. were actively working towards increasing the number of people accessing their facilities and programs through the More Than an Open Door Initiative. This program asserts vibrant, sustainable, and pertinent, recreation services. Programs need to appeal to and be accessible for women and children in all aspects, including policies, physical facilities, schedules and programming.

In this audit, a tour of the facility was done to examine with the participants, various factors relating to their safety objectives. It brought about a number of recommendations for physical improvements, such as lighting and signage, both inside and out, to provide better visibility and information; design considerations to provide increased safety and access for a diversity of users; and management strategies to enhance communications and security. Recommendations included the following:

#### Improvements to visibility and lighting

- Install additional lighting on the building exterior on the west (rink) side to increase visibility in parking areas and around entrances.
- Increase lighting in the interior lower corridor near the rear exit.
- Consider a convex mirror for the corner to the lower rear exit alcove.
- Install additional lighting (and/or improve existing building lights) for both upper and lower parking lots. Consult with Mill Bay Community League with regard to lower lot lighting levels.
- Trim or replace landscaping / vegetation bordering the building with a combination of ground cover and canopied trees to reduce opportunities for hiding.
- Repair burned out light at the Curling Lounge exit; install additional or increase brightness of exterior lighting; trim (or replace) existing shrubbery to increase visibility and reduce hiding space.
- Install streetlighting at or near the two site entrances on Shawnigan Mill Bay Road.

<sup>2</sup> Drawn from Cowichan Women Against Violence Society, Kerry Park Recreation Centre Safety Audit Report, 1999.

## Information and Signage

- Install signage to inform people with mobility difficulties how to access the building (including how to find staff assistance).
- Signs outside the building should be placed at a low enough height to allow for visibility; they should be illuminated (through lighting or reflective materials) and located strategically on the front face of the building as patrons look straight on, and against the walls of the front alcove for side view visibility.
- Install signage to indicate location of alternate telephone.
- Install signage and post information to provide emergency contact information.
- Provide information (likely through signage) to indicate access routes between the two building sections.
- Provide additional space, located to provide for visibility and access, for community information flyers and brochures. Include information on crime and violence prevention services.
- Ask for input from arena users to evaluate new signage.

## Reduce Isolation

- Increase the number of reserved staff parking spaces near entrances.
- Where staff parking spaces are in full use, arrange alternative parking arrangements, for example, at the front entrance, which offer greater safety in terms of location and activity.
- Enhance the ability of staff who work in isolation to be able to access and communicate with other staff - possible measures could include intercom systems, pagers, regular check-in procedures.
- Work to reduce isolation in lower changerooms; possible measures include install grills in change rooms doors/walls to increase the level of noise which can travel from inside out.

## Community Access and Service Provision

- Ensure event planning includes consideration for accessibility needs. If there is not one already, designate a staff person who can be easily accessed for assistance to enter the building during early morning and evening hours when the facility (or parts thereof) are locked.
- Integrate creative community programming for youth to encourage and support non-athletic and alternative forms of recreation.
- Increase access of youth in outlying areas to facility programs through provision of transportation services to activities.
- Explore means to support groups with limited or no formal funding with respect to requiring a damage deposit, perhaps through a community service fund.

## Management, Communications and Security

- Ensure regular, daily checks are made on the operation of the existing phone and request Telus' cooperation with regard to prompt repairs of the existing telephone.
- Ensure rear and side exit doors, and maintenance and storage rooms are kept locked at all times.
- Explore ways to provide monitoring of parking areas to support safety and sense of safety, but to avoid simply displacing activities.
- Examine management policies and practices with respect to assignment of change rooms.
- Examine security practices with respect to locking of change room doors during times of use and otherwise: children and youth should not be locked outside if they are late; require the area to be double-checked to ensure no one is present before lock-up.
- Change lock systems from the current 'hasp and staple' lock system to deadbolt /key system, or find suitable alternative to meet personal safety needs.
- Provide regular monitoring of the lower hallway and change room area; explore ways to increase supervision and monitoring in change rooms, for example, through parent volunteer programs.
- Ensure policies and procedures for prevention of violence and harassment are in place and evaluated regularly. Provide information and education to managers, coaches and recreational users regarding safety regulations and violence prevention. Ensure supportive staff environment which promotes sensitivity to safety issues, and prevention of violence and harassment.
- Continue and wherever possible, enhance efforts to facilitate ongoing communication, information-sharing, community involvement and consultation.
- Suggestions included asking for input as early as possible; i.e., don't wait until a project is underway - rather, ask users before hand what they want and need - this will help to avoid having to make corrections later, and conveys a stronger message of cooperation.
- Provide opportunities for regular communication and input, for example, through a "Community Suggestion Box," a "How are we doing" questionnaire, a newsletter to provide information on "What's Happening" posted in main areas to provide facility users with information on practices and plans.

## C-2: CASE STUDY- SAFETY AUDIT RECOMMENDATIONS<sup>3</sup>

In spring of 2001, the Call to Action Project (Cowichan Valley Safer Futures) undertook extensive community consultation around community safety in a local neighbourhood, and included an in depth analysis of issues relating to gender, as well as income, race, abilities. The consultation found different issues that were related to a number of these factors, and particularly to gender.

- 90% of women and 70% of men said they are concerned for their safety out in public in the James Street area. These percentages were highest for seniors and lowest for people under 25 years of age.
- In response to these concerns, 53% of women and 29% of men restrict their use of the area. Those most affected by safety concerns are women, and particularly women over 25 years of age.
- Not surprisingly, restriction of activities increases with age, especially among women. Women across all age groups restrict their activities more than men do, with 74% of female seniors indicating that they limit their participation in community activities.

Safety audits of the area included a 1.84 acre neighbourhood park that was developed in the 1960's, which has been an important resource and recreation area for the Duncan community for many years. Over time, the area has grown and developed from a single family residential area to an urban centre. The park is located adjacent to a high school; it is also bordered by apartment buildings and single family residences. Facilities include a wading pool, washrooms and change-rooms, two benches, and play equipment, including swings and an adventure playground. The park has had a history of challenges and there were many comments about people feeling intimidated and reluctant to use it, particularly women, seniors and mothers with children.

Some of the issues identified by women included:

- drug use and drug dealing
- vandalism and litter make the park feel uncared for and abandoned
- intimidation
- people 'hanging out'
- lack of accessible facilities for scooters and wheelchairs.
- insufficient and uneven lighting through the general area cause shadowing – there are places where people could be hiding and not visible to a woman walking by
- isolation – during the 'off season' the park was often isolated
- mothers with children avoided the park because it felt unsafe
- senior women talked about not going out at night in the area because they felt vulnerable.

3 Drawn from Cowichan Valley Safer Futures, Call to Action Project Report, 2001.

Analysis of the issues included the following:

"In trying to understand the reasons that men and women respond differently to similar concerns for personal safety, it may be helpful to identify aspects of the external environment that promote the exclusion of women and other vulnerable individuals from community activities. Factors such as societal attitudes about women, (over one third of all women in the survey felt that attitudes about women impact their quality of life), racism, economics and sexual preference can all impact upon people's ability to effectively contribute to the community in which they strive to belong.

Moreover, women, more than men, may feel that they cannot adequately defend themselves in potentially dangerous situations. For example, men and women may both have similar safety concerns about going into a dark parking lot after an evening activity. However, after running through potential situations, men may conclude that they have a reasonable chance of defending themselves against harm, while women imagining the same situations conclude that the potential for harm is too high. Moreover, men and women may perceive very different kinds of threats to their safety.

In focus group discussions, men tended to relate their safety concerns firstly to material loss such as being robbed, followed by physical assault. Conversely, women more often related their concerns first to physical harm including sexual assault, and then to monetary losses. Given the differences between men and women in their conceptual frameworks for harm, compounded by varied defense ability, it is not surprising that women's fears translate to greater levels of safeguarding behaviour, including exclusion from community activities."

*(Cowichan Valley Safer Futures, 2001)*

Audit walkabouts brought about many thoughts and observations about the area, that focused not only on the physical environment, but also on the social environment. Comments about the physical environment included:

- The chain link fence around the park and wading pool feel unfriendly, institutional, a bit 'prison-like', as if 'this is a place that expects and even invites trouble.'
- Overall, the park lacks accessibility for people with disabilities. Entrances and facilities are not built for scooters, wheelchairs or anyone with mobility issues.
- There are no formal emergency outlets (i.e., public telephones or nearby designated authorities) for people who might need assistance due to personal or safety reasons.
- Clean up efforts cannot keep up with the garbage.
- The park does not provide for or encourage multi-use, which is an essential component of safety. There are no specific amenities that invite seniors for example, although there are many seniors who live in the area who could potentially be caretakers of the park if given opportunity and avenues to be a part of it.
- Playground equipment is outdated, and in some cases unsafe. Also, the design and layout are inappropriate for supervising children. Equipment is too spread out. The adventure playground is located near the entrance to Ypres Street, and is more often used by teens than tots.
- Lighting was considered to be key in terms of providing nighttime visibility for neighbours, enhancing safety for those who use the park after dark, and for deterring people from hanging out.

The following recommendations were among those that arose out of the consultation and audits:

Increase security – deter inappropriate uses.

- i Install a public telephone in or as near to the park as possible to provide for an emergency outlet, but also to provide for access.
- ii Design and install appropriate signage to provide information containing location and numbers for emergency assistance.
- iii Increase lighting levels to enhance nighttime visibility.
  - a) Install streetlights on the two poles that border the park on Alderlea.
  - b) Consider installing additional mercury vapor lighting at the entrance near Ypres.
- iv Limit access points to and from the park.
  - a) Create a physical barrier between the high school and the park.
    - Establish a firm, low, stub wall of stone or concrete, with a see-through upper level to a height of two metres.
    - Use plantings (e.g., ivy) for covering to enhance aesthetics.
    - Gate(s) should be located at natural points of access.
    - The type of gates used should not eliminate access for scooters, wheelchairs or strollers.
  - b) Install a barrier at the park entrance off Ypres Street.
    - As for a) above.
- i Enhance presence of authority in the park. Explore options:
  - a) Police presence
  - b) Private security
  - c) Recreation and maintenance staff of the District of North Cowichan

Options would need to be further explored for cost, feasibility and potential negative impacts. Refer to sections 2 & 3 for community and social development measures.

Enhance accessibility, promote diversity, multi-use, and revitalize.

- i Undertake renovations, maintenance and repairs to enhance accessibility and aesthetic appeal.
  - Explore avenues to continue and enhance clean-up efforts to ensure the park is clean and free of garbage.
  - Install designated handicap parking near the front entrance.

- ii Over the mid to long term, re-develop the park to accommodate multi-uses that are more appropriate for the local area and contribute to a stronger neighbourhood.

Park Design Recommendations:

- Update play equipment and redesign layout so that play areas are congregated into smaller, designated areas to delineate and separate uses and allow for proper supervision.
  - Designate an area for teens and design a space with equipment that will invite them and gather them into one particular area.
  - Make facilities and grounds wheelchair accessible through installing wheelchair ramps at all entrances, developing a boardwalk system within the park, and revamping washrooms.
  - Update benches and install at least 2 to 3 picnic tables to encourage more use.
  - Develop a walking/jogging 'fitness trail' track around the perimeter of the park.
  - Develop activities such as lawn bowling or shuffleboard.
  - Develop the park as a green space and community resource through planting more trees and developing a common garden scheme.
  - Reduce the height of the fence at Alderlea and use more aesthetically pleasing materials.
  - Over the long term, undertake a major project such as a waterpark to replace the wading pool.
- iii Transit plays a role in making an area accessible. A transit stop close to the park with posted schedules, would greatly enhance the accessibility of the park to those without a vehicle.

Promote Activities, Events, Stewardship.

- i Continue and enhance efforts to facilitate community-based activities in the park, social events, public activities.
- Provide support and assistance (both monetary and in-kind) to local community groups to hold events and make improvements to the park.
- ii Promote more positive attitudes toward youth.
- iii Work with youth to encourage respectful use and stewardship of the park; connect youth and seniors, school and community.

Develop youth programming and outreach, and alternative places for youth to gather safely.

### C-3: CASE STUDY- DEVELOPING AN INTEGRATED STRATEGY FOR COMMUNITY SAFETY <sup>4</sup>

Out of the consultation and safety audits done in the Call to Action project, a comprehensive strategy was developed for the neighbourhood that included three components – Community and Social Development, Planning, Design and Management and Safety, Security and Access.

#### STRATEGY FOR COMMUNITY SAFETY

1. COMMUNITY / SOCIAL DEVELOPMENT	Potential Lead Agency	Potential Partnerships
<b>Family Supports and Early Childhood Intervention</b>	<b>Provincial Ministries</b>	
<p>Increase the availability of affordable, local daycare, particularly for single parents</p> <p>Enhance programs to identify at risk children and to provide support to parents</p>		<p>First Call; Regional Health; Healthiest Babies</p>
<b>Opportunities and Services for Children and Youth</b>	<b>Children and Youth Committee</b>	
<p>Youth Centre</p> <p>Youth Outreach Worker</p> <p>Intergenerational Activities</p> <p>Youth-led Community Enhancement Projects</p> <p>Youth Action Team</p> <p>Programs to address young men's lack of safeguarding behaviour and to increase young women's sense of personal safety</p> <p>Programs to address children's safety concerns and teach safeguarding behaviour</p> <p>Role Modeling and Mentoring programs for elementary and middle school students</p> <p>Leadership opportunities for high school youth</p>		<p>Community Options; Intercultural and Immigrant Aid Society; Cowichan Spirit of Women; School District 79; Cowichan Police Advisory; Big Brothers and Big Sisters; Cowichan Tribes– Youth Services</p>

<sup>4</sup> Drawn from Cowichan Valley Safer Futures/Cowichan Women Against Violence Society, Call to Action Project Report, 2000.

## STRATEGY FOR COMMUNITY SAFETY

1. COMMUNITY / SOCIAL DEVELOPMENT	Potential Lead Agency	Potential Partnerships			
<table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><b>Support Services and Networks</b></td> <td style="width: 20%;"><b>Health Region</b></td> <td></td> </tr> </table>			<b>Support Services and Networks</b>	<b>Health Region</b>	
<b>Support Services and Networks</b>	<b>Health Region</b>				
<p>Increase capacity and range of local programs to address gaps that have been identified, especially:</p> <ul style="list-style-type: none"> <li>• alcohol and drug programs</li> <li>• seniors' health care and outreach</li> <li>• self defense programs for women, children and other vulnerable members of the community</li> </ul> <p>Enhance Community Information Networks</p> <ul style="list-style-type: none"> <li>• develop seniors' network that supports those who restrict activities due to health and safety concerns</li> <li>• coordinate efforts to distribute information about community programs to churches, businesses and community organizations</li> </ul>		<p>Connections Drug and Alcohol Program;</p> <p>School District 79;</p> <p>Community Centre;</p> <p>Independent Living Resource Centre</p>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><b>Build Alternatives for Accessing Food</b></td> <td style="width: 20%;"><b>Task Force</b></td> <td></td> </tr> </table>			<b>Build Alternatives for Accessing Food</b>	<b>Task Force</b>	
<b>Build Alternatives for Accessing Food</b>	<b>Task Force</b>				
<p>Mobile food bank to assist seniors and people with disabilities</p> <p>Increase number of Community Kitchens in area</p> <p>Provide additional pick-up points for hampers to women and families and disabled individuals</p> <p>Connect young people to seniors through meals on wheels program</p> <p>Community Gardens Program</p>		<p>Food Bank;</p> <p>Association for Community Living;</p> <p>Somenos Transition House;</p> <p>Community Kitchens;</p> <p>Local Churches;</p> <p>Cowichan Spirit of Women;</p> <p>Intercultural and Immigrant Aid Society;</p> <p>Open Door</p>			

2. PLANNING, DESIGN AND MANAGEMENT	Potential Lead Agency	Potential Partnerships
<b>James Street Revitalization Early Childhood Intervention</b>		
<b>Task Force</b>		
<p>Create a Street Identity            Beautification of James Street Area            Promote art and recreation themes and activities            Create vibrant community image            Promote more positive attitudes towards youth through involvement in Street Identity initiatives</p>		<p>Cowichan Valley Arts Council;            Cowichan Community Centre;            Cowichan Secondary High School;            Residents</p>
<b>Local Park Stewardship</b>		
<b>District of North Cowichan</b>		
<p>Facilitate community-based activities and social events in Kinsmen Park            Provide support and assistance to community groups to hold events and make park improvements            Work with youth to encourage stewardship            Connect youth with seniors and disabled individuals through park enhancement projects</p>		<p>Residents;            Cowichan Secondary;            RCMP;            Intercultural and Immigrant Aid Society</p>
<b>Traffic Study</b>		
<b>Traffic Safety Committee</b>		
<p>Traffic calming            Link transit plan to traffic plan            Improved accessibility; Increase pedestrian safety            Crosswalks; Designated parking</p>		<p>Traffic Engineer;            District of North Cowichan; ICBC</p>
<b>Housing and Shelter</b>		
<b>District of North Cowichan</b>		
<p>Provision of affordable and special needs housing such as second stage housing for women, supported independent living units for people with disabilities, subsidized housing for young families, and seniors housing            Designation of land uses and densities to support availability of land</p>		<p>Health Region;            BC Housing;            Cowichan Women Against Violence Society            Private Developers</p>

## STRATEGY FOR COMMUNITY SAFETY

3. SAFETY, SECURITY AND ACCESS	Lead Agency	Partnerships
<b>Physical Improvements/Repairs</b>	<b>District of North Cowichan</b>	
Sidewalks, crossings, curb cuts; Park facilities		Businesses; Task force
<b>Post Project Safety Analysis</b>	<b>RCMP</b>	
CPTED Review and safety audit		Safer Futures; Residents
<b>Improved Safety Communications</b>	<b>Pioneer Park Committee</b>	
Public telephones and signage		Telus; Local government

## APPENDIX D: Sample Safety Audit Implementation Record <sup>5</sup>

Item	Issue / Recommendation	Responsibility					Action	Status		
		Transit Cte.	City	DBI	Telus	Owner		N/S	Planned /in Prog	Complete
	PARKING LOT									
1 - DBS	Install sport lights that will adequately light up the full parking area.					X	Request made – no reply			
	CINEMA SIGNAGE									
2 - DBS	Install signage posted in full view on the sidewalk in front of the Cinema stating: 'Direction to Bus Stop' 'Direction to Pay Phone'		X	X	X		Endorsed by City		X	
3 - DBS	Install public phone or courtesy phone in the lobby of the Cinema.				X	X	Telus (planned program) Advised of need		X	
	CROSSING									
4 - DBS	Repaint the crosswalk designation. Prioritize installation of wheelchair ramp at corner, and integrate plans for improvements to this sidewalk to increase accessibility.		X				Endorsed by City		X	
	HOTEL LOBBY PHONE									
5 - DBS	Install Telephone sign on outside of building.				X	X	Information given			
	HEDGE									
6 - DBS	Widen the entrance onto the pathway creating expanded visibility. It may be possible to achieve greater visibility by simply lowering the height of the hedge to approximately 3 feet high.		X				Entrance widened - City			X
	BUS STOP PATHWAY									
7 - DBS	Install an accessible apron on the Duncan St. sidewalk across from the Hotel at the entrance to the pathway.		X						X	X

<sup>5</sup> Drawn from Cowichan Valley Safer Futures/Cowichan Women Against Violence Society, Duncan Safety Audit Report, 1998.

Item	Issue / Recommendation	Responsibility					Action	Status		
		Transit Cte.	City	DBI	Telus	Owner		N/S	Planned /in Prog	Complete
	BUS STOP PATHWAY									
8 – DBS	Upgrade the mobility standard of the pathway as it travels over the train tracks (similar to the upgraded pathway at the other end of the boulevard).		X						X	X
	TRAIN STATION									
9 – DBS	Affix new spot lights with higher wattage or increase wattage of existing lighting on the outside wall of the Train Station facing the bus stop.	X	X				Increased wattage			X
	BUS STOP SIGN									
10 – DBS OR	Install a new schedule sign with the following improvements: <ul style="list-style-type: none"> <li>• larger sign and lettering to improve visibility</li> <li>• Install light to shine on existing sign</li> <li>• Re-locate sign to well lit area</li> </ul>	X								
	PUBLIC PHONE AT BUS STOP									
11 – DBS	Install a payphone within vicinity of Bus Stop. Suggested locations prioritized as follows: <ul style="list-style-type: none"> <li>• affixed to or near Train Station Building facing the Bus Stop</li> <li>• Located at the corner of Canada Ave. &amp; Station Street affixed to the Bank of Montreal</li> <li>• Located at the corner of Canada Ave &amp; Station Street next to Asta Pasta</li> </ul>				X		Planning additional pay phones  Need to revisit			
	BUS VEHICLE									
12 – DBS	Develop a sign stating Regional Transit's policy on harassment of drivers and passengers (suggest using strong language like 'zero tolerance') with posted Customer Relations telephone number at the Regional Transit Commission for reception of complaints.	X					McGruff Project			X

## APPENDIX E: Factors Affecting Safety in Community Environments<sup>6</sup>

The following are characteristics of physical environments that are commonly identified in conjunction with concerns about being in or using places in communities.

### LIGHTING

Lighting is essential for both day and night, to see and be seen, particularly for pedestrians and cyclists. Many areas may be lit for motorists, but not for people walking through them. Lighting can also be uneven or obstructed by landscaping or structures. Problem places include parking lots, parks / recreational areas, building entrances and exits, back of buildings, communal areas of buildings, pedestrian pathways.

### ISOLATION

Isolation is associated with being in a place where there is no one around that would hear a call for help, or little prospect of getting to help on foot. Isolated areas include places that are not used intensively, and/or are vacant, for example, after dark or during certain times of the day such as parks, parking lots, paths, buildings, highways and rural roads.

### MAINTENANCE

Maintenance of facilities such as sidewalks is essential for safety; maintenance of buildings and grounds also contributes to a sense of ownership of space. If a place is littered with garbage or graffiti (especially racist and other derogatory messages) it presents a message that it is not safe for some people to be there.

### SIGHTLINES

People need to be able to see far enough ahead to anticipate potential problems/danger. Areas where sightlines may be a problem are pathways, trails, hallways, stairways, building entrances and exits.

### SIGNAGE

Signage is necessary for people to know where they are and where they are going. It can also provide essential information about accessing emergency services or public facilities, and can send messages about an area's ownership, intended use, and hazards. Directional and other information is needed for people who may not be familiar with an area and for people who do not speak English, have a disability or are visually impaired. It is important that signage be well-placed, well lit but free of glare.

6 See for example, METRAC, The W.I.S.E. (Women in Safe Environments) Report. Toronto: Author, 1987; City of Toronto City of Toronto Planning and Development Department and Safe City Committee of the City of Toronto, A Working Guide for Planning and Designing Safer Urban Environments. Toronto: Corporation of the City of Toronto, 1992.

## MOVEMENT PREDICTORS

Movement predictors are paths or routes where a potential attacker can predict a person's movement, and which offer no alternative for a person to escape.

Problematic places include paths, trails, tunnels, hallways, public washrooms. Safety concerns may also be compounded by poor lighting, lack of adequate emergency outlets or security features, knowledge of the area and of alternative routes.

## ENTRAPMENT SPOTS

Entrapment spots are offered by small, confined, often isolated areas, that present opportunities for hiding and surprise to a victim, and an enclosed area in which an assault may be committed. Examples include spaces in and around buildings, such as alcoves, recessed entrances and exits, storage buildings, isolated rooms, washrooms, elevators, vacant buildings, car lots. Problems may be exacerbated where there is poor lighting and obstacles to visibility, inadequate access to emergency services or no alternative route through an area.

## GENERAL DESIGN

General design and layout of an area needs to be clear for people to know where they are and what direction they need to go to reach their destination. An unclear layout can create confusion as to direction; problems can also be compounded by lack of adequate signage, isolation, poor lighting, etc.

## APPENDIX F: Checklist for Assessing Developments<sup>7</sup>



*The following questions have been drawn and adapted from Safety Audit Checklists regarding design of places related to personal safety.*

### Context of The Area / Development:

- a) Are there any existing safety issues that need to be addressed? Has a safety audit been done to determine existing and potential problems?
- Is it perceived to be unsafe for / by women, children, youth, seniors, people with disabilities?
  - Is the area isolated, dark, poorly maintained?
  - Is it known for traffic or pedestrian issues?
  - How might the proposed development affect or improve the area in terms of safety?
- b) Who are the present and proposed users? Are there any potential conflicts for example, between neighbouring land uses?

Examples might include:

- A vacant lot next to a proposed housing complex, a school next to a farm, mall, video arcade, a liquor store next to a bus stop, industrial complex next to a park.

### How do/will women and children use this area both day and night and what might their safety concerns be? Day? Night?

Examples might include:

- A neighbourhood park that will be used by women and children whose safety concerns might be around using washrooms, or need for emergency outlets, possible alcohol/drug use in the park.

Have all needs/views been considered/solicited?

- Has the developer contacted people who may be the most vulnerable and/or who are not able to come out to public meetings? Have parents, women, seniors, people with disabilities. been specifically asked for their views?

<sup>7</sup> Cowichan Women Against Violence Society, Planning for Safer Communities: A guide to planning for safety of women and children in small and rural communities; 1998.

## Does the development consider design elements which support safety?

*\*See the Design Safety Checklist.*

- Does layout and design of the proposed development (interior and exterior) maximize opportunities for casual surveillance, minimize potential entrapment areas, hiding spots?
- Will there be adequate lighting, signage, accessible pedestrian routes, transit, security, emergency services and outlets? (How has this been determined?)
- What provisions are there for accessibility?
- Again, has consultation been done to determine the concerns of people who are the most vulnerable, and does design incorporate those needs?

## What are the requirements or considerations for management to support safety of staff and the public?

- For example, will store owners, building managers be made aware of women's safety issues (and how) and
- Will there be programs/policies to support safety of staff, residents, patrons?

## What is the potential impact on community services?

- Does the development provide for or augment existing community services?
- Will there be adequate access to public transportation?
- Does the proposed development target a specific group, for example seniors? If so, will there be adequate access to services for people who may be mobility impaired, require medical attention?
- What might the impacts be for recreational opportunities, school grounds safety, traffic safety for children? Have school parent groups been contacted for their views?

## APPENDIX G: Development Design Checklist <sup>8</sup>

### OVERALL DESIGN

- Is it easy for someone who is not familiar with the area to find their way around?
- Is there adequate signage and other information that tells people where they are and how to find services, who to call in an emergency?
- Is information provided, visible and legible to someone in a wheelchair, someone who is visually impaired?
- Is the area/building accessible?
- Is the area served by public transportation? If so, does transit meet the needs of users? If not, what other assistance is available?
- Are buildings, sidewalks, streets and crossing areas well-placed and accessible, particularly for people with disabilities? How has this been determined?

### ISOLATION

- Is / will the area, building (or parts of the building) be subject to isolation? If so, are there practices in place to enhance personal safety and security of people who must use the area during those times?
- Do the surrounding land uses encourage people to be there?
- How far away are the nearest emergency services?
- Is the area patrolled by security, police, neighbourhood watch?
- Would someone hear a call for help?

### VISIBILITY

- Does the layout of the site and building(s) provide for maximum visibility of the street and parking areas, paths and walkways?
- Does the building interior contain sharp corners, isolated areas?
- Are there any structures, landscaping, vegetation, corners, ditches, vehicles, signs that would impede visibility?

8 Cowichan Women Against Violence Society, Planning for Safer Communities Guide, 1998. (Drawn and adapted from various sources, including METRAC, Women's Safety Audit Kit Guidebook. Toronto: Author, 1989; and Women's Action Centre Against Violence, Women's Safety Audit Guide, Ottawa, Ontario: Author, 1996).

## LIGHTING

- Is the lighting adequate? How has this been determined?
- Is the lighting bright enough (without being too bright or causing glare), is it evenly spaced and unobscured by landscaping or fences?
- How well does lighting illuminate parking lots, pedestrian walkways, sidewalks, directional signs and maps? Is lighting adequate for someone to see another person 20 metres away?

## SIGNAGE

- What signage is planned? What signage is needed to serve all users? Does it provide necessary information?
- Does signage direct people with disabilities to accessible entrances?
- Is it located properly? (e.g., so that it is visible to someone in a wheelchair?)
- Is the lettering large enough to read, easy to understand? Visual symbols?
- Are transportation points clearly indicated? (Taxi stands, bus stops, paratransit?)

## MOVEMENT PREDICTORS AND ENTRAPMENT SITES

- Are there small, confined areas, such as alcoves, solid staircases, between garbage bins, alleys, lanes, parking spots where someone could hide or be hidden from view?
- How easy would it be to predict someone's movements along a route?
- Is there more than one main route/ exit through well-traveled areas, into and out of buildings?

## MAINTENANCE

- How will the area/building be maintained?
- Who will be responsible for removing graffiti, repairing vandalism? Will this be done promptly?
- Will there be information posted to tell people how to report problems?

## MANAGEMENT AND SECURITY

- How is the area or building monitored? (police, security staff, etc.)
- Are security staff and building managers aware of personal safety concerns for women and children?
- Where buildings are used by businesses and services, are there safety measures and programs in place?
- How far away is the nearest emergency service? (alarm, personnel, emergency telephone)
- Are there areas that should be locked, fenced or barricaded?

## APPENDIX H: Policy Examples<sup>9</sup>

### H-1: EXCERPT FROM COWICHAN VALLEY REGIONAL DISTRICT PUBLIC SAFETY POLICY

#### Statement of Principle and Purpose

The Cowichan Valley Regional District recognized that violence is an insidious problem with devastating costs that affects all residents and that violence against any person is unacceptable. Moreover, the District recognizes that one of the groups most at risk of being abused is women and that among women, the most vulnerable groups are visible minorities, aboriginal women and women with disabilities. The Cowichan Valley Regional District recognizes a need to demonstrate leadership to achieve equality and end violence, and commits to ongoing efforts to prevent violence in our community.

#### Goal Statement

It is a goal of the Board to promote communities where all people can freely use public spaces, day or night, without fear of violence, and where people including women and children and persons with special needs, are safe from violence. Accordingly, the board shall;

- a) ensure that all CVRD programs and policies support personal and public safety, and
- b) adopt development guidelines respecting issues of safety and security and apply those guidelines in its review of Official Community Plans and development proposals.

#### Policy

The Cowichan Valley Regional District shall promote safety and security in public places, including streets, parks and open spaces, schools, public transit and public parts of buildings. To encourage public safety and security for all persons with special needs, the Board will;

- a) encourage improvement in public safety and security in approvals of buildings, streetscaping, parks and other public and private open spaces;
- b) encourage the design and siting of new buildings to provide visual overlook and easy physical access to adjacent streets, parks and open spaces and to allow clear views to parks and open spaces from the street;
- c) encourage appropriate lighting, visibility and opportunities for informal surveillance for buildings and open spaces'
- d) encourage improvement of existing streets, buildings, parks and other publicly accessible areas, where existing conditions do not promote public safety and security."

<sup>9</sup> Cowichan Valley Regional District, 1999.

## H-2: COBBLE HILL VILLAGE NEIGHBOURHOOD PLAN SAFETY AND SOCIAL POLICIES <sup>10</sup>

### Objectives

- a. To maintain the rural community ambience and character of the Village.
- b. To provide a safe, accessible and clean community which satisfies residential, commercial and community needs for the Village as a whole.
- c. To establish a community environment where all segments of the population, inclusive of race, ability, income and gender are able to live and work without fear for their personal safety.
- d. To enhance the living experience in the Village through the implementation of policies which ensure appropriately scaled development.

### Policies

- a. The Regional Board shall direct development and growth within the Plan area in a manner which reflects the existing character, scale and density of development.
- b. The regional Board shall establish zoning provisions which enable the implementation of the social objectives of the community.
- c. The Regional Board shall encourage the development of initiatives which promote cooperative efforts between residents, business and community groups to improve women's and children's safety in particular, and the public's safety generally.
- d. The Regional Board shall request the Ministry of Transportation and Highways to install a crosswalk at the intersection of Cobble Hill Road and Fisher Road to improve safe access to the train station and Quarry Park and to improve the design of Holland Avenue and Watson and Hutchinson Roads for improved pedestrian safety.
- e. The Regional Board shall request the BC Telephone Company to install additional public telephones in the Village areas possibly at or near the Post Office, the Farmer's Institute Hall and the Cobblestone Pub.
- f. The Regional Board shall encourage cooperative efforts with RCMP, the School District and MOTH to monitor and enforce traffic regulations in the Village Plan area including a 30 kilometre per hour speed limit.
- g. The Regional Board shall initiate a public information and education program for dog owners and shall require strict enforcement of bylaws relating to control of dogs and to prevent their running at large.

<sup>10</sup> Cowichan Valley Regional District, Cobble Hill Village Neighbourhood Plan, 1999; pp. 17-19.

- h. The development of facilities for youth, including the possible development of a youth centre in the Cobble Hill Elementary School when the property is acquired by the CVRD, is supported by the Regional Board.
- i. The Regional Board supports the development of a Local Service Area for street lighting within the Plan area. The type of lighting to be used shall be in keeping with the overall development objectives of the Plan, i.e. maintaining the rural, small scale nature of the Plan area and providing for better community safety.
- j. The location of seniors' residences, including affordable housing, near shops and other amenities is supported by the Regional Board.
- k. The Regional Board supports providing services for the mobility and physically challenged within the community and promotes the equal and equitable treatment of all individuals.
- l. Public and personal safety are important needs within the community. When development occurs within the Plan Area, the Regional Board shall assure that personal and public safety for persons, but with particular attention to women, children and persons with special needs is afforded a priority, by requiring the use of the "Planning for Safer Communities" guide in developing the project as well as through public consultation.

## APPENDIX I: Success Story

### A SHARED VISION AND A COMMUNITY CULTURE OF COLLABORATION IN THE BOUNDARY REGION <sup>11</sup>

It started with a shared vision of a community that was safe for women and children. The Boundary Family Violence Prevention and Intervention Committee, BFVP&IC, recognized that to achieve this vision it needed to focus on both prevention and intervention, and that the whole community needed to be involved. They also recognized that this will require both coordinated service delivery and community development strategies. This community focus is broader than many VAWIR committees established to support the implementation of the B.C. Attorney General Policy on Violence Against Women in Relationships. The BFVP&IC received the 2nd Annual Building a Safer Future Award for Coalition Building in 2000.

With funding from the Canadian Women's Foundation, community consensus on the response to incidences of violence in relationships and sexual assault was achieved through a series of community planning meetings and the commitment of 42 agencies, services and faith communities for specific actions. These were documented in the BFVP&IC Community Response to Relationship Violence and Sexual Assault in the Boundary manual in April 1998. Over 100 copies are in use.

At the release of the intervention component of the Community Response, the BFVP&IC unanimously agreed that the next area for development would be the creation of a comprehensive strategy to prevent violence against women and children in the Boundary. The committee recognized that they needed to develop new partnerships to make our rural communities safer. They called this new initiative the New Rural Partnerships Project. They envisioned the creation of a safer community "...that works towards a standard of safety in the home, at school and in the community based on mutual respect, acceptance and valuing of everyone".

With funding from the BC Ministry of Women's Equality, the New Rural Partnerships Project coordinated 25 focus group discussions to identify and prioritize safety concerns and suggest solutions. This information served as a basis for the development of a 22 point Action Plan for creating safer Boundary communities for women, children and other vulnerable people by over 50 people participating in a community planning event held in November 1999. Over 40 agencies, organizations and groups committed to work together to implement the plan.

The National Crime Prevention Centre has funded the implementation of the Action Plan for the past two years under the Community Mobilization Program. The first year focused on activating the plan. We built on the strengths of our community, fostered new relationships, and took advantage of new opportunities to set priorities for future actions. We recognized that we had a major opportunity to explore how we can work more closely with our local governments to create safer communities with the scheduled review of the Regional District of Kootenay Boundary Area "C" Official Community Plan with support from the Women and Community Safety Project. We also recognized that we had a major responsibility to strengthen community capacity in our most isolated communities to address their safety concerns. These became the focus of year two actions and will likely continue to be a focus of action for several years in the future.

The New Rural Partnerships Project continues to look for new opportunities and new relationships to help make our vision of a safer community for women, children and other vulnerable people a reality in the Boundary.

11 Prepared by Kathy O'Malley, New Rural Partnerships Project, February, 2002.