



# Community Action Plan

## Ten Steps to Designation

A Safe Life is a Basic Right  
Safe Communities Manifesto

# Safe Communities Canada

## Community Action Plan

### Two Themes

A Safe Community is one in which people and organizations have come together to do two things:

1. Reduce injury
2. Promote the safety and well being of all its citizens

### Four Attributes

Since 1996, Safe Communities Canada has been designating communities committed to putting people and processes in place to reduce injury and to enhance safety for all their citizens. During this period, we have identified the following four attributes that all successful and high-performing Safe Communities in Canada share:

#### The Attributes of Canadian Safe Communities

##### **Leadership**

A Leadership Table comprised of specified community organizations and individuals to assume a position of leadership focused on injury prevention and safety promotion

##### **Priority Setting for Programmes**

Intervention programmes based on systematic processes and methodologies for establishing priorities

##### **Sustainability**

An operating budget which demonstrates sustainability and administrative capacity

##### **Community Engagement**

A comprehensive and thoughtful plan to inform the community of injury prevention and safety promotion priorities of The Safe Community Leadership Table, and to involve community members in its intervention strategies

These are the attributes that will define the designation process for your community and once acquired, your community will be deemed ready to be designated.

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### **The Path to International Designation**

#### **With the World Health Organization Collaborating Centre on Community Safety Promotion**

Once your community is designated by Safe Communities Canada, it is eligible to become a member of the world wide family of Safe Communities as designated by the World Health Organization Collaborating Centre on Community Safety Promotion. In fact, a Safe Communities Canada designation is a logical first step for communities in Canada who wish to attain International WHO Designation. Having undergone the rigour of preparing for Canadian designation, this process will be relatively easy. The reason is that both processes function on a time continuum and, inevitably, the four attributes which anchor the Canadian designation will evolve into the six indicators of International Safe Communities. The reason? Both designations rely on the same set of assessment criteria. It is the timing of the assessment that separates *attribute* from *indicator*. The Designation Continuum, an integral component of this Community Action Plan, provides a graphic illustration of the relationship between the designation of Canadian and International Safe Communities.

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### **Six Indicators of International Safe Communities**

These indicators of the WHO Collaborating Centre Safe Communities apply to 111 Safe Communities around the world. Inevitably, the four attributes of Canada's high performing designated safe communities will evolve to match these indicators. Again, both processes are anchored by common assessment criteria.

#### **The Indicators of International Safe Communities**

1. An infrastructure based on partnership and collaborations, governed by a cross sectional group that is responsible for safety promotion in their community
2. Long-term, sustainable programmes covering both genders and all ages, environments, and situations.
3. Programmes that target high-risk groups and environments, and programmes that promote safety for vulnerable groups
4. Programmes that document the frequency and causes of injuries.
5. Evaluation measures to assess programmes, processes, and the effects of change.
6. Ongoing participation in National and International Safe Community Networks

### **Eight Criteria of Safe Communities**

These are eight important criteria which are common to both the Attributes of Safe Communities Canada and the Indicators of the World Health Organization's Collaborating Centre on Community Safety Promotion.

#### **The Criteria of Safe Communities**

1. Community infrastructure
2. Community participation
3. Programme sustainability
4. Programme range
5. Priority populations
6. Programme evaluation
7. Impact and effectiveness
8. Community engagement

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### Ten Steps to Designation

Ten steps defines the ten requirements that a community must fulfill in order for Safe Communities Canada to formally designate it as a Safe Community. A community wishing to become designated will first sign a letter of intention with Safe Communities Canada. Upon signing it, Safe Communities Canada will deem the community to be a Candidate Community and, as such, it will be eligible for assistance as it undertakes the following ten steps to designation.

#### Leadership

##### Step One

The Candidate Community must create a formal *Safe Community Leadership Table*. Membership at this table will include: local government, public health, police, fire, emergency services, educational institutions, local businesses, health and safety organizations and any other individuals and organizations which are taking a position of leadership on issues of injury prevention and safety promotion in the community.

##### Step Two

The *Safe Community Leadership Table* must adopt formal Terms of Reference, appoint an executive with co-chairs or equivalent, and present a succession plan.

##### Step Three

The *Safe Community Leadership Table* must document that it has made a concerted effort to involve all community stakeholders in its formation.

#### Priority Setting for Programmes

##### Step Four

The *Safe Community Leadership Table* must initiate and complete a formal safety priority-setting exercise which conforms to the model adopted by Safe Communities Canada.

##### Step Five

Activities focusing on injury prevention and safety promotion in the community which are championed by The *Safe Community Leadership Table* must reflect the safety priorities established by this exercise.

##### Step Six

The *Safe Community Leadership Table* must demonstrate that it has built an assessment process into all activities it champions.

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### Sustainability

#### **Step Seven**

The *Safe Community Leadership Table* must create and fund a budget to oversee its operations. This budget should demonstrate a reasonable expectation of continuing sustainability.

#### **Step Eight**

The *Safe Community Leadership Table* must retain or receive (in-kind support) the services of a paid coordinator to administer its initiatives.

### Community Engagement

#### **Step Nine**

The *Safe Community Leadership Table* must develop a comprehensive strategic plan to inform the community-at-large of its injury prevention and safety promotion priorities.

#### **Step Ten**

The *Safe Community Leadership Table* will commit to play a meaningful role in the safety and well-being of its community, and in the activities of Safe Communities Canada and to participate in the national network as a designated member of Safe Communities Canada