POLICY TITLE	ADOPTED BY:	EFFECTIVE DATE
Crime Prevention Through Environmental Design Review	*City Manager*	*September 16, 2008*
		UPDATED TO *January 28, 2015*
ORIGIN/AUTHORITY *Clause 1, Report No. 17-2007 of the Executive Committee (October 22, 2007); January 28, 2015 – Leadership Team*	**CITY FILE NO.** *CK 5400-1 and PL 5400-2*	**PAGE NUMBER** *1 of 6*

1. PURPOSE

    1.1 To ensure that the built environment in the City of Saskatoon reduces the opportunity for crime to occur and increases residents perceptions of their safety.

    1.2 To establish a process for implementing the principles of Crime Prevention Through Environmental Design (CPTED).

2. DEFINITIONS

    2.1 Crime Prevention Through Environmental Design (CPTED) means a collaborative, multi-faceted approach to reducing opportunities for crime, improving community perceptions of safety, and strengthening community bonds. CPTED emphasizes the relationship between the immediate physical environment and social behaviour related to crime. CPTED principles stem from the observed phenomenon that certain "cues" in the physical environment can prompt or prevent undesirable or crime-related behaviours. Thoughtful design features, effective use of physical space, and community involvement can lead to reduced opportunities for crime and a lessening of the fear of crime.

    2.2 CPTED Principles – please refer to Appendix A.

    2.3 CPTED Review Committee means a core committee of CPTED trained staff that work together to ensure the principles of CPTED are applied to identified civic projects in the appropriate manner. These staff will be drawn from:

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Core Committee:
- Planning and Development
- Saskatoon Police Services
- Saskatoon Light and Power
- Community Development
- Parks
- Transportation

The core committee may invite the following representatives when dealing with specific projects:

Project Dependent members:
- Saskatoon Land
- Sport and Recreation
- Saskatoon Transit
- Facilities and Fleet Management
- Fire Department
- Transportation and Utilities

2.4   Invitees means proponents, developers, designers, or other administration that will be invited to present their project, be available to answer questions from the CPTED Review Committee, or contribute additional information to the review.

3.   POLICY

3.1   Neighbourhood Concept Plans and Major Amendments

All Neighbourhood Concept Plans and major amendments shall be reviewed by the CPTED Review Committee for conformance with the principles of CPTED through the existing approval process. Responses to the CPTED Review Committee comments must accompany the application for final approval.

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3.2   Civic Structures and Developments

All new construction or major renovations affecting City of Saskatoon structures, facilities, and developments with any public access or assembly potential or the potential to put the public or employees at risk by its' design, shall conform to the principles of CPTED as determined by the CPTED Review Committee through a formal review.

3.3   Private Development Intended for Future Civic Ownership

Privately designed development which is intended to become City of Saskatoon property shall conform to the principles of CPTED as determined by the CPTED Review Committee through a formal review (e.g. parks designed by developers).

4.   RESPONSIBILITIES

4.1   Community Services Department – Neighbourhood Safety Coordinator

a)   Receive written applications for a CPTED Review.

b)   Collect all background information from the proponent(s) and distribute to the CPTED Review Committee.

c)   Request and collate additional information as necessary e.g. crime stats, traffic patterns, demographics, past files and reports, etc.

d)   Coordinate and/or organize any additional information or activities that may be needed to collect primary information (i.e. site visits or safety audits).

e)   Request additional information from the proponent if required.

f)   Set up the CPTED Review Committee meetings and arrange for additional invitees if needed.

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g)   Receive written comments from CPTED Review Committee members.

h)   Chair the CPTED Review Committee meetings.

i)   Write the final report and circulate to CPTED Review Committee, make revisions as necessary and forward final report to proponent.

j)   Monitor all reviews and ensure that responses are completed.

k)   Promote this Policy and respond to questions regarding this Policy and its operation.

l)   Maintain this policy and recommend policy changes if needed.

4.2   City of Saskatoon Departments or Divisions

a)   Notify the Neighbourhood Safety Coordinator, in writing, of upcoming projects at the conceptual stage of design.

b)   Provide the CPTED Review Committee with all required project information (i.e. plans, background studies, supporting documents or information).

c)   Participate in the additional collection of information needed for a CPTED Review (i.e. Site Visits, Safety Audits, specialized data collection, etc.)

d)   Ensure there are adequate numbers of CPTED trained staff to monitor department projects and to sit on the CPTED Review Committee when required.

e)   Assign appropriately trained staff to participate in a CPTED Review Committee review.

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f)   Ensure a timely written response to comments on CPTED Review Committee draft reports by staff identified to participate in the CPTED Review Committee.

g)   Ensure a timely written response to CPTED Review Committee reports in response to the committee's report recommendations.

h)   Responsible for the costs associated with additional activities needed to meet the requirements of a CPTED Review, as identified in this Policy, on a requested project (e.g. public consultations, documentation copies, pedestrian counts).

i)   Submit the CPTED Review and the Departmental response to the appropriate approving authority.

j)   Promote the application of CPTED in all developments.

4.3   Proponents – Neighbourhood Concept and Amendment Plans **ONLY**

a)   Notify the Neighbourhood Safety Coordinator, in writing, of upcoming projects at the earliest possible stage of design.

b)   Supply the CPTED Review Committee with all required project information (i.e. plans, background studies, supporting documents or information).

c)   Ensure that project staff is available to attend the CPTED Review Committee meetings.

d)   Ensure that all other requested information from the CPTED Review Committee is made available in a timely manner.

e)   Ensure that a response and any amendments are submitted to the CPTED Review Committee and are made a part of the application for final approval.

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4.4 <u>CPTED Review Committee</u>

a) Consider all applications at the request of the Neighbourhood Safety Coordinator.

b) Review all civic structures and developments for conformance with the City's approved principles of CPTED, as identified in Section 3A.0 of the City of Saskatoon's Official Community Plan.

c) Members to complete CPTED reviews, in writing, and submits to the Neighbourhood Safety Coordinator in advance of the review meeting.

d) Implement the appropriate strategies as set out in the Risk Assessment Guidelines (Appendix B).

e) Review private structures and developments as resources permit and as requested.

f) Provide a status report annually to the Leadership Team Operations Subcommittee and the Leadership Team outlining the activity of the CPTED Review Committee.

4.5 <u>CPTED Administrative Policy Review Committee</u>

a) Meet at the call of the Neighbourhood Safety Coordinator to consider any changes to this policy.

4.6 <u>Leadership Team Operations Subcommittee</u>

a) Review and indicate support for any policy changes as submitted by the Neighbourhood Safety Coordinator.

4.7 <u>Leadership Team</u>

a) Give final approval to any policy changes, following review by the Leadership Team Operations Subcommittee.

Principles of Crime Prevention Through Environmental Design (CPTED):

Natural Surveillance: is the concept of putting "eyes on the street", making a place unattractive for potential illegitimate behavior. Street design, landscaping, lighting and site design (i.e. neighbourhood layout) all influence the potential for natural surveillance.

Access Control: is controlling who goes in and out of a neighbourhood, park, building, etc. Access control includes creating a sense of "turf", for legitimate users, while focusing on formal and informal entry and exit points.

Image: is the appearance of a place and how this is instrumental in creating a sense of place or territory for legitimate users of the space. A place that does not appear to be maintained or cared for may indicate to criminals that the place will not be defended and criminal activity in the area will be tolerated.

Territoriality: is the concept of creating and fostering places that are adopted by the legitimate users of the space (i.e. take ownership), making it less likely for people who do not belong to engage in criminal or nuisance behavior at that location.

Conflicting User Groups: refers to instances where different user groups may conflict (e.g. a school near industrial development or a seniors centre near a nightclub). Careful consideration of compatible land uses can minimize potential conflicts between groups.

Activity Support: is the concept of filling an area with legitimate users (by facilitating or directly scheduling activities or events) so potential offenders cannot offend with impunity. Places and facilities that are underused can become locations with the potential for criminal activity.

Crime Generators: are activity nodes that may generate crime. For example, a 24 hour convenience or liquor store may not be a problem in itself but where it is located in the community may cause conflict or unforeseen secondary activity. The location of some land uses is critical to ensuring an activity does not increase the opportunities for crime to occur or reduce users and residents perceptions of their safety in the area.

Land Use Mix: is the concept that diversity in land uses can be a contributor or detractor for crime opportunities. Separating land uses (i.e. residential) from each other can create places that are unused during certain times of the day.

Movement Predictors: force people, especially pedestrians and cyclists, along a particular route or path, without providing obvious alternative escape routes or strategies for safety. Potential attackers can predict where persons will end up once they are on a certain path (e.g. a pedestrian tunnel or walkway).

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Displacement: can be positive or negative so it is critical to understand how crime may move in time or space and what the impact may be. In general, the displacement that must be considered is:

- Negative displacement – crime movement makes things worse;
- Diffusion of benefits – displacement can reduce the overall number of crimes more widely than expected;
- Positive displacement – opportunities for crime are intentionally displaced which minimizes the impact of the crime.

Cohesion: is the supportive relationships and interactions between all users of a place to support and maintain a sense of safety. Though not a specific urban design function, design can enhance the opportunity for positive social cohesion by providing physical places where this can occur, such as activity rooms, park gazebos, or multi-purpose rooms in schools and community centers. In some cases property owners or building managers can provide opportunities for social programming. This will increase the ability of local residents or users of a space to positively address issues as they arise.

Connectivity: refers to the social and physical interactions and relationships external to the site itself. It recognizes that any given place should not operate in isolation from surrounding neighbourhoods and/or areas. Features such as walkways and roadways connecting a particular land use to the surrounding neighbourhoods and/or areas can accomplish this. Features such as centrally located community centers or program offices can also encourage activities to enhance this.

Capacity: is the ability for any given space or neighbourhood to support its intended use. For example, excessive quantities of similar land uses in too small an area, such as abandoned buildings or bars, can create opportunities for crime. When a place is functioning either over or under capacity, it can be detrimental to neighbourhood safety.

Culture: is the overall makeup and expression of the users of a place. Also known as "placemaking", it involves artistic, musical, sports, or other local cultural events to bring people together in time and purpose. Physical designs that can encourage this include public multi-purpose facilities, sports facilities, and areas that local artists and musicians might use. Community memorials, public murals, and other cultural features also enhance this. These features create a unique context of the environment and help determine the design principles and policies that best support the well being of all user groups and contribute to their cohesiveness.

Crime Prevention Through Environmental Design (CPTED) Risk Assessment Matrix Guidelines

There are three basic dimensions to a Risk Assessment

1. **Phase** of development – i.e. Before or After development/construction?
2. **Scale** of development – i.e. Small park or entire neighbourhood?
3. **Priority Area** – i.e. areas needing additional attention.

The following matrix sets out the hierarchy of strategies, the reporting structure, and the approving authority, based on the scale and phase of the development, in conducting a Risk Assessment and CPTED Review of a structure, facility, or development.

The strategies identified are intended to be comprehensive but all strategies may not be appropriate for all projects. It is the proponent's responsibility to submit all needed information. If a strategy is not used in a particular project the reasoning must be identified within the final report.

In addition, any project that occurs in an area of the city classed as Priority One or Priority Two, as per the CPTED Review Priorities Map, shall automatically be reviewed under the Category five and six strategies as these areas may have additional and complex needs.

SUMMARY OF CPTED Strategy application

		SCALE OF DEVELOPMENT			Priority Area One and Two
		Small	Medium	Large	Any Size
PHASE OF DEVELOPMENT	New	1	3	5	5
	Redevelopment	2	4	6	6
		CATEGORY STRATEGIES			

Matrix adapted from AlterNation Consulting CPTED Manual (2006)

SCALE/PHASE	REQUIRED STRATEGIES

SMALL Scale
(New Development)
Projects such as:
 	
- Single lot/parcel
- Pocket park
- Individual pedestrian walkways
 	
Reporting to/Approved by:
Department General Manager
	Category 1 Strategies (New Development)
	
	- Review of plans/sketches and background material
	  - Surrounding uses
	  - Project rationale
	  - Community Input
	
	- Crime Analysis, including analysis of crime types, hot spots and crime site evaluation
	
	- Interview designers/users
	  - Who are user groups?
	  - What are the current problems?
	  - Does the design fit the designated use?
	
	- Risk Analysis: Application of the principles of Crime Prevention Through Environmental Design (CPTED) to the project
	
	- CPTED Review Committee report required

SMALL Scale
(Redevelopment or Infill)
Projects such as:
 	
- Single lot/parcel
- Pocket park
- Individual pedestrian walkways
 	
Reporting to/Approved by:
Department General Manager
	Category 2 Strategies (Redevelopment or Infill)
	
	- Review of plans/sketches and background material
	  - Surrounding uses
	  - Project rationale
	  - Community Input
	
	- Crime Analysis, including analysis of crime types, hot spots and crime site evaluation
	
	- Interview designers/users
	  - Who are user groups?
	  - What are the current problems?
	  - Does the design fit the designated use?
	
	- Site Visits
	  - Personal Interviews with local residents (on-site and surrounding areas), Field Observation;
	
	- Risk Analysis: Application of the principles of Crime Prevention Through Environmental Design (CPTED) to the project
	
	- CPTED Review Committee report required

SCALE/PHASE	REQUIRED STRATEGIES

MEDIUM Scale
(New Development)
Projects such as:
 	
• Small concept plans
• Small urban park
• Small multiple unit housing complexes (dwelling groups, street townhouses, apartments)
• Streetscape Master Plans
 	
Reporting to/Approved at a:
Leadership Team Operations Subcommittee Meeting
 	
The following shall be submitted to the Leadership Team Operations Subcommittee:
• The project's CPTED Review report.
• A summary of the recommendations.
• The departmental response to these recommendations.
	Category 3 Strategies (New Development)
	
	• Review of plans/sketches and background material
	   o Surrounding uses
	   o Project rationale
	   o Community Input
	
	• Crime Analysis, including analysis of crime types, hot spots and crime site evaluation
	
	• Interview designers/users
	   o Who are user groups?
	   o What are the current problems?
	   o Does the design fit the designated use?
	
	• Site Visits
	   o Personal Interviews with local residents (on-site and surrounding areas)
	   o Field Observation
	
	• Technical or Administrative Safety Audit if applicable
	
	• Build a Community Profile
	   o Socio-economic data
	   o Demographic forecasts
	   o Relevant crime data
	   o Relevant time series crime data if available (i.e. is it getting better or worse?)
	   o Marketing studies (if available)
	
	• Mobility/Activity Patterns
	   o Public transit information
	   o Traffic corridor counts
	   o Pedestrian/cycling/vehicular mobility paths and patters
	
	• Risk Analysis: Application of the principles of Crime Prevention Through Environmental Design (CPTED) to the project
	
	• CPTED Review Committee report required

SCALE/PHASE	REQUIRED STRATEGIES

MEDIUM Scale (Redevelopment or Infill) Projects such as:
 	
• Small concept plans
• Small urban park
• Small multiple unit housing complexes (dwelling groups, street townhouses, apartments)
• Streetscape Master Plans
 	
Reporting to/Approved at a: Leadership Team Operations Subcommittee Meeting
 	
The following shall be submitted to the Leadership Team Operations Subcommittee:
• The project's CPTED Review report
• A summary of the recommendations
• The departmental response to these recommendations
	Category 4 Strategies (Redevelopment or Infill)
	
	• Review of plans/sketches and background material
	   o Surrounding uses
	   o Project rationale
	   o Community Input
	
	• Crime Analysis, including analysis of crime types, hot spots and crime site evaluation
	
	• Interview designers/users
	   o Who are user groups?
	   o What are the current problems?
	   o Does the design fit the designated use?
	
	• Site Visits
	   o Personal Interviews with local residents (on-site and surrounding areas)
	   o Field Observation
	
	• Technical or Administrative Safety Audit
	
	• Build a Community Profile
	   o Socio-economic data
	   o Demographic forecasts
	   o Relevant crime data
	   o Relevant time series crime data if available (i.e. is it getting better or worse?)
	   o Marketing studies (if available)
	
	• Mobility/Activity Patterns
	   o Public transit information
	   o Traffic corridor counts
	   o Plan review of mobility paths (pedestrian and vehicle)
	
	• Safety Audit with local users and area stakeholders if feasible
	
	• Risk Analysis: Application of the principles of Crime Prevention Through Environmental Design (CPTED) to the project
	
	• CPTED Review Committee report required

SCALE/PHASE	REQUIRED STRATEGIES

LARGE Scale (New Development) Projects such as:
 	
• Suburban Development Area Plans
• Suburban Centre Commercial Plans
• New Neighbourhoods
• City wide/Multi District Parks
• Neighbourhood Parks with Schools
• New Civic Facilities (Transit Terminal, Shaw Centre, etc.)
• Civic Facilities expansion or redevelopment (Harry Bailey Aquatic Centre, Alice Turner Library expansion, etc.)
• Civic Structures such as bridges/overpasses/ underpasses
 	
Reporting to and approved at a: Leadership Team Operations Subcommittee Meeting
 	
The following shall be submitted to the Leadership Team Operations Subcommittee:
• The project's CPTED Review report
• A summary of the recommendations
• The departmental response to these recommendations
	Category 5 Strategies (New Development)
	
	• Review of plans/sketches and background material
	   o Surrounding uses
	   o Project rationale
	   o Community Input
	
	• Crime Analysis, including analysis of crime types, hot spots and crime site evaluation
	
	• Interview designers/users
	   o Who are user groups?
	   o What are the current problems?
	   o Does the design fit the designated use?
	
	• Build a Community Profile
	   o Socio-economic data
	   o Demographic forecasts
	   o Relevant crime data
	   o Relevant time series crime data if available (i.e. is it getting better or worse?)
	   o Marketing studies (if available)
	   o Analysis of crime types and hot spots
	
	• Mobility/Activity Patterns
	   o Public transit information
	   o Traffic corridor counts
	   o Pedestrian/cycling/vehicular mobility paths and patterns
	
	• Safety Audit with local users and area stakeholders if feasible
	
	• Site Visits
	   o Interviews and surveys (size determined by project size and scope)
	   o Photo surveys by day and night
	   o Field notes and observations
	
	• Collaborative Research Process – if warranted
	   o With users of the new development, local residents, the developer/architect, police, and other relevant persons
	   o Use discussion meetings, individual stakeholder and public meetings.

	• Group Research Meetings – if warranted
	   o Focus groups with relevant persons
	   o Community workshops
	   o Conceptual planning and design workshops
	
	• Crime Mapping
	
	• Risk Analysis: Application of the principles of Crime Prevention Through Environmental Design (CPTED) to the project
	
	• CPTED Review Committee report required

SCALE/PHASE	REQUIRED STRATEGIES

LARGE Scale (Redevelopment or Infill) Projects such as:
 	
• Suburban Centre Commercial Plans
• Large Neighbourhood Redevelopment (Infill)
• City wide/Multi District Parks
• Neighbourhood Parks with Schools
• New Civic Facilities (Transit Terminal, Shaw Centre, etc.)
• Civic Facilities expansion or redevelopment (Harry Bailey Aquatic Centre, Alice Turner Library expansion, etc.)
• Civic Structures such as bridges/overpasses/ underpasses
 	
Reporting to and approved at a:
Leadership Team Operations Subcommittee Meeting
 	
The following shall be submitted to the Leadership Team Operations Subcommittee:
• The project's CPTED Review report
• A summary of the recommendations
• The departmental response to these recommendations
	Category 6 Strategies (Redevelopment or Infill)
	
	• Review of plans/sketches and background material
	   o Surrounding uses
	   o Project rationale
	   o Community Input
	
	• Crime Analysis, including analysis of crime types, hot spots and crime site evaluation
	
	• Interview designers/users
	   o Who are user groups?
	   o What are the current problems?
	   o Does the design fit the designated use?
	
	• Build a Community Profile
	   o Socio-economic data
	   o Demographic forecasts
	   o Relevant crime data
	   o Relevant time series crime data if available (i.e. is it getting better or worse?)
	   o Marketing studies (if available)
	   o Analysis of crime types and hot spots
	
	• Mobility/Activity Patterns
	   o Public transit information
	   o Traffic corridor counts
	   o Pedestrian/cycling/vehicular mobility paths and patterns
	
	• Safety Audit with local users and area stakeholders
	
	• Site Visits
	   o Interviews and surveys (size determined by project size and scope)
	   o Photo surveys by day and night
	   o Field notes and observations
	
	• Collaborative Research Process – if warranted
	   o With users of the new development, local residents, the developer/architect, police, and other relevant persons
	   o Use discussion meetings, individual stakeholder and public meetings

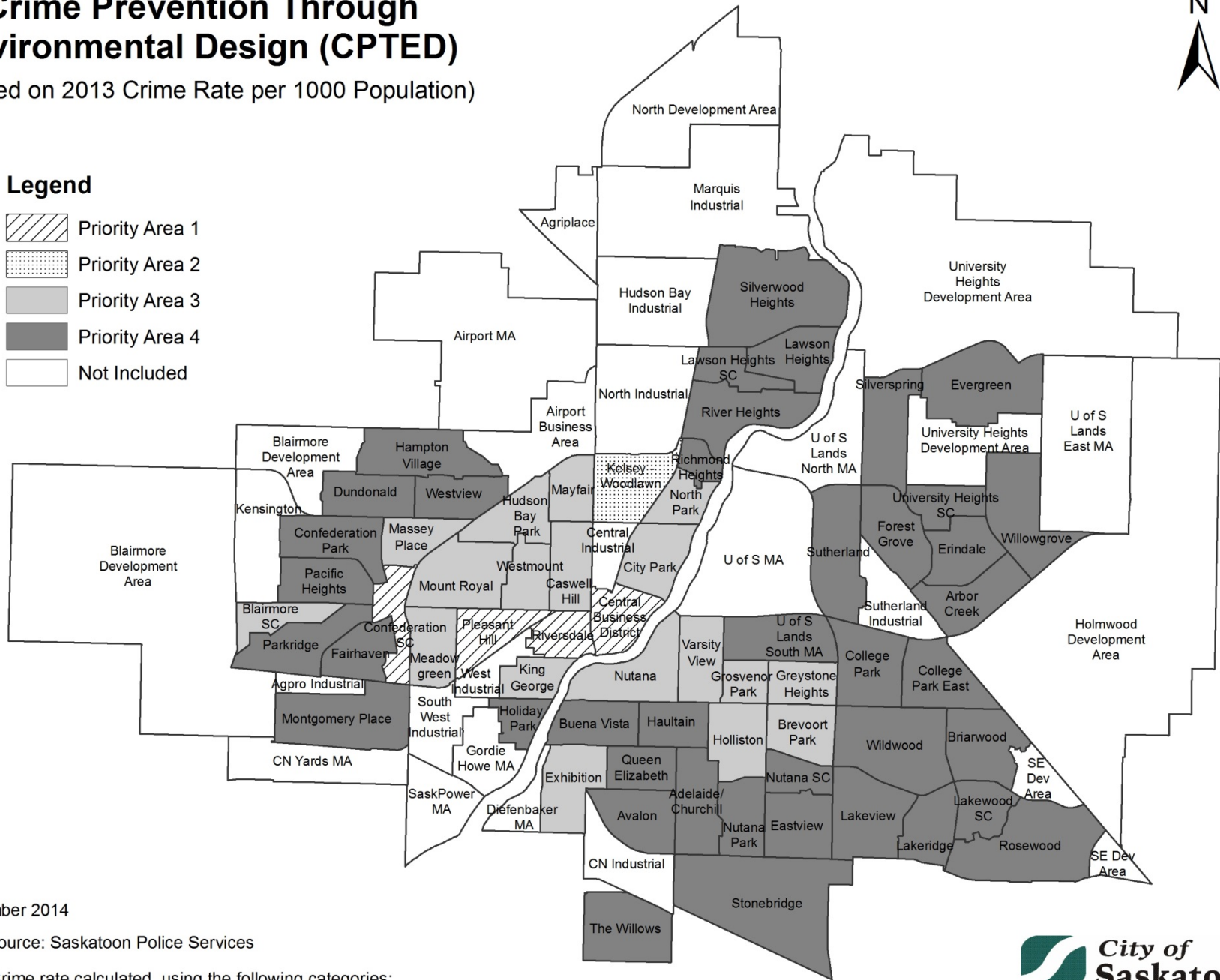|	

	- Group Research Meetings – if warranted
	    o Focus groups with relevant persons
	    o Community workshops
	    o Conceptual planning and design workshops
	
	- Crime Mapping
	
	- Safety Audit
	
	- Risk Analysis: Application of the principles of Crime Prevention Through Environmental Design (CPTED) to the project
	
	- CPTED Review Committee report required

Crime Prevention Through Environmental Design (CPTED)

(Based on 2013 Crime Rate per 1000 Population)

N

Legend

Priority Area 1
Priority Area 2
Priority Area 3
Priority Area 4
Not Included

North Development Area

Marquis Industrial

Agriplace

Hudson Bay Industrial

Silverwood Heights

University Heights Development Area

Airport MA

Lawson Heights SC

Lawson Heights

Silverspring

Evergreen

U of S Lands East MA

North Industrial

River Heights

Blairmore Development Area

Hampton Village

Airport Business Area

U of S Lands North MA

University Heights Development Area

Kensington

Dundonald

Westview

Mayfair

Kelsey-Woodlawn

Richmond Heights

North Park

University Heights SC

Blairmore Development Area

Confederation Park

Massey Place

Hudson Bay Park

Central Industrial

Forest Grove

Erindale

Willowgrove

Pacific Heights

Westmount

City Park

U of S MA

Sutherland

Blairmore SC

Mount Royal

Caswell Hill

Arbor Creek

Holmwood Development Area

Parkridge

Confederation SC

Pleasant Hill

Central Business District

Sutherland Industrial

Fairhaven

Meadow green

Riversdale

Varsity View

U of S Lands South MA

College Park

College Park East

Agpro Industrial

Montgomery Place

South West Industrial

West Industrial

King George

Nutana

Grosvenor Park

Greystone Heights

Brevoort Park

Briarwood

SE Dev Area

CN Yards MA

Gordie Howe MA

Holiday Park

Buena Vista

Haultain

Holliston

Wildwood

Lakewood SC

SaskPower MA

Exhibition

Queen Elizabeth

Adelaide/Churchill

Nutana SC

Lakeview

Rosewood

Diefenbaker MA

Avalon

Nutana Park

Eastview

Lakeridge

SE Dev Area

CN Industrial

Stonebridge

The Willows

City of Saskatoon

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