

REPORT
1996 MAY 27

CITY OF BURNABY

COMMUNITY POLICING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

RE: TERMS OF REFERENCE FOR COMMUNITY POLICING COMMITTEE

RECOMMENDATIONS:

1. ***THAT*** Council approve the Terms of Reference for the Community Policing Committee as detailed in Section 2.0 of this report.
2. ***THAT*** copies of this report be sent to all citizens serving as volunteers on community consultative groups for Community Policing.

REPORT

The Community Policing Committee at its meeting held on 1996 May 09 received the *attached* report providing proposed Terms of Reference to guide its decisions and activities.

Respectfully submitted,

Councillor D. Evans
Chair

: COPY - CITY MANAGER
- DEP. CITY MGR.-CORP. SERV.
- DIRECTOR FINANCE
- DIR. PLNG. & BLDG.
- OFFICER-IN-CHARGE, R.C.M.P.

Councillor J. Young
Member

TO: COMMUNITY POLICING COMMITTEE 1996 MAY 2
FROM: DIRECTOR PLANNING & BUILDING . OUR FILE: 17.317
SUBJECT: TERMS OF REFERENCE FOR COMMUNITY POLICING COMMITTEE
PURPOSE: To provide the Community Policing Committee with a proposed Terms of Reference to guide its decisions and activities.

RECOMMENDATIONS:

1. THAT the Committee request Council to approve the Terms of Reference for the Community Policing Committee as detailed in Section 2.0 of this report.
2. THAT copies of this report be sent to all citizens serving as volunteers on community consultative groups for Community Policing.

R E P O R T

1.0 BACKGROUND

At its meeting of 1994 March 21, Burnaby City Council approved the establishment of a Community Policing Committee. Burnaby had recently been chosen by RCMP Headquarters in Ottawa to be the pilot project for the RCMP's move to more community-based policing. Council saw the establishment of the Committee as a way for the City to work closely with the RCMP in the process of implementing Community Policing in Burnaby. The identified purpose of the Committee was to serve "as a vehicle to facilitate public input to policing priorities, while at the same time promoting citizen education in terms of community-based policing."

The Community Policing Committee has been meeting since 1994 April. In the past two years, the RCMP has undergone considerable internal reorganization, and Community Policing has been launched in the community. District community consultative groups have been established, and media and citizen interest in the progress of Burnaby's Community Policing scheme is high. Some of the accomplishments of the Community Policing Committee during the past two years include:

- ▶ the provision of feedback to the RCMP on a number of issues ranging from its Strategic Plan and Short-Term Operational Plans to the model for Community Policing in Burnaby
- ▶ attendance at the Joyce Street Crime Prevention office and a community policing conference in Portland, Oregon to study the workings of community policing in those settings and the lessons for Burnaby from those experiences

- ▶ the endorsement of the RCMP's recommendation to add four regular members to the Burnaby Detachment in order to expand the School Liaison Program
- ▶ participation as guest speakers/resource persons at orientation and training sessions for the District Commanders, Neighbourhood Liaison Constables, and School Liaison Officers involved in Community Policing
- ▶ representation of the City and the Community Policing Committee at public meetings sponsored in each of Burnaby's four Community Policing districts
- ▶ assistance to the District Commanders in screening applicants for volunteer positions on the districts' community consultative groups
- ▶ identification of goals for the committee for 1996 through participation in a facilitated workshop session.

At the workshop session in December 1995, members of the Community Policing Committee decided to review the structure and make up of the Committee to ensure appropriate representation from the district community consultative groups as well as other relevant committees of Council. As a follow-up to the workshop and in order to clarify the evolving purpose of the Committee, staff was requested to develop a formal Terms of Reference for the Committee.

2.0 PROPOSED TERMS OF REFERENCE FOR COMMUNITY POLICING COMMITTEE

a. Purpose

The Community Policing Committee is accountable to City Council and serves in an advisory capacity on issues related to Community Policing. The purpose of the Committee is:

- ▶ to advise City Council on directions and strategies for Community Policing and crime prevention initiatives
- ▶ to serve as a liaison among City Council, the RCMP, and district community consultative committees
- ▶ to serve as a link between the above three groups and the broader community, including service providing agencies, the business community, community organizations, and individual citizens

b. Objectives

The objectives of the Community Policing Committee are:

1. to provide, in co-operation with the district community consultative groups, public input on behalf of the citizens of Burnaby into the development of police service priorities. To carry out this objective, the Committee will:
 - ▶ assist in identifying and analysing community safety issues and concerns, and public expectations regarding service
 - ▶ assist in determining resources available to address issues
 - ▶ act as a sounding board for policy directions and service priorities set by the RCMP
2. to initiate and participate in strategies to address crime and disorder
3. to adopt a public - focused communications plan for Community Policing
4. to assist Burnaby residents to get involved with Community Policing. To carry out this objective, the Committee will:
 - ▶ provide leadership to and support for the activities of the district community consultative groups and other volunteers with Community Policing (See **Appendix 1** for information on the role of community consultative groups)
 - ▶ review, provide feedback on and forward recommendations to City Council on business plans and other budgetary matters relating to the implementation of and citizen involvement with Community Policing
 - ▶ develop and implement a volunteer recruitment, training and management plan
5. to serve, on behalf of Council, as an advocate for Community Policing in the community
6. to assist the City and the RCMP to evaluate the success of various phases of implementation of Community Policing

The Committee, with the consent of Council, may form or participate in such subcommittees or ad hoc committees as is deemed reasonable in achieving its objectives. Such consent of Council is not necessary when the Committee elects to establish an internal working group or sub-committee.

The Committee may receive delegations to assist in pursuit of its objectives.

Public consultation programs undertaken by the Committee will require the prior approval of Council.

The Committee will carry out its objectives and activities in ways which are ethical, equitable, co-operative and environmentally responsible.

c. Workplan

Based on the purpose and objectives outlined above, the Community Policing Committee will establish a workplan for its activities each year. The annual workplan will be forwarded to Council for endorsement.

d. Membership

The membership of the Community Policing Committee will consist of:

- ▶ two members of City Council, acting as Chair and Vice-Chair
- ▶ one trustee from the Burnaby School Board
- ▶ one representative from the Burnaby business community
- ▶ one representative from Council's Community Issues & Social Planning Committee
- ▶ one representative from Council's Family Court and Youth Justice Committee
- ▶ four Burnaby citizens
- ▶ one representative from the community consultative group in each of the four districts

Appointments to the Committee will be made by City Council.

Staff from the RCMP, the City Manager's Office, and the Planning Department will attend Committee meetings in a resource capacity, providing advice and assistance, as required. Other staff will be available to assist as necessary. Administrative support will be provided by the Clerk's Department.

e. Meeting Frequency

Meetings will be at the call of the Chair. A minimum of one meeting per month, with the exclusion of July and August, will be held.

f. Meeting Times

Meetings will be held outside of regular working hours to facilitate the participation of citizen members who have other daytime commitments.

g. Budget

The Committee may incur expenses for research, training, public meetings, other public relations expenses, and other activities. The Committee will provide estimates of its budgetary needs when it submits its annual workplan.

h. Duration of Mandate

Community Policing in Burnaby is in its early stages, with many phases of implementation yet to be achieved. The Committee will meet for as long as City Council deems it to be fulfilling a useful function.

3.0 CONCLUSION

This report addresses the Community Policing Committee's request for a formal statement of purpose. It recommends the adoption of the Terms of Reference outlined in Section 2.0 of this report. It also recommends that copies of the adopted report be sent to all members of district community consultative groups as a means of clarifying the respective roles of the Community Policing Committee and the district-based groups.



D.G. Stenson, Director
PLANNING & BUILDING

JS/db

Attachment

cc: City Manager
City Clerk
O.I.C. - R.C.M.P.
Director Finance

ROLE OF COMMUNITY POLICING COMMUNITY CONSULTATIVE GROUPS

Community consultative groups will work with the RCMP in Burnaby's Community Policing districts. The groups will:

- a. provide opportunities for citizen participation in Community Policing
- b. disseminate information at the local level about Community Policing and crime prevention
- c. assist in identifying crime and safety problems
- d. participate in problem solving and mobilization of community resources around crime and safety problems
- e. contribute to local crime prevention strategies and activities
- f. provide Council's Community Policing Committee with regular information on activities

