

REPORT
2003 JUNE 23

CITY OF BURNABY

COMMUNITY POLICING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: REVISED TERMS OF REFERENCE FOR COMMUNITY POLICING
COMMITTEE AND PROPOSED COMMITTEE WORKPLAN FOR 2003**

RECOMMENDATION:

1. **THAT Council approve the revised Terms of Reference for the Community Policing Committee, attached as Appendix 2, and the Committee's proposed 2003 Workplan, outlined in Appendix 3 of this report.**

REPORT

The Community Policing Committee, at its meeting held on 2003 June 12, received and adopted the *attached* report requesting approval for a revised Terms of Reference for the Community Policing Committee, and for a 2003 Workplan for the Committee.

Respectfully submitted,

**Councillor Doug Evans
Chair**

**Councillor Colleen Jordan
Vice Chair
Councillor Pietro Calendino
Member**

TO: COMMUNITY POLICING COMMITTEE 2003 June 06

FROM: DIRECTOR PLANNING AND BUILDING OUR FILE: 17.317

SUBJECT: REVISED TERMS OF REFERENCE FOR COMMUNITY POLICING COMMITTEE AND PROPOSED COMMITTEE WORKPLAN FOR 2003

PURPOSE: To request approval for a revised Terms of Reference for the Committee, and for a 2003 Workplan for the Committee.

RECOMMENDATION:

1. **THAT** Council be requested to approve the revised Terms of Reference for the Community Policing Committee, *attached* as Appendix 2, and the Committee's proposed 2003 Workplan, outlined in Appendix 3 of this report.

REPORT

1.0 BACKGROUND

At the 2001 April 12 meeting of the Community Policing Committee, a discussion took place regarding the role and mandate of the Committee, and future Committee activities and plans. As a result of the discussion, the Committee requested staff to organize a facilitated workshop at which Committee members could pursue their discussions.

The requested workshop consisted of two sessions which were held on 2001 October 29, and 2002 March 14. The workshop was facilitated by Ms. Muriel Kerr, a private consultant who specializes in facilitating group discussions and planning sessions. The objectives of the workshop were to:

- review the Committee's existing Terms of Reference
- develop an annual Workplan which reflects the Terms of Reference

As a result of the workshop, the Committee agreed to request Council approval for several minor revisions to its Terms of Reference, as outlined in this report. As well, the development of a Workplan, which was an element of the original Terms of Reference, was undertaken, and is included for the Committee's and Council's approval.

2.0 TERMS OF REFERENCE REVIEW

The primary conclusion from the workshop and subsequent review was that, for the most part, the Terms of Reference remain appropriate to and consistent with the work of the Community Policing Committee. It was also concluded, however, that some statements were "out of date" and required minor revisions, given that the original Terms of Reference were adopted in the planning and implementation stages of Burnaby's community policing model seven years ago. Copies of the original Terms of Reference and the proposed revised Terms of Reference are *attached* as Appendix 1 and Appendix 2, respectively. Using the existing Terms of Reference (Appendix 1) as a base, the minor revisions proposed are outlined below.

General:

Throughout the Terms of Reference, all references to "Community Policing", except when used to identify the actual Community Policing Committee or Community Policing Districts, have been amended to also include "Problem-Oriented Policing". From the perspective of the RCMP, the additional wording clarifies that one of the main goals of Community Policing in Burnaby is to resolve problems. Also, all references to "community consultative groups" have been expanded to include "community policing advisory committees" to reflect

differences in terminology used by the citizen advisory groups in the four Community Policing Districts.

Objectives:

Changes are proposed to three of the six objectives outlined in the existing Terms of Reference.

Objective 1 - To provide public input on behalf of the citizens of Burnaby into the development of police service priorities.

Under this objective, the following changes are proposed:

- the role of the district community consultative groups/community policing advisory committees in assisting the Committee to provide public input has been noted.
- more detail has been provided as to types of resources which can be viewed as possible supports for Community Policing.

Objective 4 - To assist Burnaby residents to get involved with Community Policing.

Under this objective, the following changes are proposed:

- Council's recognition of the important role played by volunteers in delivering Community Policing and the Committee's role in advising Council on citizen involvement have been highlighted.
- Reference to a Committee role in reviewing, providing feedback and forwarding recommendations to Council on business plans and other budgetary matters relating to the implementation of and citizen involvement with Community Policing has been deleted. Such a role is deemed to be beyond the scope of activities for committees of Council.
- Reference to the development and implementation of a volunteer recruitment, training and management plan, has been eliminated. This work has been undertaken by the RCMP, the citizen advisory groups in the four Districts, and the City staff hired as office supervisors in the four Community Police Offices.

Objective 6: To assist the City and the RCMP to evaluate the success of various phases of implementation of Community Policing.

Under this objective, the following changes are proposed:

- This objective has been subsumed under Objective 1 in the proposed, revised Terms of Reference. Reference to evaluating the "implementation" of Community Policing has been deleted, in recognition of the fact that this policing model has been in operation in Burnaby for several years.

Membership:

First, the addition of one organization to the membership of the Committee - the Burnaby Crime Prevention Society - is proposed. The Society became active in 2001, with a mandate to support crime prevention programs in Burnaby. Second, the business community representative has been clarified as meaning a representative from the Burnaby Board of Trade, an organization which did not exist when the original Terms of Reference were developed. Third, reference to a representative from Council's Family Court and Youth Justice Committee has been deleted, as the Committee has been disbanded. Fourth, reference to representation from the Community Issues and Social Planning Committee has been changed to representation from the Social Issues Committee, as the Committee's name has been changed. Fifth, the number of citizen representatives has been increased from four to six to reflect the current membership of the Committee. Finally, a statement has been added to clarify that the term of Committee membership (i.e. duration of appointment) will be determined by existing Council policy. Committee appointments will continue to be made by Council.

Meeting Frequency:

A statement has been added to ensure that, in the event there is consideration to cancel a regular Committee meeting, the representatives from the community consultative groups/community policing advisory committees will be contacted to determine whether they have issues requiring timely discussion and whether, in the opinion of the Chair, a meeting is required.

Duration of Mandate:

A section pertaining to the duration of the Committee's mandate has been eliminated to reflect the fact that the Committee no longer advises on the "implementation" of Community Policing, but advises on some aspects of ongoing police service delivery as a standing committee of Council.

3.0 COMMITTEE WORKPLAN FOR 2003

The original Terms of Reference for the Community Policing Committee, as well as the proposed revised Terms, include a requirement for the Committee to forward to Council, on an annual basis, a Workplan of proposed activities to assist in the accomplishment of the Committee's purpose and objectives. To date, this element of the Terms of Reference has not been acted upon. This situation was identified during the Committee's review of its Terms of Reference, and a proposed Workplan for the remainder of 2003 is *attached* as Appendix 3.

The 2003 Workplan identifies four items for which updates should be provided at regular meetings of the Committee. The items and the Committee objectives they reflect include:

- presentations from the police on community policing programs (Objectives 1, 2 and 4)
- reports regarding any impacts of the changes in hours of operation of the Community Police Offices (Objectives 1 and 4)
- issues generated from the reports of the community consultative groups/community policing advisory committees (Objectives 1, 2 and 4)
- updates from the police on crime trends (Objectives 1 and 2)

The Workplan also outlines three major activities for the Committee to undertake in 2003, as follows:

- development of an orientation package for new members of the Committee (Objective 4)
- enhancement of communications between the Committee and the citizens of Burnaby with the approval of Council (Objectives 3 and 5).
- possible development of an award, for selection and presentation by Council, for private citizens who contribute to Community Policing (Objectives 3, 4 and 5).

Detailed actions for the major activities are also provided in the Workplan.

Acknowledging the constraints on Committee resources and staff time, it should be noted that the Committee may not be able to complete all of the major activities in 2003. Some, for which groundwork may be initiated in 2003, may be carried over to 2004. The Committee expects to forward a 2004 Workplan to Council for endorsement early in the new year.

The costs associated with implementation of most of the elements of the 2003 Workplan, with the exception of the possible launching of an awards program, are expected to be minimal and can be covered within the Committee's annual budget. Should the Committee wish to pursue development of an awards program, a report on the matter, including budget implications, will be forwarded to Council.

4.0 SUMMARY AND CONCLUSIONS

The original Terms of Reference for the Community Policing Committee were developed when the Committee was established in 1995, prior to the introduction of the community policing model in Burnaby. Based on a review of the existing Terms of Reference, the Committee proposes some minor revisions. The aim is to modernize the Terms of Reference, and to reflect the fact that the Committee no longer advises Council on the implementation of Community Policing, but advises on some aspects of ongoing police service delivery as a standing committee of Council.

The Committee also proposes its first annual Workplan, a requirement for which appeared in the original Committee Terms of Reference. The Workplan is meant to assist the Committee to meet the purpose and objectives set out in the Terms of Reference, and will be revised on an annual basis to reflect Committee progress towards its goals.

It is recommended that both the revised Terms of Reference and the proposed 2003 Workplan be forwarded to Council for endorsement.

J.S. Belhouse, Director
PLANNING AND BUILDING

JS/sa

Attachments(3)

cc: City Manager
Deputy City Manager, Corporate Services
Director Finance
Director Parks, Recreation & Cultural Services
OIC - RCMP

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