

COMMUNITY POLICING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: TERMS OF REFERENCE
COMMUNITY POLICING ADVISORY COMMITTEES**

RECOMMENDATION:

1. THAT Council approve the Terms of Reference for the District Community Policing Advisory Committees as set out in Attachment "A" to this report.

REPORT

The Community Policing Committee, at its meeting held on 2011 March 10, received and adopted the *attached* report requesting approval for Terms of Reference for each of the District Community Policing Advisory Committees.

Respectfully submitted,

Councillor P. Calendino
Chair

Councillor P. McDonell
Vice Chair

Councillor R. Chang
Member

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| Copied to: City Manager Deputy City Manager (R. Earle) Deputy City Manager (C. Turpin) OIC, RCMP Burnaby Detachment Dir. Plng. & Bldg. |
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TO: CHAIR AND MEMBERS
COMMUNITY POLICING COMMITTEE

DATE: 2011 March 01

FROM: CITY CLERK

**SUBJECT: TERMS OF REFERENCE
COMMUNITY POLICING ADVISORY COMMITTEES**

PURPOSE: To request approval of Terms of Reference for each of the District Community Policing Advisory Committees

RECOMMENDATION:

1. **THAT** the Community Policing Committee request Council approval of the Terms of Reference for the District Community Policing Advisory Committees as set out in Attachment "A" to this report.

REPORT

At the October 14, 2010 Community Policing Committee meeting the Committee received a report outlining a proposed Terms of Reference for Community Policing Advisory Committees. The report was subsequently referred to staff for further review and consideration of information received from Committee members and the general public.

The following report provides information on the updated Terms of Reference for consideration and approval by the Committee.

BACKGROUND

With the advent of the Community Charter Act Council committees (and subcommittees) are required to conduct themselves in accordance with both the Charter and the City's Procedure Bylaw. To this end a Terms of Reference has been drafted to provide structure and guidance in such areas as Purpose, Membership, Duties and Responsibilities, Meeting procedures and record keeping in order to ensure transparency, openness and to encourage participation by the community at large.

The District CPAC(s) work with a large volunteer base and so it is necessary to create a document that not only provides guidance to current volunteers but also serves to inform new volunteers and staff in the future.

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PROPOSED CHANGES

The Community Policing Committee submitted several suggestions for inclusion in the Terms of Reference. These included changing the number of consecutive Committee meetings a member may be absent from two to three, and to include the criteria for Closed meetings in the Terms of Reference; both of these changes have been completed and are included in the attached Appendix A.

The comments provided by members of the public have been included where possible. For example, the request for wider representation of membership has been incorporated into the terms, however the request to specify specific building types in which the residents reside has not. To limit membership in this way could place an onerous burden on the CPAC(s) to try to fulfil this obligation when the most important representation is from a cross section of the community, not a cross section of building types.

With respect to the request to enshrine a district representative from each community safety organization into the terms of reference, it is important to note the City cannot require another organization to appoint a representative to a CPAC. These organizations are invited to participate in all the CPAC(s) however it is entirely the prerogative of the organization whether or not they accept that invitation. To set aside a board seat for an organization that is unable to participate would leave an unfilled vacancy at the board table without the ability to replace that person with someone from another part of the community.

The request for greater publicity and public visibility of CPAC meetings on websites has been addressed through the posting of notices of meetings in the same manner as all Council and Committee meetings is provided. The city website is currently undergoing a complete revision and the provision of more detailed Committee information, including that of the CPAC(s) is being considered as part of this review. When the website review is complete staff will determine the most effective and efficient means to ensure information is made available to the public. It is important to point out that CPAC(s) are included in the monthly newspaper insert published on behalf of the Community Policing Committee.

The request for Minutes of CPAC meetings to itemize any community security concern raised to CPAC by any member of the public in writing or in person is beyond the scope of purpose for a Terms of Reference document.

Minutes are taken in accordance with the Procedure bylaw and, while it is recognized the Minutes of CPAC meetings are taken by Board member volunteers, it is acknowledged the volunteers do an excellent job of ensuring minutes are taken in accordance with City standards. Minutes are records of actions taken, not conversations and as such, any information brought forward to a CPAC board that results in an action, such as referral for further investigation, is recorded in the Minutes. However it is neither the purpose nor intent of a set of Minutes to record every spoken word at a Committee meeting.

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CONCLUSION

The updated Terms of Reference attached as Appendix 1 to this report represent the input from the Community Policing Committee and the public submission received at the October, 2010 Community Policing Committee meeting.

The proposed Terms of Reference have been reviewed by the RCMP, City staff and each of the District Committees and all are in agreement the document provides a sound basis upon which to conduct CPAC business.

Going forward City staff will continue to work with the District CPAC(s) to provide guidance and assistance with respect to record keeping and meeting procedures, to ensure consistency within the legislative guidelines as set out in the City's Procedure Bylaw and the Community Charter Act.

Respectfully submitted,

Debbie Comis,
CITY CLERK

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Copied to: City Manager
Deputy City Manager (Earle)
Deputy City Manager (Turpin)
OIC RCMP Burnaby Detachment

ATTACHMENT A

TERMS OF REFERENCE

BURNABY COMMUNITY POLICING ADVISORY COMMITTEES

Burnaby City Council hereby establishes four (4) Community Policing Advisory Committees, one for each Community Policing District in the City, as sub committees of the Community Policing Committee of Council.

PURPOSE

The Purpose of the Community Policing Advisory Committees is to:

- Foster communications between the community and the community policing services;
- Assist in identifying and resolving crime and safety problems through planning and mobilizing of community resources;
- Provide opportunities for citizen participation in community policing initiatives;
- Contribute to development of local crime prevention strategies and activities;
- Provide the Community Policing Committee of Council with monthly summaries of CPAC activities.
- Dissemination of information to the community at large.

MEMBERSHIP

Membership in each of the four Community Policing Advisory Committees is encouraged with community representatives from each of the following groups to a maximum of 20

Administrative Committee Members:

- RCMP Members assigned to the Community Policing Office
- Representatives of residents-at-large living within the boundaries of the Community Policing District
- Representatives from Community organizations such as Block Watch or Crime Watch
- Business representatives from within the boundaries of the Community Policing District
- Representatives from schools within the boundaries of the Community Policing District
- Representatives from Community Groups active within the boundaries of the Community Policing District
- Representatives from Seniors' Groups active within the boundaries of the Community Policing District

Membership may also be extended to include one student from a high school or one representative of a Youth Group active within the boundaries of the Community Policing District.

After a person attends two CPAC meetings, an application for general membership may be made to the CPAC in writing, providing background information on the applicant and his/her reasons for applying for Committee membership. Applicants and anyone residing in their residence who is 18 years or older must pass an RCMP criminal records check. The Committee may extend membership to an applicant through a majority vote of the Committee.

CPAC EXECUTIVE POSITIONS

The Committee, as a whole, shall once a year elect from its membership the following three positions:

1. Chair
2. Vice-Chair
3. Secretary

Unless otherwise determined by the Committee, the Chair (or his/her designate) shall represent the Committee at the Community Policing Committee meetings each month.

DUTIES AND RESPONSIBILITIES

The Chair of the Committee is responsible, in conjunction with the Secretary, for arranging monthly CPAC meetings which includes but is not limited to:

- Providing at least 7 days notice to Committee members of the time and place of the CPAC meeting;
- Posting notice of meetings in a publically accessible area at the same time notice is provided to Committee members
- Correspondence preparation
- Preparation of monthly reports to the Community Policing Committee
- Agenda preparation and distribution
- Open Agendas to be made available to the public upon request

The Chair and/or Vice Chair are responsible for conducting and maintaining order at all CPAC meetings.

The Secretary is responsible for the taking and preparation of Minutes of each CPAC meeting.

The Vice-Chair acts for the Chair in his/her absence.

It is the responsibility of the Chair to communicate regularly with the Secretary, Vice-Chair and members regarding CPAC business.

It is the duty and responsibility of CPAC Members to, as much as possible, attend monthly meetings; promote the concept of Community Policing; represent their respective community organizations, convey to the Committee community policing concerns from their organization; convey information from the Committee to their organization as appropriate; serve on sub-committees to facilitate community activities; take an active role in Community Policing projects and initiatives.

TERMS OF OFFICE

Committee members are appointed for a period of two years; should the member resign within that two year period, another appointment may be made to fulfill that two year term; at the end of the two year term the Committee member may choose to stand for an additional two year term; at the end of the second two year term, the Member may, by leave of the CPAC choose to stand for subsequent terms as desired.

The CPAC, in the event a member is absent from three consecutive Committee meetings without leave of the CPAC or displays egregious behaviour in representing the CPAC, may through a majority vote remove a member from his/her seat on the Committee.

COMMUNITY POLICING ADVISORY COMMITTEE MEETINGS

CPAC Committee Meetings will be conducted in accordance with the Community Charter Act of BC and City of Burnaby Procedure Bylaw No. 11714, as amended.

1. Agendas will be prepared in accordance with the Procedure Bylaw
2. Minutes will be prepared in accordance with the Procedure Bylaw
3. Voting is based on a simple majority;
4. A Quorum is required to conduct a meeting; a quorum being 1 over 50% of the majority of total Committee members
5. Motions require a mover and seconder, discussion and then voting
6. Each member of the CPAC has one vote (including the Chair)
7. In the event of a tie, the vote has the same effect as defeating the motion

A meeting schedule shall be established on an annual basis by the CPAC, however the schedule may be varied as necessary by the Committee.

All Meetings of the CPAC are open to the public unless the matter to be discussed falls within the requirements for a Closed Meeting as set out in the Community Charter Act of BC. as follows:

- Personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

- The security of the property of the municipality;
- Law enforcement, if the Committee considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.
- Information that is prohibited from disclosure under the Freedom of Information and Protection of Privacy Act.

The CPAC may create sub-committees to undertake special projects as needed. The CPAC will appoint the Chair and members to the sub committee, assign its responsibilities and the sub committee will meet, keep minutes and report regularly to the CPAC.

Delegations and/or members of the public attending CPAC meetings must be seated separately from the Committee; anyone attending the meeting who is not on the Agenda as a Delegation is considered to be attending for observation purposes and is not permitted to participate in the discussion or ask questions unless invited to do so by the Chair. Delegations are permitted 10 minutes to present their information to the Committee, after which Committee members may ask questions of the Delegation. Once the presentation is concluded the Delegation may be seated in the public gallery or leave the meeting.

COMMUNITY POLICING ADVISORY COMMITTEE RECORDS

Records of meetings, correspondence, monthly reports to the CPC and all other activities of the CPAC are City records and shall be categorized, maintained and stored in accordance with the standards established by the City Records and Information Administrator and adopted by Council.