

NORTH VANCOUVER POLICING COMMITTEE

TERMS OF REFERENCE

PURPOSE

The North Vancouver Policing Committee is subject to *the Federal Privacy Act* and acts as an advisory committee providing advice and recommendations on policing matters to the District and City Councils and the RCMP Officer in Charge (OIC). The meetings are established under the direction of the OIC and all proceedings are subject to the *Access to Information Act (Canada)* and the *Privacy Act (Canada)*.

OBJECTIVES

- 1) Reviews and provides recommendations to the respective Councils with respect to the Detachment's annual budget, revised budgets where applicable, as well as budgets pertaining to integrated teams, and work plans prepared by the OIC following an appropriate consultation process approved by the Committee.
- 2) Works with the OIC and senior staff to develop policies with respect to local policing matters including but not limited to performance measurement and reporting, staffing levels (including municipal employees working for the RCMP), Detachment administration and communication protocols.
- 3) Works with the OIC and senior staff to ensure that there is effective liaison and engagement between the Detachment and Council, municipal staff, community stakeholders, First Nations and other agencies.
- 4) Works with the OIC and senior staff to develop policy positions with respect to broad policing matters that arise from time to time including but not limited to regional, provincial, RCMP and federal policing matters. This may involve consultation with the respective Councils.
- 5) Works with Lower Mainland District Regional (LMDRPS) RCMP representatives with respect to selecting replacements for any OIC vacancies and provides recommendations to the RCMP on their preferred candidates.
- 6) Provides an oversight role with respect to the administration and implementation of the police contract with the Province and the RCMP. This may involve making representation to other Committees and participation in dispute resolution mechanisms.

MEMBERSHIP COMPOSITION

Voting Members: Mayor, City of North Vancouver
Mayor, District of North Vancouver
Chief Executive Officer, City of North Vancouver
Chief Executive Officer, District of North Vancouver
Councillor, City of North Vancouver (appointed)
Councillor, District of North Vancouver (appointed)
Officer in Charge, North Vancouver RCMP

Non Voting Members: Ops Support Officer, North Vancouver RCMP
Ops Officer, North Vancouver RCMP

Term of Membership: The councillor appointments are made annually by the respective Councils for a one year term, commencing January 1st of each year.

A Chairperson shall be selected from the North Vancouver Mayors annually by the Committee for a one year term.

QUORUM A quorum shall consist of four of the seven voting members.

- DUTIES OF THE CHAIR**
- 1) Preserve order and operating decorum.
 - 2) The Chair is responsible to review the DRAFT minutes.
 - 3) Two weeks prior to the set meeting date the Chairperson, respective CAO, OIC and Executive Assistant will meet for an agenda planning meeting.

- MEETINGS**
- 1) Meetings will be scheduled by the Committee but not less than four times per year.
 - 2) A member who is unable to attend will inform the Recorder (venue planning).
 - 3) The Chair does not make motions.
 - 4) All motions will be seconded.
 - 5) Informal discussion on any subject is permitted when no motion has been made.
 - 6) All participants will provide prepared Updates regarding their respective areas and activities.

- 7) All information and personal information exchange between the RCMP, City of North Vancouver and District of North Vancouver is given and received with a mutual expectation of a confidentiality for the purposes of *Access to Information Act* s13(1)(3), *Privacy Act*, 19(1)(d) and *Freedom of Information Act* s 16(1)(b).
- 8) Documents (i.e. reports and updates) must be sponsored by a member of the Committee.
- 9) The Agenda will be sent two weeks in advance of the meeting.
- 10) The Order of Business for all meetings will be:
 - i) Call to Order
 - ii) Approval of Minutes
 - iii) Review of Format Agenda
 - iv) Approval of Agenda
 - iv) Governance
 - v) Standing Items
 - vi) Unfinished Business
 - vii) New Business
 - ix) Unresolved Issues Carried Forward
 - x) Correspondence
 - xi) Any Other Business
 - xii) Next Meeting Date
 - xiii) Adjournment

PROCESS

Utilize the report and update template(s). This ensures efficient information regarding a specific is provided, in order to make an informed decision or convey an update. The following outlines the process for submitting items and how the feedback and outcome is conveyed:

Agenda Package Submission

Use report or update template. Bullet format is allowed. Documents must be sponsored by a Committee member and are submitted.

Note that NOT all reports or updates submitted have to be presented. For instance, the Committee member may decide to bring the report or update to the meeting without presentation by the author.

Diary Date for Submission

One hard copy of the submission must be received by noon, three weeks prior to the scheduled meeting to the supporting administration.

**If you are unable to provide your submission by the diary date or have additional handouts for the meeting, please ensure you bring 10 copies (9 for participants and 1 copy for the record).

Length of Presentation

Maximum of 10 minutes in duration. Please advise the Recorder, with submission of your documents, should you have any technical requirements for presentation. Presenters are required to stay for their length of the presentation only.

Policy Approvals, Reviews, Amendments

Can be made by the Committee and reviewed as appropriate with the respective Councils and/or appropriate RCMP representatives.

Dissemination

The agenda and supporting documentation are the property of the RCMP and loaned to the North Vancouver Policing Committee in confidence and it is not to be re-classified or further disseminated without the consent of the OIC, or designate.

MEETING MINUTES

- 1) Under the direct control of the OIC, the Recorder will be a designated municipal staff person from the Detachment or one of the respective municipalities, determined by the Chairperson.
- 2) The Recorder shall provide support services including the recording of minutes, distribution of agendas and supporting materials and meeting co-ordination.
- 3) A record will be kept of key discussion and action log.
- 4) Draft meeting minutes will be distributed.
- 5) All minutes will contain a reminder to staff that the document is Confidential.
- 6) All minutes fall under the third party rule whereby the document is the property of the RCMP and loaned to the North Vancouver Policing Committee in confidence and it is not to be re-classified or further disseminated without the consent of the Officer in Charge, or designate.

EVALUATION

On an annual basis, between January and March, the North Vancouver Policing Committee will review the Terms of Reference and will re-affirm their representatives.

PUBLIC INPUT

Individual members of the public or interested groups may submit a request to the Chairman to attend Special Police Committee meetings to be scheduled twice a year in order to enable

members of the public to provide input on issues or matters of relevance to the Committee. If approved by the Chairperson, public input of no more than 10 minutes per person shall take place immediately following the commencement of the special meeting. Public notification of the Special Police Committee meetings will be in accordance with the notification procedures adopted by the City and District of North Vancouver. The Agenda for the public meetings may include a review of the detachment's past year's performance and the next year's goals.

Complaints against RCMP members regarding conduct or investigations are to be dealt with through the normal procedures at the Detachment or the Commission for Public Complaints Against the RCMP, not at the public meeting.

Adopted October 2010
Amended May 2013
Amended May 2015