

# TERMS OF REFERENCE

## Sunshine Coast Policing Committee

### 1. Purpose

- 1.1 The purpose of the Sunshine Coast Policing Committee (SCPC) is to consider issues pertaining to regional policing matters and to make recommendations to the Sunshine Coast Regional District (SCRD) Board on these issues.

### 2. Duties/Mandate

- 2.1 The Sunshine Coast Policing Committee is a committee of the Board that will provide a forum to discuss regional policing matters with the RCMP, local governments and other related agencies on the Sunshine Coast. The Committee may:
- 2.1.1 act as a sounding board for the RCMP for all communities on the Sunshine Coast;
  - 2.1.2 work with the RCMP and other agencies to make suggestions that are sensitive to regional policing priorities;
  - 2.1.3 enhance ongoing communications with the RCMP to assist policing on the Sunshine Coast and to promote and maintain good relations between the RCMP and local communities;
  - 2.1.4 provide a forum for delegations related to the Criminal Justice System on the Sunshine Coast e.g. probation, court watch and others;
  - 2.1.5 review federal and provincial plans, policies and proposals that affect policing operations, resources and finances and, consistent with these terms of reference, provide comments through the SCRD Community Services Committee / Board to the RCMP and the federal or provincial Solicitors General with respect to their impacts, or potential impacts, on policing the Sunshine Coast and its constituent communities.
- 2.2 The SCRD may, by resolution, and in consultation with local government members, dissolve the SCPC, remove a member or amend these Terms of Reference.

### 3. Membership

- 3.1 The Sunshine Coast Policing Committee is comprised of the following members or their alternates:
- 3.1.1 Voting Members
    - a) The SCRD Board Chair (ex officio).
    - b) All Electoral Area Directors of the SCRD during their term of office.

- c) Local Government and School Board Representatives shall serve during the term of appointment by their Council/Board as follows:
  - i. Sechelt Indian Government District Representative
  - ii. Council Member, Town of Gibsons
  - iii. Council Member, District of Sechelt
  - iv. Trustee, School District No. 46

3.1.2 Non-voting members:

- a) Two representatives of the Sunshine Coast RCMP
- b) Chief Administrative Officer from Sechelt Indian Government District.
- c) Chief Administrative Officer from the District of Sechelt.
- d) Chief Administrative Officer from the Town of Gibsons.
- e) SCRD staff liaison.
- f) ICBC
- g) Crimestoppers
- h) Gibsons Citizens on Patrol
- i) Sechelt Citizens on Patrol
- j) Pender Harbour Community Policing
- k) Halfmoon Bay Citizens Association
- l) Roberts Creek Community
- m) Elphinstone Electors Community Association
- n) Sunshine Coast Youth Awareness Committee
- o) SIGD Advisory Committee

3.1.3 Other Members:

- a) Upon approval of the SCRD Board, one representative of a community consultative group like the SIGD Advisory Committee or comparable committee or representatives of public safety committees and the like may attend the meetings as non-voting members.
- b) RCMP, School Boards, local governments and senior governments may authorise staff to attend as resource persons related to individual agenda items.

3.2 The Chair and Vice Chair of the Committee will be appointed annually by the Chair of the Sunshine Coast Regional District.

## 4. Operations

- 4.1 The “Sunshine Coast Policing Committee” will meet bi-monthly.
- 4.2 A quorum of the voting members of the committee shall be five (5) members.
- 4.3 All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to the *Community Charter*.

- 4.4 All formal recommendations of the Committee shall be duly passed by a majority of the voting members present.
- 4.5 Delegations may appear upon written request and in accordance with the SCRD Petitions and Delegations Policy.
- 4.6 Input from the floor shall be at the discretion of the Chair.
- 4.7 The authority of the Committee is limited as follows:
  - a. The Sunshine Coast Policing Committee does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.
  - b. The Sunshine Coast Policing Committee may communicate with external organizations and agencies to collect information and make inquiries.
  - c. Where the Sunshine Coast Policing Committee wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board.
  - d. Representations to the media on behalf of the Committee shall be through the Committee Chair or his/her delegate.
- 4.8 Committee members are encouraged to:
  - a. attend and participate in meetings of the Committee
  - b. share experiences and ideas while maintaining an open mind to others' perspectives
  - c. report back to the appropriate Standing Committee.
- 4.9 Members who are absent for four consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCRD Board.
- 4.10 In carrying out its mandate, the Committee will work towards conducting operations in a way that:
  - a. improves the economic, environmental and social well-being for present and future generations;
  - b. encourages and fosters community involvement;
  - c. enhances the friendly, caring character of the community;
  - d. maintains an open, accountable and effective operation;
  - e. preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD;
  - f. is consistent with the goals and objectives of the SCRD's strategic plan; and
  - g. recognizes advisory committees are one of many channels that the Regional Board may utilize to obtain opinions and advice when making decisions.

- 4.11 The SCRD will provide a recording secretary whose duties will include:
- a. preparing meeting agendas and distributing them to the Committee members in advance of the meeting
  - b. preparing minutes of all meetings using SCRD standard practices
  - c. forwarding the minutes to the appropriate SCRD Standing Committee and ultimately to the Board for adoption.
- 4.12 The role of Regional District staff assigned to serve in a liaison capacity may include:
- a. providing information and professional advice;
  - b. assisting the committee secretary in writing reports and recommendations to the Board as requested by the committee;
  - c. bringing such matters to the committee's attention as are appropriate for it to consider in support of Regional District Board direction;
  - d. serving as one of the communication channels to and from the Board; and
  - e. providing advice to the Board that may be at variance to a committee recommendation.
- 4.13 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the Board Procedure Bylaw.
- 4.14 Committee members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.15 Committee members must respect and maintain the confidentiality of the issues brought before them in closed meetings.
- 4.16 SCRD Directors will be compensated as per the SCRD Directors Remuneration Bylaw. Other Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

## 5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meetings

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