



Policing Service Task Force Committee

Select Committee of Council - Terms of Reference

1. ESTABLISHMENT AND AUTHORITY

The Community Charter (Section 142(1)) provides that Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council. At least one member of a select committee must be a council member.

2. PURPOSE

The Policing Service Task Force Committee is a select committee of Council that shall:

- 1) Provide a written report on the achievement of the goals and objectives presented to the community that were anticipated from the amalgamation of the Sunshine Coast RCMP services in 2003.
- 2) Provide a written report on any recommendations and opportunities to improve or enhance the delivery of police services in Gibsons.

3. COMPOSITION

3.1 The voting members

5 members; one from each of the following groups shall be appointed:

- 1) RCMP
- 2) Council
- 3) Gibsons resident
- 4) Gibsons Business
- 5) A knowledgeable individual in Police Service delivery

All members shall provide the Corporate Officer with contact information including members' phone number(s), mailing and civic addresses and email address prior to the first Committee meeting to ensure materials are received prior to meetings.

3.2 Non-Voting Members

The following persons will participate in meetings of the Committee in an advisory capacity:

- Town Staff as designated by the Chief Administrative Officer;

- Other *individuals* with knowledge or expertise may attend from time to time by agreement of the Task Force.
- Clerical assistance for preparing agendas, organizing resource material and recording minutes.

4. APPOINTMENT AND MEMBERSHIP

4.1 Council shall appoint 5 members, one from each of the following groups:

- RCMP
- Council
- Gibsons resident
- Gibsons Business
- A knowledgeable individual in Police Service delivery

4.2 Council shall appoint one member of the Committee as chair.

4.3 The appointment of any member of the Committee may be rescinded at any time by the Council as set forth in section in Section 144 of the Community Charter.

4.4 Members of the Committee must declare any conflicts of interest and remove themselves from the meeting until the matter is resolved.

4.5 Non-elected appointees must conform to the rules of conduct for elected officials as set forth in sections 100 – 109 and 117, and 121 of the Community Charter.

4.6 Remuneration

4.6.1 All members of the public appointed to the Committee are volunteers and shall serve without remuneration.

4.6.2 All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Director of Finance with prior approval of the Corporate Officer or designate.

4.7 Term and Termination

4.7.1 Members of the Committee shall serve at the appointment of the Council.

4.7.1 The appointment of any member of the Committee may be rescinded at any time by the Mayor and/or at the advice of Council as set forth in section in Section 144 of the Community Charter.

4.7.2 The Task Force shall begin their work immediately and prepare a draft report for Council by September and a final report by December 31, 2009.

5. LIMITATION OF THE DUTIES AND POWERS OF THE COMMITTEE

5.1 Authority

5.1.1 The Committee has no delegated authority from Council.

5.1.2 The Policing Service Task Force Committee is reminded that a Select Committee of Council cannot direct staff or take any action contrary to existing Council Policies and Directives.

5.2 Responsibilities

The Policing Service Task Force Committee is responsible to perform the following:

- 1) Review the goals and objectives of the amalgamation of the Sunshine Coast RCMP services in 2003.
- 2) Provide a synopsis and opinion on the achievement of those goals and objectives.
- 3) Identify any limitations that prevented the achievement of the goals and objectives.
- 4) In consultation with the RCMP provide options and recommendations on how current police services could be improved or enhanced.
- 5) Identify measurable goals and reporting options for the achievement of options and recommendations to improve or enhance police services.
- 6) Consult with individuals and groups as necessary to support the initiation and implementation of an action plan.

6 MEETINGS

6.1 The Policing Service Task Force Committee shall meet monthly, or more often as determined by the committee, in the Council Chambers or Meeting Room, Town Hall.

6.2 The Chair of the Committee may call Special meetings as needed, subject to the provisions set in the Community Charter.

6.3 In the absence of the chair, the Task Force members in attendance shall designate an interim chair.

6.4 Roberts Rules of Order shall be observed during all meetings.

- 6.5 Substantial effort shall be made to make decisions by consensus, however where consensus cannot be achieved, simple majority shall govern.
- 6.6 Agendas and minutes for each Committee meeting shall be prepared and distributed in a timely manner, under the direction of the Corporate Officer.
- 6.7 The Corporate Officer is responsible for keeping minutes and agendas for Committee meetings and making them available to the public.
- 6.8 The quorum for the Committee is three (3).

Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recording secretary shall record in the minutes the names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.

- 6.9 Meetings are open to the public. The Committee will be provided with all necessary support, as determined by the Chief Administrative Officer.
- 6.10 In respect to public members, appointed by the Council, conflict of interest rules are applied as per Sections 93 and 100 of the Community Charter.
- 6.11 Members of the public are not authorized to participate in in-camera discussions.