



Police Select Committee

Terms of Reference

1) ESTABLISHMENT AND AUTHORITY

The Town of Gibsons established a Police Services Select Committee that recommended on December 6, 2019, that the Town of Gibsons enter into a Municipal Police Unit Agreement (MPUA) with the Province of BC and the RCMP continuing to provide police services to the Town of Gibsons. Subsequently, a Police Transition Select Committee was established in anticipation of the Town being required to pay 70% of the costs of policing effective April 1, 2022, if the census data released in February 2022 had indicated that the municipality's population was more than 5,000 people, however this did not occur as the census population was only 4,758 people. The Terms of Reference of the Police Select Committee is now being revised to focus on public safety and policing matters in the community.

2) PURPOSE AND SCOPE

The purpose of the Committee is to be a resource and provide advice on public safety and policing matters by making recommendations to Council of the Town of Gibsons regarding community needs and requirements for policing, as well as the promotion of a good working relationship with stakeholders.

3) COMPOSITION

- a) The Committee is comprised of the Mayor, one (1) Councillor and a minimum of three (3) and a maximum of five (5) community members appointed for their knowledge of policing issues.
- b) 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 meeting to ensure materials are received prior to meetings.

4) APPOINTMENT AND MEMBERSHIP

- a) The Mayor shall serve as Chair of the Committee.
- b) If the Chair cannot attend the meeting, the Councillor appointed to the Committee shall serve as Chair.
- c) The appointment of any member of the Committee may be rescinded at any time by the Council as set forth in section 144 of the *Community Charter*.

- d) The resignation of any member of the Committee must be made in writing and in accordance with section 121 of the *Community Charter*.
- e) All members of the Select Committee will maintain confidentiality in accordance with section 117 of the *Community Charter*
- f) Committee members will have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions to which they have declared a conflict of interest.

5) REMUNERATION

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.

6) TERM

Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms.

7) DUTIES AND RESPONSIBILITIES

- a) To consider and inquire into public safety by hearing from citizens on their perspectives and concerns about public safety in the Town of Gibsons, and their ideas and recommendations to create a safer community.
- b) To ensure that community needs, and values are reflected in policing priorities, objectives, goals, programs, and strategies.
- c) To make recommendations to Council for community and stakeholder input, consultation, and feed back in order to assist in the identification of community needs, the requirements for police services, and to participate in any public meetings that are required.
- d) To discuss ideas for recruitment, retention, and scheduling of officers to meet service demands on the Sunshine Coast.
- e) To assist with the determination of the most efficient and effective utilization of the Town of Gibsons RCMP office.
- f) To discuss ideas of suggesting and accommodating a more proactive policing model for our community
- g) To report regularly to the Town Council on Committee activities.

8) AUTHORITY

- a) The Committee has no delegated authority from Council.
- b) The Committee is reminded that they cannot direct staff or take any action contrary to existing Council Policies and Directives.

9) LIASONS

- a) The following representatives will participate as liaisons and as non-voting members on the Committee:
 - 1. The Chief Administrative Officer (the CAO) (or designate);
 - 2. The Director of Corporate and Legislative Services (or designate);
 - 3. The CAO shall appoint a Recording Secretary to the Committee to provide administrative support including preparing the agenda and meeting minutes, maintaining a record of the approved minutes, notifying members of the meeting, publishing the agenda for circulation to the attending Committee members, scheduling delegations, and making any arrangements required to facilitate the meeting.
- b) The role of the staff liaisons include:
 - 1. Providing information and professional advice;
 - 2. Bringing such matters to the Committee's attention as are appropriate for it to consider in support of Town of Gibsons Council direction and;
 - 3. Serving as one of the communication channels to and from Council.
- c) The role of the Council liaison includes:
 - 1. Bringing such matters to the Committee's attention as is appropriate for it to consider in support of Town of Gibsons' Council direction; and
 - 2. Serving as one of the communication channels to and from Council.

10) MEETINGS

- a) The Committee shall meet four times per year at the dates and times determined by the Committee.
- b) Substantial effort shall be made to make decisions by consensus, however where consensus cannot be achieved, simple majority shall govern.

- c) The quorum for the Committee is three (3) voting members, one (1) must be a member of Council of the Town of Gibsons, appointed under section 4 (Composition).
- d) Should there be no quorum present within fifteen (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 (15) minutes and the meeting shall stand adjourned until the next scheduled meeting.
- e) Agendas and minutes for each Committee meeting shall be prepared and distributed in a timely manner, under the direction of the Chair.
- f) All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- g) Committee members are subject to the Conflict of Interest legislation as outlined in Section 100 – 109 of the *Community Charter*.

11) REFERENCE DOCUMENTS

- a) The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
 - *Community Charter*, Section 90 – Open and Closed meetings
 - *Community Charter*, Section 117 – Duty to respect confidentiality
 - *Community Charter*, Section 122 – Resignation
 - *Community Charter*, Section 100-109 – Conflict of Interest