

TERMS OF REFERENCE

Pincher Creek Police Advisory Committee

PURPOSE OF THE COMMITTEE:

The Pincher Creek Police Advisory Committee shall formalize the process for receiving input from the community and the partnership between the community, the RCMP and local government.

Specifically, the Committee will:

- Advise the Detachment Commander on policing priorities identified through community input
- Keep the Detachment Commander informed of emerging trends and issues within the community
- Make recommendations on community policing initiatives based on identified trends and issues acknowledging cultural awareness
- Provide regular reports to Council regarding the progress of the committee

The Town of Pincher Creek and the Detachment Commander of the local RCMP detachment recognize the value and benefit of the community policing concept which enhances the quality of life for residents.

The principle philosophy of the Police Advisory Committee is that “the police are the community and the community are the police”, a philosophy which is also reflected in the RCMP mission statement of providing a safe and secure community through community input.

The Police Advisory Committee reflects the demographics of the community served by the RCMP and provides liaison between Council, residents, community groups and the RCMP.

Community organizations and individuals that wish to appear before, or communicate directly with Council on any community policing matter, may be encouraged to contact and make presentation to the Police Advisory Committee first for support, input, etc.

MEMBERSHIP:

All recommendations for membership must be reviewed and approved by the Detachment Commander and Council. The PAC should be comprised of, but not limited to:

Permanent Members

- Detachment Commander of the local R.C.M.P. detachment
- One (1) Community Peace Officer (Town and MD)

- One (1) Representative from Victim Services
- One (1) Representative from Citizens on Patrol
- One (1) Representative from a Community Youth Centre
- One (1) Representative from each High School
- One (1) Representative from each School Division
- One (1) Representative from Family and Community Support Services (FCSS)
- One (1) Representative from Town Council (an alternate must be designated)
- One (1) Representative from Municipal District Council (an alternate must be designated)
- One (1) Representative from Village Council (an alternate must be designated)
- One (1) Representative from Piikani Nation Chief and Council (an alternate must be designated)
- One (1) Representative from Chamber of Commerce (President or delegate)
- One (1) Representative from Napi Friendship Association

Term Members from the Community

- One (1) Senior's Representative
- One (2) Members at large who reside in the Town, MD, Village and/or Reserve
- One (1) Youth Representative

Term members of the PAC shall serve a term of two (2) years from their anniversary date and may be renewed by approval of the Detachment Commander and Council. All past members may re-apply for appointment to the PAC. One half (1/2) of the initial appointments are to be appointed for a one (1) year term.

All members of the PAC shall:

- Undertake a criminal records review and suitability screening through the RCMP
- Swear an Oath of Confidentiality
- Be of the full age of eighteen (18) years, except for a youth representative, who shall be at least sixteen (16) years of age

The Detachment Commander of the local RCMP shall have the authority to remove a member from the PAC, and must inform Council. Where a vacancy occurs in the membership of the listed organizations by reason of death, resignation or removal, the Detachment Commander shall request a replacement representative, who shall hold office for the remaining term of the vacant membership.

A member of the Committee will be disqualified to serve on the Committee if they:

- Are absent for three (3) consecutive meetings unless absences are authorized by the Committee
- Send written notice of resignation to the Committee

TERM OF THE COMMITTEE:

The Committee shall serve at the pleasure of Council and may be dissolved at any time with the agreement of Council or by committee resignation or recommendation.

CONDUCT OF MEETINGS:

The PAC will meet six (6) times per calendar year, during the months of January, March, May, July, September and November on the third Wednesday of the month in Town Council Chambers, or as required at the discretion of the Chair.

The Detachment Commander in collaboration with Council is responsible for establishing and maintaining the Terms of Reference of the PAC with input from its membership.

The Detachment Commander and Council together will identify one (1) administrative support staff to sit on the PAC. The administrative support staff shall keep accurate records of all meetings, assist with the preparation of committee documents and reports, and provide police-related statistics and information relevant to the PAC's objectives.

The Detachment Commander and administrative support staff are ex-officio members of the PAC, and as such, will not have voting privileges.

The Mayor is an ex-officio member of the PAC.

At the first meeting, the PAC shall elect a Chair and Vice Chair from its membership for a term of one year (should not be the Detachment Commander or Council member).

AUTHORITY OF THE COMMITTEE:

The Committee shall act in an advisory capacity to the Council and shall not have the power to direct consultants or enter into any agreements.

FINANCIAL:

The Committee may not incur any expenses unless authorized by the Town of Pincher Creek.

May 25, 2015