

Parkland Detachment Community Policing Advisory Committee
TERMS OF REFERENCE
January 2023

I) Definitions:

- a) CPAC refers to the Parkland Community Policing Advisory Committee.
- b) Officer in Charge (OIC) refers to the Officer in Charge of the Parkland RCMP Detachment.
- c) Detachment area shall refer to the communities under the command and responsibility of the Parkland RCMP Detachment.

II) Mandate:

- a) The role of the CPAC is to provide advice on policing issues to the Officer in Charge of the detachment.
- b) The CPAC provides a community perspective to Parkland Detachment on community interests, concerns, and trends in relation to policing, social, safety, security, and crime prevention issues in order to create a safer community.

III) Committee Structure:

- a) Representation on CPAC will be a minimum of ten and a maximum of fifteen individuals.
- b) The ten to fifteen members of the committee includes those appointed council members.
- c) Excluding the council members, invitations to sit as a committee member on CPAC will be based on a tiered system with four members serving one year, four members serving two years, four members serving three years. As close to equal numbers being re-appointed each year.
- d) Vacancies may be filled by public advertisement, pro-active recruitment, or at the recommendation of CPAC members. The OIC will fill vacancies from recommended community members in consultation with the committee.

IV) Committee Membership:

- a) The committee shall consist of an elected Council member from the City of Spruce Grove, the Town of Stony Plain, Town of Onoway, Alberta Beach, Lac Ste Anne County and Parkland County who will be appointed by their respective municipality.
- b) An alternate member may be appointed by the five councils and may attend in place of the primary representative subject to a Police Information Check. Representatives can vote on behalf of the primary committee member.
- c) The balance of the committee shall reflect the diverse demographics of the detachment area in terms of age, ethnicity, gender, socio-economic status, business and non-profit sectors.
- d) The OIC and two CPAC members will decide who will be invited to sit as a committee member on the CPAC.
- e) All those invited to sit as a committee member on the CPAC are subject to a Police Information Check every three years.
- f) The RCMP detachment liaison member(s) shall also form part of the committee.

V) Meetings:

- a) There will be a minimum of four regularly scheduled meetings per year.
- b) Special / emergent meetings may be called by OIC with minimal notice.
- c) Voting shall require a Quorum (50% of membership plus one) present.

- d) The Chair through consultation with OIC will prepare agendas for the meetings. Topics for the agenda will come from the RCMP and CPAC members through the chair.
- e) Location of the meetings may vary from Community to Community.
- f) Regular attendance at the meetings is expected. Unexcused absences will initiate a conversation regarding continued interest of participating in CPAC.
- g) Any guests being invited to attend specific meetings will be done by the OIC.

VI) Executive:

- a) At the first meeting each year, the CPAC will elect from amongst its members, an executive consisting of a Chair and Vice-Chair.
- b) Role of the Chair:
 - a. Call CPAC meetings in consultation with the OIC.
 - b. Prepare agendas in consultation with the OIC.
 - c. Preside over the CPAC meetings.
 - d. Facilitate the discussion at CPAC meetings.
 - e. Be the official representative, as required, of the CPAC.
- c) Role of the Vice Chair:
 - a. Will act as Chair in the absence of the Chair.
- d) Role of the Secretary:
 - a. Will attend meetings of the CPAC and record the minutes.

VII) Remuneration and Expenses:

- a) Members of the CPAC will not receive remuneration for service on the CPAC.
- b) Members of the CPAC may be provided funds, or reimbursed for expenses incurred to implement public information gathering activities, if such activities and expenses have prior authorization of the OIC.

VIII) Conduct:

- a) Members of the CPAC will conduct themselves in accordance with the core values of the RCMP. The core values of the RCMP are:
 - a. Act with integrity
 - b. Show respect
 - c. Demonstrate compassion
 - d. Take responsibility
 - e. Serve with excellence
- b) Members of the CPAC will conduct themselves in such a manner as to not bring the RCMP into disrepute.
- c) Members of the CPAC will be privy to information that is used for law enforcement purposes. Information learned through the CPAC will not be discussed outside of the committee meetings.

IX) Relationship of the CPAC to the Officer in Charge:

- a) The Officer in Charge has the authority to appoint and terminate the CPAC.
- b) The Officer in Charge will provide responses to the CPAC on actions taken in response to their input on policing interests and concerns.
- c) The Officer in Charge will be responsible for the final decision on the termination of a member of the CPAC with the exception of the appointed Council Member. Termination of a Council Member will be discussed between the Officer in Charge and the Mayor of their respective municipality.

X) Review and Evaluation:

- a) The Officer in Charge will be responsible to ensure an annual evaluation of the CPAC is conducted, including its effectiveness as a group.

XI) Amendment to the Terms of Reference:

- b) The Officer in Charge may amend the Terms of Reference for the CPAC in consultation with the current members of the CPAC.
- c) The CPAC will review the Terms of Reference on an annual basis to ensure the Terms of Reference remain consistent with the direction of the committee.

XII) Communication:

- a) All communication regarding CPAC business must go through the chair, vice chair or secretary to the CPAC members.
- b) Meeting minutes will be prepared and distributed to the CPAC members within 10 days.
- c) Agenda will be distributed one week prior to meeting.
- d) Committee contact list will be distributed as needed.