



Olds Policing Advisory Committee

June 22, 2020

Purpose

The Olds Policing Advisory Committee (OPAC) is a committee established by the Council of the Town of Olds (“the Town”) for the purpose of providing a forum to receive input from the community with respect to public safety matters, objectives and priorities. The underlying philosophy of the OPAC is to provide safe, effective and fair policing through community input.

Community organizations and individuals that wish to appear before, or communicate directly with Council on any community policing matter, discuss policing matters, may be encouraged to contact and make a presentation to the OPAC for support, input, or information.

Values

The Town of Olds core values are accountability, integrity, respect and trust. A guiding principal of this committee will be to encourage inclusivity and diversity of race, colour, religion, sex, ancestry, place of origin, age, and mental or physical abilities through its membership and/or through committee training.

Committee Composition

The OPAC shall consist of a maximum of seven (7) voting members who shall be appointed by resolution of Council as follows:

- a) two (2) members of Town Council, plus one (1) alternate;
- b) five (5) citizen members who work or reside in Olds who may stem from one of the following entities:
 - School Representative or Trustee,
 - Family and Community Support Services (FCSS) or Social Services,
 - Business Community or Association (President or delegate),
 - Youth Representative,
 - Senior Representative,
 - Volunteers involved with policing related community groups such as Victim Services or Citizens on Patrol, or;
 - General community member-at-large with interest in policing.
- c) The Chairperson or the Vice-Chairperson will be selected at the first scheduled OPAC meeting of the year by committee members. The Chairperson or the Vice-Chairperson may be a member of Council or a citizen member.
- d) The detachment commander of the Olds R.C.M.P or his/her designate shall attend the OPAC meetings in an advisory capacity. A Community Peace Officer of the Town or his/her designate shall attend the OPAC meetings in an advisory capacity.
- e) A Recording Secretary shall be appointed by Administration and shall attend Committee meetings in a non-voting capacity to provide administrative support services. Minutes shall be prepared and submitted to the Committee for approval at the next meeting. The Recording Secretary shall ensure a copy of the minutes is circulated to Council at a regularly scheduled Council meeting following approval of the minutes by the OPAC.

All committee members appointed to the OPAC shall:

- a) Undertake a criminal records review and suitability screening through the R.C.M.P at no cost to the applicant;
- b) Swear an Oath of Office in the form prescribed by the Town;
- c) Be a resident of the Town or a person who has worked in the Town for at least six (6) consecutive months, and;
- d) Be eighteen (18) years of age, except if a youth representative, who shall be at least sixteen (16) years of age.

Member Responsibilities

In fulfillment of its duties and responsibilities, the OPAC shall:

- a) Act as a liaison between Town Council, the R.C.M.P. Detachment, Municipal Enforcement and the citizens of the Town of Olds to foster responsible community actions towards the creation of a safe secure community;
- b) Keep the Detachment Commander informed of emerging trends and issues within the community;
- c) Provide input on the development of respective yearly policing plans by setting objectives, priorities, and goals for policing and to report on the progress and implementation of same;
- d) Represent the interests and concerns of the public and Council to the R.C.M.P. Detachment, and Municipal Enforcement;
- e) Provide advice to Council relating to policing matters or relevant community issues, as it may deem advisable, on its own initiative or upon request of Council; and
- f) Any other duties as may be required.

Frequency of Meetings

- a) The OPAC shall hold quarterly meetings with special meetings to be determined from time to time by the OPAC.
- b) Special meeting dates may be determined by the OPAC at a scheduled quarterly meeting or, may be called by the Chairperson or, in his or her absence, the Vice-Chairperson, by providing members with a minimum of twenty-four (24) hours' notice. The OPAC may, by two-thirds (2/3) written consent of the members, waive notice of a special meeting at any time so long as quorum is present.
- c) One-half (1/2) of the total number of members shall constitute quorum for a meeting to be held. For this committee, quorum is defined as four (4) voting members.
- d) An agenda shall be prepared and circulated to the members prior to each meeting. The agenda will be prepared and circulated by the Chairperson in consultation with the Detachment Commander.
- e) Each member shall have one (1) vote. Each member shall vote on every motion unless he or she has a pecuniary conflict of interest. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, the motion is defeated.
- f) Meetings shall be open to the public, and accordingly, members of the public are invited to attend as observers or, in the case of a particular issue in which they desire to speak, they may write the Chairperson and appear as a delegation.
- g) The Chairperson and/or the Council representatives of the OPAC may report to Council on matters of public concern with respect to public safety matters and policing priorities in the Town. The OPAC shall also report to Council on any matter when requested to do so by resolution of Council.

Code of Conduct

- a) Members of the OPAC are responsible for maintaining the confidentiality of committee information. As part of their duties members will acquire knowledge of, or have access to, and be in possession of information, including personal information. Members will keep confidential and not disclose any information of any nature or kind that comes to their knowledge by virtue of their position, except in accordance with their duties with the OPAC.
- b) Committee members are required to sign a confidentiality agreement binding them to their responsibility even after their appointment ends.
- c) Members are expected to abide by to the Town of Olds core values which include accountability, integrity, respect and trust.

Limitations

- a) Neither the OPAC nor any individual member or Council shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the OPAC or any of its members have any power to authorize i) any expenditure(s) or ii) policy change(s).
- b) The OPAC terms of reference is a living document and will be reviewed annually to support the effectiveness of the committee.

Conflict of Interest

- a) No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest as defined in the *Municipal Government Act*.
- b) In the event of a member having a pecuniary interest, he or she shall:
 - Disclose that he or she has a pecuniary conflict of interest and its general nature;
 - Leave the room until the matter has been dealt with;
 - Abstain from any discussion of the matter;
 - Abstain from voting on the matter; and
 - Ensure the abstention is recorded in the minutes.

Resignation, Removals and Replacements

- a) Any citizen member may resign from the OPAC at any time upon sending written notice to Council of his or her intent to do so.
- b) The (re)appointment of a citizen member to the OPAC may be revoked by Council if the citizen member:
 - fails to attend three (3) consecutive meetings of the OPAC unless such absence is caused through illness or member has given prior notification and absence is authorized by majority vote of the OPAC Committee;
 - ceases to be a resident of the Town or is no longer employed within the municipality;
 - is hired in a full-time, permanent capacity with the Town, the R.C.M.P, or any other police service; or,
 - is convicted of a crime under the Criminal Code of Canada.
- c) Should a citizen member resign or be removed from the OPAC, Council has the option of filling this vacancy prior to OPAC's annual organizational meeting.
- d) Members who do not abide by the Committee's Code of Conduct would receive a verbal warning from the Chairperson and may be removed by a majority vote of the committee.

Liability

- a) Members of the OPAC shall not be held liable for any actions of claims or claims arising out of the exercise of the powers granted to the OPAC pursuant to these Terms of Reference.

Authority

- a) The Chairperson and Vice-Chairperson of the Committee will be elected at a yearly organization meeting which is to be held at the first regularly scheduled meeting of the year.
- b) OPAC is encouraged to provide recommendations to Council, but Council is responsible for decisions that fall within their municipal purview.

Term

- a) Two (2) Council members shall be appointed by Council to the OPAC at the annual Organization Meeting of Council. The length of term for each Councillor is two (2) years. A Council member's appointment to the OPAC is complete two (2) years from the date of appointment or upon the end of the Council member's term on Council. It is advised that for the purposes of continuity, that at least one (1) member of Council serve consecutive terms.
- b) Five (5) citizen members shall be appointed by Council to the OPAC at the annual Organizational Meeting of Council. The term of any citizen member shall be for a period of two (2) year commencing the first quarterly meeting following the Organizational Meeting of Council held the month of October each year. There is no maximum number of times a citizen member may be re-appointed.
- c) Where a member ceases to be a member of the OPAC before the expiration of his or her term, Council may appoint another eligible person for the remainder of that term.

Resources

Budget

- Determined annually within Service Level and Budget process
 - Council Remuneration (2 members)
 - Meeting logistics
 - Member expenses associated with training or conferences

Staffing

- Community Policing Officer, Recording Secretary, Community Facilitator/town staff (as required).

Provincial Governance

Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property.

Province of Alberta Police Act RSA 2000, C-P-17, Section 23 provides that a municipality which has entered into an Agreement with the Government of Canada for the provision of municipal policing services by the Royal Canadian Mounted Police (R.C.M.P.) may, by bylaw, establish a Policing Committee.

Alberta Human Rights Act, Section 16 (1.a) to forward the principle that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.