



TOWNSHIP OF PERTH SOUTH

Community Policing Advisory Committee

Terms of Reference

MANDATE

The Community Policing Advisory Committee (“CPAC”) is a committee that advises and assists Township Council and the citizens of the Township of Perth South on matters relating to community policing.

The CPAC’s responsibilities include:

- Meeting on a quarterly basis, or more frequently, if necessary, to advise the Chief of police, or his/her designate, in regards to the needs, objectives and priorities for police services in the Township.
- Establishing, after consultation with the Chief of Police, or his/her designate, any local policies and priorities for the Township with respect to police services.
- Receiving monthly reports from the Chief of Police, or his/her designate.
- Monitoring the performance of the police services.
- Reviewing the annual policing budget and may provide comment to Perth South Council in regards to the budget submission
- Receiving regular reports from the Chief of Police, or his/her designate on disclosures and decisions made regarding secondary activities.

Further, the responsibilities of the CPAC shall also include:

- Conducting reviews of the state of the Township’s police service, on such terms of reference as the CPAC may adopt. It is anticipated that the first review shall be after the contract policing has been in effect for one (1) year, and periodically thereafter. The CPAC shall report its findings to Council. At a minimum, the purpose of the review(s) includes but is not limited to:
 - To evaluate the success of the contract police services in providing adequate and effective police services to the Township;
 - To assess the cost impacts of this contract police services on the Township; and
 - To make any recommendations to the Township and the Police Services Board for the contract services provider as may be appropriate in light of the findings.
- Researching and making recommendations to Council on how best to improve police services in the Township. This includes, but is not limited to, making recommendations to Council in regards to potential amendments to the police services agreement at the time of the review(s) of contract policing services.
- Selecting one (1) member to represent the Township of Perth South during Police Service Board meetings of the contract policing service provider. Such attendance will be to advise the Board with respect to objectives and priorities for the police services in the Township. The representative of the CPAC shall be a non-voting attendee.



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The CPAC will **not** be responsible for the following:

- At no time may CPAC interfere or obstruct with day-to-day operations of the police services. Neither the CPAC as a body, nor any individual member of the CPAC, shall give orders or directions to the Chief of Police, his/her designate, or any member of the police force including administrative or civilian staff.
- Undertaking, supervising, or directing the day to day operations of any Township department;
- Administrative matters including giving directions to any member of Township staff.
- Reviewing or commenting on the Township's or the police services' staff structure, staff compensation, or other staffing related matters.
- Approving budgets and capital projects.
- Performing project and program implementation.
- Reviewing any matter that may be subject to the Township's closed meeting provisions.

COMMITTEE STRUCTURE

The composition of the CPAC shall consist of:

- The Mayor, or if the Mayor chooses not to be a member of the CPAC, another member of the Council appointed by Council.
- Two further members of the Council appointed by Council.
- Two members of the public appointed by Council. Eligible members of the public are those who are entitled to be an elector in the Township under section 17 of the *Municipal Elections Act* and are not employees, or immediate family members of employees, of the Township or the contract police services.

GENERAL RULES OF OPERATION

The Township of Perth South Community Policing Advisory Committee is subject to the control and direction of Council. All meetings of the CPAC are open to the public, and the Procedure By-Law governing the procedures for Council meetings shall be observed by the CPAC. Where applicable, the closed meeting provisions of the *Municipal Act* and the *Police Services Act* may apply to meetings of the CPAC.

All appointed CPAC members will be voting members, and a quorum of the CPAC shall be the majority of those appointed by Council as members of the CPAC.

At the first meeting, the members shall determine the preferred day and time for CPAC meetings.

If the CPAC refuses or neglects to give due consideration to any matter assigned to it or before it, it may, by Council resolution, be discharged of its responsibilities.



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APPOINTMENT OF CHAIR AND VICE CHAIR

The CPAC shall appoint a Chair and Vice Chair in accordance with the Township of Perth South Procedural By-law. The members of the CPAC shall, at the first meeting of the new term of council, select from amongst its members, a Chair and Vice-Chair for the term of council.

- The election of the Chair shall be conducted by the Township staff liaison to the CPAC.
- The election of the Vice-Chair shall be conducted by the Chair.
- Any votes required under this section shall be taken in accordance with the provisions of the *Municipal Act, 2001*.

ROLE OF CPAC CHAIR

- In accordance with the Township's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the CPAC and of the police services to Council as required.

ROLE OF CPAC MEMBERS

The CPAC members shall be responsible for:

- Reporting to the Chair any issues that they feel should be addressed by the CPAC.
- Attending and participating in CPAC meetings.
- Contributing time, knowledge, skill and expertise during meetings in order to fulfill the CPAC's mandate and report their concerns and issues to the CPAC.
- Abiding by the procedural decisions made by the Chair.
- Disclosing any pecuniary interests per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participating in carrying out the responsibilities of the CPAC.

ROLE OF TOWNSHIP ADMINISTRATIVE STAFF

The Clerk, or his/her designate, shall be the staff liaison to the CPAC.

The staff liaison's responsibilities include but are not limited to:

- Corresponding with members of the CPAC.
- Acting as the CPAC Secretary, including agenda preparation and minute taking.



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- Giving notice of meetings and preparing all associated correspondence.
- Preserving all records and correspondence in accordance with the Township Records Retention By-law.
- Acting as a resource personnel for Township policies and procedures.

REPORTING REQUIREMENTS

CPAC minutes are to be provided to the Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in an appropriate format under signature of the Clerk.

FINANCIAL RESOURCES OF THE COMMITTEE

Members of the public serving on the CPAC will receive remuneration in the amount of \$75.00 per meeting attended.

Reimbursement for travel and other expenses incurred in the performance of CPAC duties will be paid in accordance with the Township's policies.

Any financial requirement of the CPAC shall be approved by Council prior to expenditure.

FREQUENCY OF MEETINGS:

The CPAC will meet a minimum of quarterly, with the exception of the months of July, August and December.

TERM

The term of the CPAC shall coincide with the term of the appointing Council.