

Operations Document

BC Local Government RCMP Contract Management Committee (LGCMC)

1. Committee Membership

a. Appointment of municipal members

- i. Timing of appointments – within 4 months of Local Government elections
- ii. Term of appointments: the appointments will be staggered for a two year or three year term
- iii. Terms to start and end from the date appointed by the UBCM Executive

b. Responsibility for selection: UBCM Executive

c. Vacancies

- i. Committee member to give notice of leaving the Committee to the UBCM;
- ii. UBCM Executive will determine how to fill a vacancy that occurs during a term.

d. Representation on Committee (Local Government composition)

- i. Review once per term and when required (Terms of Reference state that the Committee may assess the representation on the Committee from time to time and recommend modifications to the Province and UBCM).
- ii. Changes to the Local Government composition require the approval of UBCM Executive.

2. Administration of LGCMC

- a. **Provincial:** Assistant Deputy Minister responsible for contract policing and Local Government Member of Committee appointed by UBCM Executive will co-chair the Committee;
- b. **Local Government:** The alternate for the Local Government co-chair will be selected by Local Government members of the Committee; the ADM responsible for contract policing will appoint a person to serve as an alternate provincial co-chair.
- c. **Role and responsibilities of the Province and UBCM:** calling, convening and chairing committee meetings; soliciting agenda items, compiling agenda; presenting reports; corresponding with RCMP, Ministry of Justice and others as required on behalf of the Committee.

3. Meetings

a. Calling meetings

- i. In consultation with each other, the Province and UBCM can call regularly scheduled and unscheduled meetings
- ii. Scheduled in person meetings: at times that will provide some alignment with national FPT CMC meetings and other forms of communication on an ongoing basis
- iii. Scheduled teleconference meetings: As required
- iv. UBCM may call and convene a Local Government caucus meeting.

b. Agendas

- i. Soliciting items for the agenda – timing of request, sign off of final agenda by both the Province and UBCM, agenda items to be reviewed and approved at the beginning of each meeting. Items for inclusion in meeting agendas will be brought to the Province and UBCM by Committee members.
- ii. Standing items: Sub-committee updates, updates/reports on FPT CMC meetings, Provincial policing initiatives.

c. Records of Discussion to UBCM Executive and Province

- i. Records of discussion will be created by UBCM or Provincial support staff and circulated to Committee members.
- ii. Records of discussion will be approved by the Province and UBCM.
- iii. Storage and retention of approved Committee records will be done jointly by PSD and UBCM in accordance with their own retention policies.
- iv. Committee meetings are 'in-camera,' and records of discussion, specific details of decisions and discussion content are to remain confidential, unless otherwise indicated by the Committee. The Committee will determine what to make public and the best mechanism for doing so on a case by case basis.

d. Attendance

- i. Meetings are to be conducted 'in camera.' Exceptions will be made for attendance by the ADM co-chair proxy when required and for guests invited by the Committee. Invited guests may include representatives from the RCMP, Committee sub-committee members, and others as the Committee decides. Invitations for non-members to attend a Committee meeting must be agreed to by the Committee in advance of the meeting.

e. RCMP attendance

- i. The Commanding Officer of the RCMP will be invited to meetings and may bring staff to answer questions, inform discussions and provide materials as required. It will be up to the Commanding Officer to decide who should attend based on the subjects being addressed.

4. Sub-committees

- a. The Committee may create sub-committees on various relevant topics. Both standing sub-committees, and ad hoc sub-committees to address particular issues, may be created.
- b. Sub-committee mandates / terms of reference will be established by the Committee, and sub-committees will take direction from and report to the Committee.
- c. Sub-committee members will be selected by the Committee, and may include individuals who are not members of the Committee, including staff, RCMP representatives or elected officials from Local Governments not represented on the Committee.
- d. At least one member of the Committee will sit on each sub-committee.
- e. Each sub-committee will have at least one Local Government member and one Provincial member.
- f. The Committee will select the chair of each sub-committee.
- g. Each sub-committee will prepare a written report on its activities for each scheduled Committee meeting, and other materials, reports etc. as directed or requested by the Committee.

5. Support

- a. Committee support
 - i. UBCM and the Province will jointly determine staffing and Committee support (administrative assistance, research and analysis, etc.).
 - ii. Role of committee support staff
 - Meeting logistics: Confirming member availability, arranging meeting locations / teleconference numbers, confirming meeting attendees, circulating agendas and materials, inviting guests (i.e. RCMP);
 - Preparing draft agenda on instructions of the co-chairs;
 - Preparing and/or compiling background documents for agenda items;

- Preparing records of decisions for review by co-chairs and approval of Committee and revisions as required;
- Preparing draft correspondence for co-chairs as required;
- Creating and maintaining the UBCM webpage dedicated to communications regarding the RCMP contract and policing issues of interest to Local Government; and
- Preparing annual reports for UBCM Executive and the Deputy SG, on direction of Committee and co-chairs.

6. Specific issues

Specific issues to be considered by the Committee are set out in the Committee Terms of Reference, including: proposed updates to the Municipal Companion Document; collection and coordination of Local Government input into the RCMP Agreement five-year review process.

7. Issue identification, scope and priorities

Issues related to the RCMP Agreements and potential changes to the delivery of police services

- a. Issues and potential policing changes may be raised by the Province, UBCM or Committee members
 - i. Issues/ potential policing changes may be identified by members soliciting input from municipalities not on the Committee; UBCM Community Safety Committee.
 - ii. Issues and potential policing changes raised may pertain to the RCMP contract (national level) or to policing within E Division (provincial / local level).
 - iii. Creating a list of potential issues and policing changes to be addressed.
 - iv. Committee to review and prioritize issues and potential changes for Committee to address.
- b. Issues and potential changes to the delivery of policing may be raised by RCMP through the Province and UBCM to the Committee.
 - i. Agreement issues and potential policing changes raised by RCMP to be added to list of priority issues for Committee to address. Providing feedback on RCMP issues may take priority over developing recommendations on Committee identified issues. There may be short timeframes to respond to RCMP decision documents.

8. Development and approval of Committee recommendations

- i. Steps for selected issues / potential changes (not all would necessarily apply to every issue): description of issue; solicit information on prevalence of the issue, and input from municipalities; request background/rationale/position from RCMP; develop discussion and options paper including background and implications of options; develop Committee recommendations; follow up on recommended actions.
- ii. Approval of Province and UBCM Executive before the issue and recommendations of committee are communicated to RCMP.

9. Communications

- a. Communication with Local Governments about the work of the LGCMC will be vetted through and approved by the Province and UBCM. Documents will be distributed by UBCM.
- b. Communications: UBCM and Local Government organizations in other provinces
 - i. Regular reports on Committee work to the UBCM Community Safety Committee and UBCM Executive at their meetings.
 - ii. Communication to UBCM membership through the UBCM e-newsletter.
 - iii. Report to UBCM convention as required.
 - iv. UBCM website updates.
- c. Communications: Province and Canada
 - i. FPT CMC Assistant Deputy Ministers
 - ii. With the Deputy SG, Minister, Public Safety Canada
- d. Communications: Local Government
 - i. Linkage to other municipal organizations or Local Government RCMP Contract Management Committees in other provinces.
- e. Communications: RCMP
 - i. RCMP attendance at Committee meetings when invited by the Province and UBCM
 - ii. With respect to matters before the Committee, Committee members meeting with RCMP (outside of Committee meetings) and reporting back to Committee, is only to be done on decision of and direction from Committee. This applies also to sub-committee members.
- f. Communications with the media

- i. Provincial Policy (i.e. as determined by Public Service Agency)
- ii. UBCM Policy (i.e. President determines course of action)
- iii. Confidentiality of discussions: the Province and UBCM will agree on outgoing messages at the end of each meeting.

10. Linkage to FPT Contract Management Committee

- a. The Local Government representative appointed by UBCM and designated by the Province as BC's Associate Member on the FPT Contract Management Committee will represent all BC municipalities receiving RCMP municipal police services
- b. As an Associate Member of the FPT committee, the Local Government representative will
 - i. receive agendas, materials and minutes of all FPT CMC meetings;
 - ii. participate in FPT CMC sub-committees;
 - iii. attend all FPT CMC meetings; and
 - iv. make an annual presentation to the FPT CMC at a meeting;
- c. As the designated Associate Member for BC, the Local Government representative will speak on behalf of all BC municipalities receiving RCMP services. This will enable the Associate Member to provide information on the range of views among BC Local Governments even though only one particular course of action or recommendation may be endorsed by the Committee.
- d. The Local Government representative will provide a report to the Committee on all FPT CMC and sub-committee meetings attended.

11. Reports

- a. Report to UBCM and Deputy Solicitor General as required