

## **Terms of Reference**

### **BC Local Government – RCMP Contract Management Committee (LGCMC)**

#### **ESTABLISHING AUTHORITY**

The BC Local Government – RCMP Contract Management Committee (LGCMC) was established in accordance with Article 18 of the Municipal Police Unit Agreement (MPUA). Article 18 of the of the MPUA broadly outlines the role, structure, and objective of the LGCMC.

#### **OBJECTIVE**

The objective of the LGCMC is to bring focus, strong collaboration and partnership to the management of the Municipal Police Unit Agreement (MPUA) and Provincial Police Service Agreement (PPSA) by active engagement between the Province and local governments to ensure that RCMP contract policing remains current and responsive to the policing requirements and approaches to policing within the terms of the contract.

The LGCMC will work towards the goal of supporting the oversight of an efficient and effective police service in support of the administration of justice to all local governments in British Columbia that receive policing services from the RCMP, and to meet the evolving needs of policing in the province.

#### **MANDATE**

As a steering committee, LGCMC will be focused on monitoring progress and providing strategic advice and input on matters of interest and on the resolution of issues related to the MPUA, PPSA and other contract policing-related items in order to guide the effective management of the agreements.

The mandate of the LGCMC is to:

- Serve as a forum for communication, engagement, and consultation between the Province, RCMP, and local governments that receive policing services from the RCMP.
- Support the effective and efficient contract management to all local governments in the province that receive policing services from the RCMP. This includes, but is not limited to:
  - Ensuring the effective delivery of local police services in a cost-effective manner.
  - Seeking effective governance that, among other things, ensures opportunities for local government input into police service delivery decisions (including proposed changes) and overarching policing initiatives driven by federal, provincial or local governments which impact jurisdictions that receive RCMP contract policing.
  - Ensuring accountability and transparency with respect to the delivery of police services, contract management and impacts (e.g., financial) on local governments. This includes receiving information and rationale regarding changes to the delivery of RCMP services.

- Identify and advance issues (e.g., develop recommendations) that broadly impact governance, cost, quality and capacity of police services or RCMP programs, which may be subsequently resolved at the LGCMC table and/or brought forward to inform discussion at the national Contract Management Committee.
- Receive and circulate information to local governments, through UBCM's e-newsletter, regarding LGCMC and CMC meetings, opportunities for input, and issues and decisions that may affect the cost, quality, governance or capacity of RCMP policing services.
- Collect and coordinate local government input into the Five-Year Review of the Police Services Agreements (PSAs), as well as the renewal of the Police Service Agreements.

## **REPORTING RELATIONSHIP**

The Committee will report to the UBCM Executive and the Assistant Deputy Minister and Director of Policing and Law Enforcement Services, of the Ministry of Public Safety and Solicitor General.

Co-chairs must approve any LGCMC agendas, meeting materials or other related Committee information to be released or discussed publicly.<sup>1</sup>

## **MEMBERSHIP**

Local government representatives, as referenced below, will be appointed by the UBCM.

- Ten (10) Local Government representatives as follows:
  - Five representatives from local governments over 15,000 in population that receive policing services from the RCMP.
    - Three representatives from the Lower Mainland RCMP District: Two of those shall be appointed from Metro Vancouver, with the third from outside Metro Vancouver (but still within the Lower Mainland RCMP District).
      - If no applications are received from a candidate outside Metro Vancouver, but still within the Lower Mainland RCMP District, a third candidate from Metro Vancouver may be appointed.
    - Two representatives from outside the Lower Mainland RCMP District.
    - One representative from each of the above categories shall be appointed for a 2-year term, while the other three local government representatives shall be appointed for a 3-year term.

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<sup>1</sup>Freedom of information legislation supersedes Co-Chair approval of information to be released publicly.

- Two representatives from local governments with populations between 5,000 and 15,000 that receive policing services from the RCMP. One representative shall be appointed for a 3-year term and one for a 2-year term;
  - One representative from a regional district that receives policing services from the RCMP, appointed for a 2-year term; and,
  - One representative from a local government with a population under 5,000, appointed for a 2-year term.
  - One representative from a local government over 5,000 in population that receives policing services from the RCMP, with consideration towards geographic regions that are currently underrepresented on the LGCMC, appointed for a 2-year term.
- One (1) UBCM Executive representative, to serve as LGCMC co-chair; and,
  - One (1) Assistant Deputy Minister (ADM) and Director of Policing and Law Enforcement Services, Ministry of Public Safety and Solicitor General or their delegate, to serve as LGCMC co-chair.

If, upon the conclusion of the appointment process, one or more local government member categories remain vacant due to a lack of candidates who meet all criteria, these vacancies shall be filled by appointing representatives from the remaining pool of local government applicants.

If, during the term of a local government representative, they relocate to a local government of a similar size or region, as confirmed by the co-chairs, that representative may be permitted to fulfill the remainder of their term.

If a local government LGCMC member resigns from or no longer meets the criteria to serve on the Committee with less than one year left on their term, that position will be filled as part of the next scheduled appointment process. If a local government LGCMC member resigns from or no longer meets the criteria to serve on the Committee with more than one year left on their term, that position will be filled immediately.

One local government representative from the Committee or UBCM will be appointed by the UBCM Executive to sit as an Associate Member at the Federal/Provincial/Territorial Contract Management Committee, to represent all B.C. local governments that receive policing services from the RCMP.

Local government appointments to the Committee may be elected officials or staff with the majority of the Committee comprised of elected officials. LGCMC members may not appoint or send an alternate to appear at the Committee on their behalf, respecting that members do not represent their own local government on the LGCMC, but rather the jurisdiction to which they are appointed to represent.

The composition of the LGCMC may be assessed by the Committee from time to time and modifications recommended to the Province and the UBCM, as appropriate.

## ***Subcommittees***

The LGCMC may decide to establish sub-committees for issue-specific matters. Each sub-committee may consist of UBCM, Provincial and local government staff that would research and develop reports and recommendations for consideration by the LGCMC.

## **MEETINGS**

The Local Government Contract Management Committee will meet a minimum of four times per year, with a maximum of two of those meetings taking place in-person at the UBCM Richmond Office or other location as agreed upon by the co-chairs. The remaining meetings shall take place by teleconference. Meetings will be convened at the call of the co-chairs.

Staff from the Province and UBCM will, in partnership with LGCMC members, determine an annual meeting schedule prior to March 1<sup>st</sup> of each year.

If one LGCMC co-chair is unable to attend a scheduled meeting, all reasonable efforts will be made to re-schedule the meeting in question. If it is deemed that the meeting cannot be rescheduled (e.g., due to time constraints, availability of LGCMC members, etc.), the co-chair who will be in attendance will assume full chairing duties for that particular meeting.

If both LGCMC co-chairs are unable to attend a scheduled meeting or one organization (UBCM or the Province) is unable to send a minimum of one representative to attend, the meeting will be rescheduled.

Local Government representatives of the Committee may choose to caucus without the Province.

Representatives of the RCMP will be invited to attend Committee and sub-committee meetings as required, and/or Committee representatives will schedule meetings with the appropriate RCMP delegates to discuss issues brought forward by the Committee and report back to the Committee.

## **ROLES AND RESPONSIBILITIES**

### ***LGCMC Co-Chairs***

The LGCMC is a non-voting committee governed by consensus building under the leadership exercised by the two Co-chairs.

The LGCMC Co-Chairs will share the following responsibilities:

- Leadership of the LGCMC and management of its meetings
- Identification of issues, and development and approval of effective and strategic agendas for LGCMC meetings, in collaboration with LGCMC members and LGCMC local government and Provincial support staff.

- Comprehensive and timely sharing of relevant documents and information among all LGCMC members
- Endorsement of the Record of Decision from each LGCMC meeting.
- Approval of LGCMC information to be released and/or disseminated publicly.

UBCM and Provincial staff will collaborate to fulfill the following secretarial responsibilities:

- Preparation and communication of timely written Records of Decision and other relevant communications among all LGCMC members.
- Preparation and communication of LGCMC and CMC meeting summaries<sup>2</sup> to all UBCM members via *The Compass* e-newsletter.  
UBCM staff, with support from Provincial staff, will create and maintain a webpage on the UBCM website dedicated to communications regarding the Police Service Agreements, and LGCMC issues and related discussions.

### ***All LGCMC Members***

In fulfilling the mandate of the LGCMC, members are expected to:

- Raise issues, agenda items and proposals that may affect the governance, costs, quality, or capacity of the police services or an RCMP program and solicit these issues.
- Receive and circulate information to local governments about issues that may impact the cost, quality, governance, or capacity of the RCMP to deliver local police services.
- Consider changes proposed by the Province, the Federal government and/or the RCMP in relation to any aspect of the delivery of local government police services, including changes or any discussions pertaining to the MPUA and/or future of contract policing.

A complete list of the responsibilities of LGCMC Members is contained in Appendix A of this document.

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<sup>2</sup> As directed by the LGCMC.

## Appendix A

### Roles and Responsibilities of All LGCMC Members:

- Engagement
  - Members raise issues, agenda items and proposals that may affect the governance, costs, quality, or capacity of the police services or an RCMP program and solicit these issues and proposals from the local governments they have been appointed to represent.
  - Members engage and communicate in good faith with these local governments.
  - Twice per year, the Committee will engage the UBCM membership, through *The Compass*, to receive discussion topics of interest.
- Communication
  - Members receive and circulate information to local governments about issues that may impact the cost, quality, governance, or capacity of the RCMP to deliver local police services.
  - Members communicate to BC local governments and the Province positions that have been taken and decisions that have been made in the context of addressing opportunities and issues with respect to local police service delivery.
  - The LGCMC will receive information and documents from the national Contract Management Committee, including records of discussion, and communicate relevant information to the UBCM membership through *The Compass*.
- Analysis
  - Members consider changes proposed by the Province, the Federal government and/or the RCMP in relation to any aspect of the delivery of local government police services, including changes or any discussions pertaining to the MPUA and/or future of contract policing.
  - Members consider and address issues forwarded to the Committee by local governments that:
    - Impact the broader UBCM membership; and,
    - Fall within the purview of the LGCMC.
  - Members collect and coordinate local government input into the Police Service Agreements and the five-year review process.
  - Members develop recommendations for and provide input to the Federal/Provincial/Territorial Contract Management Committee, the Province, the UBCM, Federation of Canadian Municipalities and BC local governments.