



ATIKAMEKSHENG ANISHNAWBEK  
FIRST NATION

COMMUNITY POLICE COMMITTEE

TERMS OF REFERENCE

Approved by Council on  
May 2, 2018  
Motion #2018-2019-056

# **Atikameksheng Anishnawbek Community Police Committee**

## **Terms of Reference**

### **1. Vision**

The Atikameksheng Community Police Committee will assist in identifying and addressing the policing needs and concerns of its community.

### **2. Mandate and Purpose**

The Committee will provide grass-root input to the Band Council and Police Service to ensure that the concerns of the people are addressed.

The Committee Chair will be accountable to the Chief and Council and the residents of the Atikameksheng First Nation.

The Committee Chair or designate will report to the Chief Council on a quarterly basis.

The Committee will review and revise the Terms of Reference and recommend changes to Chief and Council.

### **3. Goals and Objectives:**

The Committee shall:

- identify the strengths of their community and their people
- identify the policing concerns and needs of their community and how it impacts the people
- identify alternate methods of addressing policing needs and concerns within this community
- identify where more community policing development is required in order to attain an adequate level of peace
- act as liaison between the community, the Ontario Provincial Police and Chief and Council
- assist in promoting community involvement in the development of a peaceful community
- hold regular monthly meetings
- record minutes of their meetings and distribute to Chief and Council
- ensure Council and community members are in support of recommendations passed by the committee before implementation
- update community new policing initiatives work closely with O.P.P. liaison office
- keep open lines of communication between local detachment, liaison officer and our own police force
- make guidelines to protect police force and Council interest
- ensure all confidential police matter are not disclosed to any unauthorized person

#### **4. Composition**

The Committee shall consist of at least 3 community members, one Councillor, two community persons, OPP Detachment Commander or Designate, OPP Liaison and Atikameksheng First Nation Constables.

Note: \*preferably representing sections of the population such as: Elders, youth, parents and professionals. OPP Liaison and local police personnel act as resource person not voting members.

#### **5. Term**

The term for the members of the Community Police Committee is two years.

#### **6. Resignation and Removals**

A member may be removed from the Atikameksheng Community Police for:

- A breach of conflict of interest
- A breach of confidentiality
- Not attending 3 consecutive meetings without prior notice or approval by the team
- Not acting in the best interests and for the benefit of Atikameksheng Anishnawbek as determined by the team

Resignations from the team

- Will be submitted in writing with two weeks' notice
- May be accepted and a member granted a leave of absence for personal reasons or commitments, for a period of up to six months

Vacancies

- If the position was filled for less than a year, the team will choose a member from an existing list of previously interviewed band members
- If the position was filled for more than a year, the team will re-issue a membership call for team members
- The new team member will complete the remaining term of the recently- vacated member

#### **7. Remuneration**

- Atikameksheng Anishnawbek members appointed to the will receive an honorarium of \$75 for attendance at meetings up to a half day; and \$150 for a full day meeting
- Travel expenses for team members follow current Atikameksheng Anishnawbek Finance Policy
- The team will review the remuneration policy as additional funds become available

#### **8. Duties and responsibilities**

Duties of the Atikameksheng Community Police Committee

- Review third party documents or coordinate/engage technical expertise to review third party documents
- Commission independent technical reports
- Provide recommendations to Chief and Council regarding project activities, and potential partnerships
- Negotiate draft agreements for ratification and approval by Chief and Council and/or the

- Atikameksheng Anishnawbek
- Develop goals, objectives and budget for approval by Chief and Council
  - Present activity and financial reports to Chief and Council and Atikameksheng Anishnawbek
  - Provide capacity development and training opportunities to team members as required to ensure members are adequately supported and resourced and can become skilled team members
  - Engage legal or other professional expertise to provide advice to the team, as necessary and approved by Chief and Council
  - Support the goals and objectives of the Atikameksheng Community Police Committee
  - Actively participate in team meetings
  - Share expertise and perspectives on issues and initiatives of the team
  - Will review documents, as required
  - Will undertake training, as required or necessary
  - Will attend meetings with third party interests, as required
  - Will sit on sub-teams or technical teams as established by the Atikameksheng Community Police Committee
  - Work for the benefit of the Atikameksheng Anishnawbek at all times;
  - Liaise and communicate with Atikameksheng Anishnawbek members through the team's reporting and communication process
  - Prepare or coordinate the preparation of research or other reports

#### Duties of the Atikameksheng Community Police Committee Chair

The Chair will have all the same duties as team members, as set out in section 6.1.

In addition, the Chair will:

- Chair all police committee meetings
- Arrange agenda items for the meeting
- Make reports to Chief and Council, the community and the O.P.P
- Be the primary point of contact with third party proponents
- Be responsible for reporting team activities to Chief and Council and Atikameksheng Anishnawbek

#### Duties of the Team Co-Chair

The Co-Chair will have all the same duties as team members, as set out in section 6.1. In addition, the Co-Chair will, in the absence of the Chair:

- Assumes all duties of the Chairperson on his/her absence
- Be the primary point of contact with third party proponents
- Be responsible for reporting team activities to Chief and Council and Atikameksheng Anishnawbek

Duties of the Administrative Support include;

- Maintains minutes and records of the committee meetings and ensures distribution of same.
- Advertises all community policing initiatives, workshops and public sessions organized by the Community Police Committee
- Notifies committee members of meetings

## 9. Meetings

Committee meetings will be held quarterly for ongoing progress. Special meetings may be called by the chairperson at any time.

## **10. Decisions**

The Committee will make decisions by consensus and proceed to make recommendations to Chief and Council.

## **11. Quorum**

A quorum will exist when at least 3 members of the Atikameksheng Community Police Committee are present.

## **12. Final Authority**

Since the Committee is designated as an advisory group, final authority on all recommendations reached, shall rest with the Chief and Council of Atikameksheng First Nation.

## **13. Procedures**

### **Meetings**

- At minimum, the Committee will meet quarterly
- The Team Chair may call a special meeting, as required
- Members will be informed (by email, phone call and outlook calendar), of upcoming regularly scheduled and special meetings
- Team members will recommend meeting agenda items to the Chair and an agenda will be developed by the Chair
- Meeting agenda and documents will be available to team members prior to meetings

### **Minutes**

- Minutes will be recorded by the Administrative Assistant
- Minutes and team documents will be kept in the Administration Office's Central Registry
- Electronic copies of documents and minutes will be available on a secured internet/shared drive, accessible only to team members

### **Conflict of Interest**

Atikameksheng Community Police Committee team members will adhere to the current Atikameksheng Anishnawbek conflict of interest policy.

### **Confidentiality**

At the beginning of each term, each team member will sign a confidentiality agreement. The confidentiality agreement will be reviewed and signed on an annual basis.

### **Sub-teams**

The Atikameksheng Community Police Committee may establish sub-teams or technical teams, as deemed necessary to fulfill its mandate and meet its goals and objectives.

## **14. Reporting and Communications**

Reporting to/Communication with Chief and Council;

- Draft team meeting minutes will be sent to Chief and Council within a reasonable time frame, within three working days
- A monthly report (including team activities and status of negotiations with third parties) will be completed by the Chair and submitted to Executive Assistant to the Political

- Office, and the Chair will present the activity report at a duly convened band meeting
- Where required any approvals required by Chief and Council will be attained through a duly convened band council meeting or a special meeting of Council
- The Team will provide quarterly financial reports to Chief and Council
- All emails and documents sent and received in relation to the Team will be carbon copied to the Chief and provided to central registry as per the administration policy
- Confidential and/or privileged documents or emails may not be provided to central registry, as determined on a case by case basis

**Reporting to/Communication with Atikameksheng Anishnawbek;**

- The team will prepare a quarterly report for the membership which will be distributed with the quarterly newsletter using the current membership mailing list
- The team will convene quarterly membership meetings to provide updates on team activities. The team chair will present the quarterly report to the membership
- The team may convene additional membership meetings as required
- Team updates may be provided in the weekly flyer when necessary
- Any communications, whether external or internal, will follow existing Atikameksheng Anishnawbek policy
- The team will participate in the Annual General Meeting of the Atikameksheng Anishnawbek

**15. Other**

- Team members shall be covered by Directors, errors and omissions insurance through Atikameksheng Anishnawbek or by other means
- Nothing in this terms of reference shall be construed so as to abrogate, derogate in any way from, or affect in any way any existing or asserted Aboriginal, Treaty or other rights, or any claims of Atikameksheng Anishnawbek
- The team may amend or alter these Terms of Reference as required and subject to approval by Chief and Council
- The team shall develop and promote cooperation with other Atikameksheng Anishnawbek committees and organizations to further the goals and objectives of the team

**16. Honorary**

It is recommended that persons with legal and police background be allowed to become honorary members or act as resource person to the committee.

**17. Ex-Officio Members**

Members of the Council are encouraged to participate in monthly committee meetings as ex-officio members.

**18. Reporting**

The Committee will report to the Chief and Council on all issues which affect the community as a whole.

All confidential matters will be held "in camera".

**19. Dissolution of Police Committee**

The Chief and Council by Band Council Resolution may at any time dissolve the Committee by decision of consensus if it feels the Committee is no longer keeping the community's best interests at heart.

**20. Amendment Clause**

The Committee will amend the agreement when necessary/needed.