

ALBERTA POLICE INTERIM ADVISORY BOARD

TERMS OF REFERENCE

BACKGROUND

The Alberta government heard that Albertans wanted more of a voice into the setting of provincial policing priorities. The Minister has established the Alberta Police Interim Advisory Board (the Board) in support of the provincial government and Minister's mandate and responsibilities respecting the provision of adequate and effective provincial policing in Alberta, and in support of the participation and input of Albertans.

The Board will continue until the term of the current Police Funding Model (PFM) expires in March 2025.

MANDATE/RESPONSIBILITIES

On behalf of all provincial police service (PPSA) municipalities and Albertans, the Board will collaborate with the Ministry of Public Safety and Emergency Services (PSES), Royal Canadian Mounted Police (RCMP) "K" Division and those PPSA municipalities to:

- Provide ongoing input, advice, and recommendations to the Government of Alberta (GoA) and RCMP "K" Division on policing in Alberta.
- Collaborate with the Government of Alberta and RCMP "K" Division to develop annual provincial policing priorities.
- Engage with the GoA and RCMP "K" Division to provide input, advice, and recommendations on any other issues, plans, or documents as determined by the GoA.
- Provide recommendations and advice on the buildup of PPSA resources from the PFM revenue during the Board's term.
- Serve as a communications conduit between all municipalities served by the RCMP through the PPSA and the GoA/RCMP "K" Division. This includes:
 - Regularly reporting to municipal associations and PPSA municipalities on the Board's activities and other policing-related information.
 - Regularly soliciting local input from PPSA municipalities and other relevant organizations on policing issues, initiatives, and priorities.
 - Distributing at least one yearly survey to seek input from PPSA municipalities seeking input or further clarification on how they are seeing these priorities improved in their communities.
 - Distributing a survey every third year to aid the Board's input into the provincial policing priorities development process.
 - Working with the GoA and RCMP "K" Division to provide information to municipal associations and communities on how police funds were spent and the resulting outcomes.

- Creating the Board's annual work plan to assist with the completion of deliverables.
- Providing input into the next phase of the Provincial Policing Funding Model.
- Aid and support the ministry in the transition from the Interim Board to a Permanent Board.

SCOPE

The Board will provide input to the buildup of the PPSA and to the development of provincial policing priorities.

The Board will conduct the necessary consultation, research, and analysis of current and anticipated policing issues as well as priorities of significance and importance to Albertans and Alberta municipalities to support their role. Priorities and issues identified by the Board might include, but are not limited to:

- Community Safety and Well-being;
- Crime Reduction and Prevention; and
- Cross-Jurisdictional Crime.

The Board may also make recommendations and provide advice to the Minister with respect to the PSES/RCMP Joint Business Plan, annual performance plans and multi-year financial plan as appropriate during the interim years, and ensuring the input is reflective of all PPSA municipalities.

MEMBERSHIP

The Board is comprised of:

- Four representatives from the Executive or Board of the Rural Municipalities of Alberta (RMA);
- Four representative from the Executive or Board of the Alberta Municipalities (AM); and
- One representative from the Executive of the Alberta Association of Police Governance (AAPG).

Non-voting members of the Board include:

- Executive Director, Law Enforcement and Oversight Branch, PSES
- Director, Contract Policing and Policing Oversight, PSES
- Manager, Policing Oversight and Contract Policing, PSES
- One administrative representative from RMA
- One administrative representative from AM
- RCMP "K" Division Commanding Officer (or delegate)
- RCMP "K" Division Executive Director, Strategy, Business and Innovation (or delegate)
- Administrative Support Assistant, Contract Policing and Policing Oversight, PSES

Board Representation

Board voting members have been selected to ensure broad representation, perspectives and diversity from all PPSA municipalities and, where possible, representation aligns with each of the four RCMP districts (i.e., Central Alberta District, Eastern Alberta District, Southern Alberta District, and Western Alberta District).

Voting members of the Board represent the broadest possible municipal and public interests across the PPSA municipalities. A preference has been given to those who are engaged in or knowledgeable in matters related to policing. Voting members are not currently employed in law enforcement and policing. The organizations have determined voting members of the Board having regard to any personal, professional or business interests or relationships that could reasonably be considered to represent an actual or perceived conflict of interest in relation to Board work.

Any concerns respecting the selection and representation of a Board member or of a Board member's failure to conduct member duties and responsibilities in a manner consistent with this Terms of Reference document will be addressed in a timely manner as appropriate, up to and including, the replacement of the Board member.

It is important that all Board voting members attend the meetings to ensure continuity and to maximize the efficiency and productivity of the Board.

Non-voting members of the Board will be in attendance at Board meetings in an advisory, observational, and support capacity to the work of the Board and to share information.

Chair

A Board Chairperson (the Chairperson) will be elected by the Board using voting procedures of this Terms of Reference document. The Chairperson is responsible for the overall leadership of the Interim Board, management of Board meetings, sharing of information, and communication of Board matters with the PSES.

The Board will also elect an Alternate Chairperson from the Board to act as Chairperson if the Chairperson is unable to attend Board meetings.

Secretary

A Board Secretary will be elected by the Board using voting procedures of this Terms of Reference document. The Secretary will ensure the:

- Administrative Support Assistant has created and distributed agendas for Board meetings in a timely manner;
- Review of minutes of the Board meetings are complete, are an accurate reflection of the discussions at the meeting;
- Will take minutes during times when the Board is in camera;
- Follow-up and management of Board decisions and actions as determined in meetings;
- Creation and maintenance of a Board planning calendar;
- Aid in the development of Board documents such as surveys and reports in conjunction with Board and Chairperson and assistance as required from the Administrative Support Assistant;
- Aid in the onboarding, training and evaluation of Board members in conjunction with Chairperson; and

- Aid the Chairperson with the management of Board compliance with any legislative requirements.

**** (Secretary - Discretionary Appointment) ****

-Should the Board Chair, in consultation with Board members, feel that the appointment of a Board Secretary is unnecessary, the Chair may waive an appointment process. This is a discretionary appointment/designation.

Administrative Support Assistant

The part-time Administrative Support Assistant will be provided by PSES to support the Board's work, and will provide assistance to the Board, Chairperson and Secretary in:

- Organizing Board meetings and their in-person or virtual locations, including scheduling/booking meetings, meeting notifications, and formatting and distributing agendas and any relevant materials;
- Ensuring the recording of Board meetings, drafting of Board minutes, and distribution of Secretary approved minutes;
- Preparing summary records of Board decisions and actions as determined in Board meetings, and ensure tracking of status updates;
- Preparing, formatting, and proofreading documents;
- Aid the Board by conducting any data compilation, stats, sample materials or templates necessary for Board work;
- Maintaining a file and storage of Board documents, including all governance documents, reports, minutes, recommendations by the Board, any presentation materials, and any external correspondence. Distribute copies of these records to PSES, and the respective organization's Chairpersons, Presidents and Executive Directors;
- Act as a gatekeeper by receiving, forwarding inquiries to the Board as appropriate;
- Maintaining a Board contact list, including board member appointment dates, term of appointments, and member details;
- Managing Board website updates;
- Providing and coordinating IT support, network and file access, and dedicated Board email;
- Recording and distribution of minutes of Board meetings are complete, reflective of the format and level of detail determined by the Board, and are distributed in a timely manner;
- Follow-up and management of Board decisions and actions as determined in meetings;
- Creation and maintenance of a Board planning calendar;
- Development of Board documents such as surveys and reports in conjunction with Board and Chair;
- Review of any governance documents per a schedule determined by the Board

- Management of Board correspondence;
- Onboarding, training and evaluation of Board members in conjunction with Chair; and Board Secretary; and
- Aid in the management of Board compliance with any legislative requirements.

RESPONSIBILITIES

Conduct

The members of the Board must, at all times, observe the highest standards of integrity and objectivity in their duties. Board members must declare any direct or indirect personal, professional or business interests or relationships, which could reasonably be considered to represent an actual or perceived conflict of interest in relation to Board work. If a conflict of interest declaration is made by a member, the Board must decide, having regard to the nature of the relationship, if the member must withdraw from membership on the Board.

Duties

Members of the Board are required to consult and liaise with the PPSA municipalities (councils and local policing committees/advisory committees) in order to bring those perspectives to the Board for discussion. Engagement and work conducted as a Board will be conducted in a transparent manner with the organizations and PSES to enable accountability of the Board.

The Board will engage with the Minister, PSES, and the Commanding Officer of RCMP “K” Division as necessary and required to discuss matters related to the Board’s mandate, ongoing policing issues and concerns, to receive updates on the progress of policing initiatives, and to provide updates on the Board’s work.

Meetings

Meetings are expected to be held bi-monthly, at a minimum, either through face-to-face or virtually, or a combination of when it can be accommodated.

Meeting agendas will be prepared and distributed at least one week in advance of each meeting by the Administrative Support Assistant. Copies will be maintained as records.

Reporting

Municipalities

Within the context of the Terms of Reference Confidentiality provisions, the Board:

- will report to their respective organizational members following any Board important or consequential decisions; and
- will keep their organizational members and municipalities (councils and local policing committees/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Board mandate matters.

Minister and PSES

The Board is accountable to the Minister and is required to report in writing to the Assistant
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Deputy Minister, Public Security Division, as follows:

1. To provide a report detailing the Board's recommendations and advice on the buildup of PPSA resources from Police Funding Model revenue during the Board's term;
2. To provide a report detailing the Board's recommendations and advice on the PSES /RCMP "K" Division Multi-Year Financial Plan by January 31, 2023, 2024 and 2025;
3. To provide a report detailing the Board's recommendations and advice on provincial policing priorities by January 31, 2023, 2024 and 2025;
4. To provide any other report or document as determined necessary and appropriate by the Minister, PSES, or in consultation with the Minister and PSES.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Board will be provided to PSES, and the respective organization's Chairs, Presidents and Executive Directors. The Alberta Police Advisory Board Administrative Support person, as well as appropriate and relevant Public Security Division personnel, shall provide the necessary assistance and support to the Board.

Quorum

Quorum is required to conduct a meeting and for any Board business. Quorum must include the Chair or Alternate Chair. Quorum is set at a minimum of 60 per cent of Board members.

Board business does not include the operational work necessary for Board members to consult with their respective organizations or municipalities.

Voting

Elections and votes taken respecting any Board business requires a majority vote by those Board members in attendance to pass.

BUDGET

The Board will be provided honoraria, expenses and administrative support through a part-time Government of Alberta staff position.

EXPENSES/HONORARIA

Expenses necessarily incurred in the performance of duties as a member of the Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta. The voting Board members will be remunerated by honorarium for their time spent conducting Board business. This includes meeting preparation, travel time, attendance at meetings of the Board and time spent developing reports, surveys and communications on the Board's work.

Order in Council 466/2007 Schedule 1, Part B, establishes the following rates of remuneration payable to members:

1. A member of a committee, other than the chairperson, shall be paid:
 - (a) \$115 for up to and including four hours in any day; or

- (b) \$191 for over four hours and up to and including eight hours in any day; or
 - (c) \$306 for over eight hours in any day, spent on the business of the committee.
2. The chairperson or person acting as the chairperson of a committee shall be paid:
- (a) \$169 for up to and including four hours in any day; or
 - (b) \$290 for over four hours and up to and including eight hours in any day; or
 - (c) \$454 for over eight hours in any day, spent on the business of the committee.

All remuneration or expenses for voting board members shall be pre-approved by the Board Chair. All remuneration or expenses incurred by the entire Board, including the Board Chair, shall be submitted **quarterly** to officials within the Contract Policing and Policing Oversight Unit, or designates, of the Public Security Division in the PSES Ministry.

CONFIDENTIALITY

The members of the Board and all parties participating in Board business must acknowledge that on occasion oral conversation or written documentation should/may be regarded as confidential information. It will be the responsibility of the Board Chair and Board members to consider when any such information should be treated with appropriate sensitivity and in what manner the information may be used or disclosed, if so intended, outside of Board business. Each party shall maintain confidentiality of all such information, and when considering release or when the information may reach a public domain through Board business, shall ensure that the originator or owner of the information is informed and that the release is approved, subject to 3rd party rules. Any information and knowledge learned, acquired or shared, that has been flagged as confidential or sensitive by the Board, Public Safety and Emergency Services Ministry, the RCMP "K" Division, or the RCMP generally, should not be further communicated, disseminated or shared beyond the Board without express permission from the originator of the information.

Any information and knowledge shared by the Board to its respective organization's Chairs, Members, Presidents and Executive Directors will be governed by the same confidentiality provisions (as and when necessary) as noted by the Board and its members, if the intention to share contains confidential or sensitive information as cited above.