

# Provincial/Municipal Policing Transition Study Committee

## Terms of Reference

### MANDATE

Under the *Police Act* the Director of Police Services (the Director) may study, investigate and prepare a report on matters concerning policing, law enforcement and crime prevention in British Columbia or in a designated area of British Columbia. Under this authority the Director has established the Provincial/Municipal Policing Transition Study Committee in order to study various aspects of policing, law enforcement and crime prevention in relation to the transition of an RCMP policed jurisdiction to a municipally policed jurisdiction.

The Provincial/Municipal Transition Study Committee will conduct specified studies requested by the Director in order to support and develop a baseline for a Director's recommendation to the Minister of Public Safety and Solicitor General in deciding whether to approve a municipal policing model and transition plan. The specified studies will consider the case of the City of Surrey, currently requesting to make this transition. The studies will be guided at all times by s.2 of the *Police Act* and utilized to determine whether a proposed transition to a municipal policing model is feasible and capable of providing for adequate and effective policing in the City of Surrey.

Each specified study will be accompanied by a terms of reference (ToR) or project charter, as determined by the Director, and will cover the topic(s) and make recommendations as requested by the Director.

The Provincial/Municipal Transition Study Committee will present its study findings to the Director and Policing Model Transition Project Steering Committee, or other staff from the Policing and Security Branch of the Ministry of Public Safety and Solicitor General, as determined by the Director in order to facilitate policy development in this area. Each completed study must be approved by the Director.

The Director may provide the findings of the study/studies to the City of Surrey to assist in its requested transition to a municipal police department.

The Provincial/Municipal Transition Study Committee will consist of members appointed by the Director as follows:

- The Committee Chair;
- Representatives with experience in policing related finance, police leadership with the Provincial Police Service and/or police leadership of a municipal police department;
- Representatives from the Province of BC;
- Representatives from the City of Surrey; and
- Such other persons that the Director deems necessary to carry out the mandate of the Provincial/Municipal Transition Study Committee.

### ROLES & RESPONSIBILITIES

The primary responsibilities of the Provincial/Municipal Transition Study Committee members are as follows:

Committee Chair:

- The Chair will schedule meetings of the Committee as necessary with support from the Policing Model Transition Secretariat.

- The Chair will coordinate the assignment of the studies to the appropriate members of the committee.
- The Chair will review each study upon submission by committee members and will ensure they address all relevant factors outlined in the ToR/project charter for the study prior to them being submitted to the Director.
- The Chair may make recommendations to the Director regarding other components of the policing model or transition plan that require additional research, analysis or validation.

#### Committee Members:

- Carry out the work necessary to conduct the studies identified by the Director through the committee Chair, including:
  - Conduct research and analysis;
  - Consult with appropriate stakeholders;
  - Prepare a report for each study; and
  - Provide feedback, advice and recommendations to the Director as requested or required.
- Obtain approval from the Director before expending funds to advance a study or studies;
- Report to the Director through the Chair; and
- Maintain confidentiality as required.

#### Policing Model Transition Secretariat:

- Develop a communications protocol for the Provincial Municipal Transition Study Committee.
- Develop a terms of reference and/or project charter for each study, for the Director's approval;
- Provide Secretariat support for the Chair and for each of the study teams with respect to scheduling of meetings, maintaining records of decision, facilitating connections to relevant stakeholders and mapping of timelines and milestones for each study topic/team.

## MEETINGS

The frequency and length of the meetings will occur regularly to ensure that the work is advancing in a timely manner.