

ALBERTA ASSOCIATION OF POLICE GOVERNANCE (AAPG)
Police Review Commission (PRC)
Special Purpose Committee
TERMS OF REFERENCE - DRAFT

1. Purpose / Role

The purpose of the AAPG PRC Special Purpose Committee (AAPG PRC SPC or “Committee”) is to facilitate the PRC Implementation Team’s gathering of information from and sharing of information with the AAPG on matters relating to the implementation of the PRC. Information gathering/sharing will center around:

- a. Stakeholder engagement
- b. Regulations, policy and workflow development
- c. Organizational structure development
- d. Procurement and technology requirements
- e. Data governance
- f. Transition planning
- g. AAPG member training development

2. Term

This Committee shall operate from the date of its first meeting to December 2025. If after the PRC is operational AAPG and the PRC agree, then the term may be extended.

3. Membership

The AAPG PRC SPC shall be comprised of:

- a. A Chair from the Police Review Commission Implementation Team
- b. Up to twelve [12] representatives from each Municipal, Indigenous, and RCMP citizen oversight body in the province of Alberta, to be determined by AAPG.

Each representative will:

- brief their commission or policing committee between SPC meetings
- if asked, bring guests from their commission, policing committee or service to speak on specific topics.
- advise the Chair and AAPG Executive Director, in advance, if a designate is attending a meeting on their behalf.

Note: The AAPG Executive Director is responsible for assessing membership status (recruiting, approving, declining) and will maintain the membership list.

3. Chair

The Chair will:

- a. ensure that meetings are held at a minimum every six-weeks, and details are communicated to members with at least one week notice.
- b. call the meeting to order and adjourning meetings after business is concluded.
- c. establish an agenda and ensure agenda items are addressed.
- d. ensure the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- e. facilitate discussion in a professional and respectful manner.

Note: a vice-chair will be selected by the Committee and will conduct the duties above should the Chair be unavailable.

4. Admin Support/Secretary of the Committee

The Police Review Commission Implementation Team is responsible for providing administrative support for the AAPG PRC SPC to:

- a. coordinate the administrative functions of the Committee including but not limited to, meeting logistics, meeting agendas, meeting minutes (including record of decisions), correspondence, etc.
- b. coordinate invitations and attendance based on the most current list of Committee members provided by the AAPG Executive Director.

5. Member Responsibility

Each AAPG PRC SPC member will:

- a. commit time and resources to attend all scheduled meetings and to execute actions assigned to them.
 - Committee Member Expectation of Attendance: if unable to participate for two meetings in a row or 50% of the meetings without reasonable notice of regrets and with no appropriate reason for missing the meetings, then the individual's membership may be reviewed by the AAPG Executive Director.
- b. participate in group discussions and conduct themselves respectfully during all AAPG PRC SPC interactions.

6. Governance

The AAPG PRC SPC will:

- a. be led by one chair
- b. be accountable to report to the AAPG board by:
 - i. providing copies of all meeting minutes to the AAPG Executive Director for distribution
 - ii. providing updates to the AAPG board during regular board meetings at a minimum of twice per calendar year.

7. Meetings

- a. **Number of Meetings:** The Committee shall meet every six weeks, or subject to the call of the Chair.
- b. **Meeting location:** meetings will be conducted over video or teleconferencing to avoid travel costs and travel time. If a meeting is held adjacent to the AAPG AGM and annual conference, both in-person attendance for those at the conference and virtual attendance for those not on-site will be facilitated.
- c. **Notice of Meetings:** Notice of a Committee meeting must be provided to members one week in advance of meetings whenever possible.
- d. **Agenda:** Agenda items should be sent to the Chair at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members prior to the Committee meeting.
- e. **Quorum:** As the Committee is mainly a discussion and advisory group, a quorum is not required to hold a meeting.
- f. **Decision-Making:** As the Committee is mainly a discussion and advisory group, decision-making is not required. However, the preferred model for reaching recommendations and advice is consensus. If consensus cannot be reached, non-consensus-based recommendations and advice may be the accepted as the outcome.
- g. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise approves the attendance of a guest, technical advisor, or subject matter expert for all or a portion of the meeting. Under the direction of the Chair, guests may participate in the meeting to which they are invited, and may be included in relevant committee communications. Guests may provide research, position papers and input into issues before the Committee.
- h. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a meeting or privy to Committee information are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation in the Committee, unless such information is otherwise approved for public distribution.
- i. **Minutes:** Minutes are to be taken of business occurring during Committee meetings.