



## **CORUNNA COMMUNITY POLICING COMMITTEE Procedural Bylaws**

### **(1) PURPOSE:**

**The purpose of the Corunna Community Policing Committee is to work towards creating a healthy and safe community environment for all who live and work within Ward One (1) of St. Clair Township Ontario.**

**The committee provides a forum for residents and business owners of Ward One (1) of St. Clair Township Ontario to interact with “*Lambton O.P.P. – Corunna Satellite*” office and other agencies within the township. The committee represents residents within the St. Clair Township Ward One (1) area.**

### **(2) DUTIES AND RESPONSIBILITIES:**

The overall objective of the CCpC (Corunna Community Policing Committee) is to act as a liaison between the citizens of Ward One (1) of St. Clair Township, the officers assigned to the local ***Lambton O.P.P. – Corunna Satellite*** office, Township Council, and the Township Bylaw Enforcement Office to foster responsible community actions towards the creation of a safe, secure community.

The Committee shall endeavour to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties.

### **(3) Specific duties and responsibilities are to;**

- (a) Provide Community feedback to the ***Lambton O.P.P. – Corunna Satellite*** office and Township Council concerning Police and Town Bylaw enforcement strategies and activities;
- (b) Co-operate and liaise with community groups in creating programs or pursuing initiatives to improve public safety which may be presented to the community by holding public meetings.
- (c) Make recommendations to the ***Lambton O.P.P. – Corunna Satellite*** officers and Township Council relating to policing matters or relevant community issues, as it may deem advisable, on its own initiative or upon request of Township residents.
- (d) Hold monthly meetings on the first Tuesday of each month except for the months of July and August. Meetings may be called during these months by the Chair of the CCpC.

### **(4) COMPOSITION OF THE CCpC;**

- (a) The committee shall consist of residents of the community who are interested in promoting the safety and well being of fellow residents

- (b) One of the members of the CCpC shall be the St. Clair Township Mayor or a designate from the Township Council
- (c) One member of the CCpC shall be the **Lambton O.P.P. – Corunna Satellite** office Sergeant or his designate

#### **(5) MEMBERSHIP and OFFICERS of the CCpC;**

- (a) All new members of the CCpC shall have a current Police Check prior to sitting on CCpC.
- (b) The Officers of the CCpC shall consist of a Chair, Vice Chair, Secretary, and Treasurer and they shall be elected from the sitting citizen members of the CCpC and by the members of the CCpC.
- (c) The positions of CCpC officers will be nominated at the yearly September meeting and the length of time in office for each officer shall be one year starting with the first meeting after elections are held.
- (d) No officer may hold an office for more than three (4) consecutive years. **(Revised Sept/11)**
- (e) Members shall remain in office until their respective successors are appointed.
- (f) Where a CCpC officer ceases to be a member of the CCpC before the expiration of his or her term, members of the CCpC may appoint another eligible person from the CCpC membership for the unexpired portion of the term.
- (g) All members of the Committee shall vote on every motion, except the Chair. In the event of a tie vote, the Chair shall vote.

#### **(6) RESIGNATION AND REMOVALS;**

- (a) Any member may resign from the Committee at any time upon sending written notice to CCpC Chair to that effect.
- (b) CCpC Chair and membership may terminate a member's membership on the Committee at any time, and particularly when the member:
  - (i) fails to attend three (3) consecutive regular meetings of the Committee, unless absence is caused through illness
  - (ii) ceases to be a resident of Ward One (1) St. Clair Township
  - (iii) is convicted of a crime under the Criminal Code of Canada.

#### **(7) MEETINGS:**

- (a) The Committee shall hold regular meetings on the first Tuesday of each month excepting July and August, but not less than four (4) meetings per year.
- (b) Special meetings may be called by the Chair or, in his / her absence, the Vice-Chair, by providing the CCpC members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
- (c) No less than half of the total voting members of the Committee at a meeting shall constitute a quorum.
- (d) When a matter arises relating to proceedings in a meeting which is not covered by a provision of these Bylaws, the matter shall be decided by reference to Roberts Rules of Order.
- (e) An agenda shall be prepared by the CCpC Chair or his / her designate, and circulated to the CCpC members, via e-mail, a minimum of 48 hours prior to each Policing Committee meeting.

(f) Meetings of the Policing Committee shall be open to the public.

(g) The Policing Committee may report to Council on matters of public concern as the Policing Committee deems are appropriate and are in the public interest. The Policing Committee shall also report to Council on any matter when requested to do so by resolution of Council.

(h) Minutes of the CCpC general meetings shall be circulated to members via e-mail, to Township Council via e-mail, and shall be posted on the CCpC web site.

#### **(8) SUB-COMMITTEES;**

The CCpC may appoint sub-committees or ad hoc committees which may include persons from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad hoc committee. Sub-Committees or ad hoc committees may be terminated by a simple motion at any regular meeting. Sub-committees will be chaired by a sitting member of the CCpC.

#### **(9) LIMITATIONS:**

Neither the Committee nor any member shall have the power to pledge the credit of St. Clair Township in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against St. Clair Township.

#### **(10) CONFLICT OF INTEREST;**

No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest of any type.

#### **(11) BYLAW REVIEW**

CCpC bylaws shall be reviewed each year by the incoming Chair and Vice Chair, within 30 days of election, and they shall report to the CCpC at the next regular meeting regarding their review. They may make any suggested changes to the bylaws but they must be voted on by the CCpC members.

#### **(12) EFFECTIVE DATE;**

***Approved by the CCpC membership October 7, 2008.***

***Revision Sept. 2011 – Item 5 (D)***