



Canadian Association of Chiefs of Police

Safety and security for all Canadians through innovative police leadership

CACP Handbook

for General and Special Purpose Committees

February 2020

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Purpose of Committees

Committees of the Canadian Association of Chiefs of Police (CACP) help advance the association's mandate by guiding association strategies and initiatives to address strategic issues and monitored priorities in policing and police leadership identified by the Board of Directors of the association. "General and special purpose committees perform an **advisory function**."¹

Type of Committees

The CACP has three (3) different types of committees:

1. **General Committee:** This type of committee generally remains in existence for an extended period time because it addresses a strategic priority and/or monitored issue that is expected to require the attention of law enforcement agencies in the short-, medium- and long-term.
2. **Special Purpose Committee:** This type of committee generally remains in existence for a short period of time to address an immediate priority/issue that is not expected to change, evolve or require the attention of law enforcement agencies in the medium- or long-term. Once the key deliverables are completed, the special purpose committee is generally dissolved.
3. **Community of Practice:** This is a cross-functional working group that may be created in situations of multi-committee and/or multi-organization involvement to focus on a specific issue or project. While the community of practice is not considered to be an official CACP committee, a lead will be appointed, and reporting to the CACP Executive Director will be required. The existence of the community of practice may be short- or long-term depending on the focus of the working group.

All CACP committees will be required to consider the following five (5) themes as they outline their priorities and initiatives:

1. **CACP Strategic Priorities/Monitored Issues:** All committee initiatives should be **aligned** with one or more of the CACP's strategic priorities and/or monitored issues. These priorities/issues are generally national in scope, making them relevant to law enforcement agencies at all levels (federal, provincial, regional, municipal) and in all regions of the country.
2. **Research:** Deliverables (e.g. policy statement, research, framework, etc.) produced by committees should be **evidence-based**. All CACP committee members have access to the CACP RF Connect portal where *Criminal Justice Abstracts* can be accessed. To identify any data gaps or research requirements, contact the Executive Director at ed@capc.ca or reach out to the co-chairs of the Research Advisory Committee.
3. **Communications:** All key milestones, achievements, and deliverables should be **shared** with CACP members and perhaps with the general public. To seek assistance in developing a communications plan, including media relations, contact the CACP's Communications Advisor at communications@capc.ca.

¹ CACP Constitution, Section 10.2, August 2013
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4. **Government Relations:** Some committee initiatives involve seeking *legislative amendments* to achieve desired outcomes. To seek assistance in working with the House of Commons, the Senate, Parliamentary committees and/or federal government agencies, contact the CACP’s Executive Director at ed@cacp.ca.
5. **Equity, Diversity and Inclusion:** All committees should be *representative* both in the composition of the working group and in the delivery of its projects and initiatives. Consideration should be given to gender, bilingualism, as well as geographic representation. To seek assistance with issues related to this topic, reach out to the co-chairs of the Equity, Diversity and Inclusion Committee.

Delegation: Forming a Committee

“The Board may, by resolution, establish general and special purpose committees as it deems advisable.”² The process for the creation of a new CACP committee consists of the following:

- Prepare a business case to be submitted to the CACP Executive Director outlining your proposal.
- The CACP Executive Director will review the proposal and may, at his/her discretion, submit the proposal to the CACP Board of Directors for their consideration and approval.

To access a list of the existing CACP committees and chairpersons, refer to the “Committees” section of the CACP website at www.cacp.ca.

Terms of Reference: Defining the Purpose of a Committee

Each committee is defined by a written *terms of reference* which clearly articulates the mandate and strategic priorities/objectives of the working group. “The terms of reference of each general or special purpose committee are defined by resolution/motion of the Board of Directors.”³

The CACP has produced a template to guide the articulation of the following essential components of the *terms of reference*:

1. **Name:** Specify the official name of the committee
2. **Type:** Specify if this is a general or special purpose committee
3. **Purpose:** Define the mandate, focus, goals and objectives of the committee (Note: Emphasis should be on outcomes, not on the initiatives to achieve the outcomes)
4. **Scope:** Clearly describe the type of deliverables expected/requested of the committee
5. **Membership:** Describe the composition of the committee as well as the type and number of members
6. **Meetings:** Describe the frequency, type of meetings (teleconference versus face-to-face), quorum, details about agendas and minutes (how these will be developed, shared and stored), and how communication will be conducted between meetings
7. **Reporting:** Describe who the committee will report to, in what format, and how often
8. **Review:** State the frequency for the review of the terms of reference and committee membership

² CACP Constitution, Section 10.1, August 2013

³ CACP Constitution, Section 10.3, August 2013

Composition: Structure and Membership of a Committee

Roles & Responsibilities

The committee should include the following **executive functions**:⁴

1. **Chairpersons (Chair and Vice-Chair or Co-Chairs)**⁴: Each committee is required to have dual leadership, with two (2) individuals who will:
 - a. Participate in a mandatory orientation session provided by the CACP National Office Team to review committee guidelines and practices
 - b. Provide overall leadership and management of the committee; guide and facilitate the work of the committee in order to further the mission and goals of the association
 - c. Represent the committee at CACP functions
 - d. Develop necessary work plans and meeting agendas
 - e. Serve as a facilitator during committee meetings to guide, mediate, probe and stimulate discussion
 - f. Make the final decisions for the committee after reasonable committee consultation and in the absence of clear consensus and/or tied votes
 - g. Assess membership status (recruiting, approving, declining and/or separating) along with executive succession planning (holding elections, identifying/developing future executive candidates, etc.)
 - h. Serve as the primary spokespersons for the committee
 - i. Submit triannual reports to the CACP National office in advance of CACP Board of Directors meetings generally held in March, August and November of each year

Notes:

- The chairperson positions are for a term not to exceed 2 years.
- The Vice-Chair or Co-Chair performs the duties of the Chair or fellow Co-Chair in the latter's absence.

2. **Secretary**⁴: Each committee should assign an individual to provide the following administrative support services:
 - a. Coordinate the administrative functions of the committee including but not limited to, meeting logistics, meeting agendas/minutes, correspondence, etc.
 - b. Maintain a listing of current members and their contact information, to be shared with the CACP National Office
 - c. Upload committee documentation and resources (e.g. agendas, minutes, documents, videos, etc.) to the committee's community or practice on the CACP RF Connect portal.

Note: In lieu of a Secretary, the chairpersons are responsible for the above tasks and may assign these tasks to other committee members.

3. **Champion:** A member of the CACP Board of Directors will be assigned as a “champion” for each general committee or special purpose committee. The Committee Champion shall:
 - a. Keep the Board of Directors informed of key committee issues, concerns, opportunities, initiatives and/or developments
 - b. Keep the committee informed of key decisions or considerations of the Board of Directors that might impact the work of the committee
 - c. Review resolutions or policy recommendations to be submitted to the CACP President for transmission to, and approval by, the Board of Directors

Under the leadership of the chairpersons:

4. **Members** are expected to actively participate in the work of the committee, provide thoughtful input into committee deliberations, and focus on the best interests of the association and committee goals, not on their personal interests. Therefore, members should:
 - a. Review all relevant material before committee meetings
 - b. Attend committee meetings and voice objective opinions on issues
 - c. Pay attention to association activities that affect or are affected by the committee's work
 - d. Support the efforts of the committee chairpersons, carry out individual assignments made by the chairpersons, and provide updates on the status of these tasks
 - e. Work as part of the committee and staff team to ensure that the committee's work and recommendations are in keeping with the association’s mandate and strategic priorities/monitored issues
 - f. Declare any real or potential conflict of interest regarding the material business of the committee (projects, voting, etc.).⁵

Note: Membership terms on the committee would be for three (3) years, with the opportunity to serve for subsequent terms as determined by the committee Executive.⁶

5. **Technical Advisors:** The committee may have members who are subject matter experts in various areas of law enforcement but are not eligible to become members of the CACP. Under the general direction of the chairpersons, these advisors would participate in committee meetings and would be included in committee communications. They would have no voting privileges but would be available to provide research and input into current issues involving the committee. They may also provide position papers as required. They would also be required to respect the confidentiality of committee deliberations.

⁵ Terms of reference, CACP Traffic Committee - Composition & Membership, Committee Composition, August 2013

⁶ Terms of reference, CACP Traffic Committee - Composition & Membership, Committee Composition, August 2013
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Representation⁷

1. The committee will be drawn from the CACP membership.
2. Prior to final membership approval, each applicant who wants to become a member of the committee must first obtain the approval of their respective Chief, Commissioner or Directeur.
3. Committee membership should strive to achieve adequate representation of:
 - a. **All levels of policing:** Provincial, regional, municipal, First Nations and federal police services
 - b. **Non-police public safety partners:** Canadian Forces and other governmental agencies (to liaise with international associations like the International Association of Chiefs of Police).
 - c. **All regions of Canada:** Pacific, Prairies, Ontario, Quebec, Atlantic and the North
 - d. **All ranks/roles:** Chiefs/Commissioners/Directeurs plus senior officers and/or senior civilian managers
 - e. **Professional experience/expertise:** operational, administrative, technical, etc.
 - f. **Personal demographics:** gender, race, etc.
4. The number of committee members will be determined at the discretion of the committee chairpersons.

“The chairperson ensures as broad a national representation on their committee as practical, consistent with provision of a nucleus of members located in proximity to one another to facilitate their meeting as a subcommittee when a meeting of the whole committee cannot be convened.”⁸

Nominations and Appointments⁹

All appointments to committees for the ensuing year are made by the incoming CACP President after the annual meeting.

1. **Chair, Vice-Chair and Co-Chairs:**
 - These are elected positions determined by a majority of eligible voting committee members and approved by the President of the CACP
 - The President of the CACP designates each chairperson (Chair, Vice-Chair or Co-Chair)
2. **Members:**
 - The President of the CACP provides each chairperson with a suggested list of members of their committee.
 - The committee chairpersons may amend the list by additions and/or deletions subject to confirmation by the President of the CACP.
 - At any time, the chairpersons may initiate substitutions in the membership of their committee, provided the chairperson reports any such change promptly to the President of the CACP and obtains the President’s assent.
 - All individuals serving on CACP committees shall be a CACP member in good standing.
 - The chairpersons may also appoint, with the prior approval of the President of the CACP, non-members of the association to serve as technical advisors of their committee.

⁷ Terms of reference, CACP Traffic Committee - Composition & Membership, Committee Composition, August 2013

⁸ CACP Constitution, Section 10.7, August 2013

⁹ CACP Constitution, Section 10.4, August 2013

Recognition

Once members have been confirmed by the CACP President, they are eligible to receive formal acknowledgement of their participation in committee work.¹⁰

Dismissals¹¹

If after volunteering for service on a committee and not able to participate for two meetings in a row, under or 50% of the annual meetings without reasonable notice of regrets and with no appropriate reason for missing the meetings, then the individual membership will be reviewed by the committee chairpersons and the member may be asked by a chairperson to withdraw from the committee.

Committee Administration

Meetings

There is an expectation that those who meet the criteria for CACP membership for a committee, must be prepared to commit time and resources to attend and participate in committee meetings.¹²

1. *Schedule*

- All members must be reasonably advised of meeting dates to allow for schedules to be blocked. It is the responsibility of each member to arrange to attend and to notify a chairperson of any meeting that they will miss in whole or in part.¹³
- Each committee is expected to hold a minimum of three (3) meetings per year. These are generally expected to take place as follows:
 - **Spring:** To allow for an update to the Board of Directors in March
 - **Summer:** One meeting is expected to take place at the CACP Annual Conference
 - **Fall:** To allow for an update to the Board of Directors in November

2. *Location*

- The CACP must approve all meeting venues given the budgetary impact of the site selection: room rental, hospitality, and technical requirements.

3. *Type¹⁴*

- Most meetings are conducted face to face.
- The chairpersons are to consider videoconferencing and/or teleconferencing to reduce costs and travel time.

¹⁰ Terms of reference, CACP Traffic Committee - Composition & Membership, Committee Member Rights & Responsibilities, August 2013

¹¹ Terms of reference, CACP Traffic Committee - Composition & Membership, Committee Meetings, August 2013

¹² Terms of reference, CACP Traffic Committee - Composition & Membership, Committee Meetings, August 2013

¹³ Terms of reference, CACP Traffic Committee - Composition & Membership, Committee Meetings, August 2013

¹⁴ Terms of reference, CACP Traffic Committee - Composition & Membership, Committee Meetings, August 2013

4. **Budget**

- The CACP has a pooled budget to support the efforts and initiatives of the committees.
- Committee chairpersons are to communicate with the CACP National Office to work out an appropriate budget for expenses related to committee meetings and initiatives (e.g. room rentals, meals, equipment rentals, logistics, etc.)

5. **Agenda**

Members will receive agendas prior to meeting dates at least one week in advance. The agenda will specify the following:

- **Agenda items:** Identify the topics to be addressed during the meeting
- **Support material:** Provide the background information for each agenda item (where applicable)
- **Purpose:** Indicate whether the item is for information, discussion or if action is expected
- **Responsibility:** Identify the person who will be presenting each agenda item

6. **Minutes**

Members will receive minutes within 30 days of meeting dates. The minutes shall be posted on the CACP RF Connect portal and may be shared with the committee with a request that members contact a chairperson if errors or omissions are noted. The minutes will specify the following:

- **General information:** Include the date, time, and location of the meeting. Note the name of the chairpersons, members present and absent, and other key people in attendance.
- **Key highlights:**
 - a. Note all decisions reached, including formal motions passed or defeated
 - b. Note all follow-up actions to be taken, with deadlines for implementation
 - c. Include a brief summary of discussions. Do not attribute comments to members except possibly where formal motions are introduced
- **Next meeting:** Provide information on the time and place of the next meeting

7. **Quorum**

Unless otherwise specified by the resolution of the Board establishing the committee, a quorum consists of two members, one of which being the Chair, Vice-Chair or Co-Chair.¹⁵

8. **Remuneration**

Committee chairpersons, secretaries, champions, members and technical advisers are not paid any remuneration for their services.¹⁶

9. **Confidentiality**¹⁷

All participants in the deliberations/meetings of a committee are requested to maintain and respect the confidentiality of such deliberations.

¹⁵ CACP Constitution, Section 10.8, August 2013

¹⁶ CACP Constitution, Section 10.5, August 2013

¹⁷ Terms of reference, CACP Traffic Committee - Composition & Membership, Committee Meetings, August 2013
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Reporting

1. *Annually*

- Review and update (as required) the committee's Terms of Reference (September). Any proposed changes must be submitted to the CACP National Office for approval.
- During their term of office, the chairpersons of a committee meet with and/or report to the Board on the work accomplished by the committee at least one time per year.
- Consider the submission of a resolution (refer to section on resolutions for additional details) proposed and endorsed by a majority of the committee as a result of its work, for consideration by the membership during the Annual General Meeting in August.

2. *Triannual*

- Produce a status update on committee projects as they relate to the association's strategic priorities/monitored issues to be submitted in advance of each meeting of the CACP Board of Directors and Executive (March, August, November).

3. *Ongoing*

- Produce an agenda and minutes for each meeting of the committee whether it is held face to face or via teleconference, videoconference or webinar.
- Upload committee documents to the committee community of practice on the CACP RF Connect portal.

Resolutions

1. *Definition*

Members can make suggestions for the strategic direction or course of action of the association. The CACP Board of Directors considers these proposals in the form of resolutions. Resolutions can be used to propose:

- A request of a Government's Ministry to create or amend legislation
- The outline of a position of the association
- A statement or belief of the association
- A course of action
- A formal statement of a decision or expression of opinion
- A formal expression of intention

2. *Format of a Resolution*

- **Title:** Statement that specifies the topic of the resolution
- **Name of Sponsor:** Statement that identifies the member(s) or committee(s) submitting the resolution
- **Preamble:** Statements that identify the purpose of the resolution. These background statements identify the issue to be addressed and the impact of the problem. All preamble clauses begin with "WHEREAS".
- **Operative Clause:** Statements that specify the call-to-action. These statements identify the strategic direction or course of action to be taken and the desired outcome(s) to be achieved. All operative clauses begin with "THEREFORE BE IT RESOLVED" or "BE IT FURTHER RESOLVED".

3. **Process and Deadlines**

- **April 1st:** Deadline to submit proposed resolutions to the CACP National Office who will forward them to the CACP Law Amendment Committee’s Resolutions Sub-Committee (Note: Resolutions received after the April 1st deadline will not be accepted unless approved by the CACP Executive Committee.)
- **May 15th:** Deadline for the Resolutions Sub-Committee to complete their review and return the proposed resolutions to the CACP National Office
- **Mid-June:** Deadline to distribute proposed resolutions to the Board of Directors for their review and consideration
- **End of June:** Deadline to hold a teleconference meeting of the Board of Directors and Resolutions Sub-Committee to discuss the proposed resolutions. At this time, the Board will decide to approve or request the amendment or withdrawal of proposed resolutions.
- **August:** Resolutions approved by the Board of Directors are presented to the membership for discussion and acceptance at the Annual General Meeting.

Additional information on the resolution process and guidelines to draft a resolution can be found on the CACP website (www.cacp.ca), in the “Resolutions” section or in the “About CACP” section, under “Policies/Guidelines”.

Deliverables

Documents and deliverables (e.g. policy statements, strategies, frameworks, checklists, etc.) produced by CACP committees are the property of the CACP and only become final and official once they have been reviewed and approved by the CACP Board of Directors, the Executive Committee and/or the President.

Marketing & Communications

Each committee will be required to identify at least two (2) individuals to serve as spokespeople on behalf of the committee to discuss the group’s strategic issues or projects/initiatives. These individuals may be approached as subject matter experts to respond to media inquiries, to help author an article, or to serve as a presenter during CACP or partner conferences/events.

If the committee would like to promote their projects and initiatives with CACP members, other law enforcement agencies, partners or the general public, please communicate with the CACP Communications Advisor at communications@cacp.ca. This individual can provide assistance with the development of a communications plan that can maximize the use of the CACP website (www.cacp.ca), CACP publications (*Canadian Police Chief Magazine* and *CACP Bulletin*), the weekly *CACP News Alert*, CACP social media channels and perhaps other communication vehicles that would help reach the intended target audience(s).

Media Relations

The media is considered to be an effective vehicle for communicating information about the CACP and its strategic priorities and for increasing public awareness and education regarding the projects, initiatives, events and positions of the association and its committees. The CACP is committed to developing and maintaining professional working relationships with the media (print, broadcast and electronic) that reach national, regional, and/or local audiences. The CACP encourages committee members to be actively involved in this communications process.

In order to ensure clear, factual and consistent communications with the public, and to protect the interests of all CACP members, the following media relations policies are to be respected by all CACP committee chairpersons and members:

- **Press Releases:** All press releases pertaining to the CACP and the work of its committees are to be approved and issued by the CACP National Office. Please communicate with the CACP Communications Advisor at communications@cacp.ca who will assist you with the development, approval and distribution processes.
- **Media Interviews:** Committee chairpersons and members may serve as official CACP spokespeople. Prior to granting any media interview, committee members must inform the CACP National Office by contacting the CACP Communications Advisor at communications@cacp.ca or by telephone at 613.838.8807 or 613.595.1101 in order to:
 - Obtain the Executive Director's approval of the key messages to be conveyed on behalf of the association
 - Confirm the media inquiry details (e.g. name of the journalist, media outlet, type of interview, etc.) for CACP media tracking purposes

The above-mentioned steps do not apply if a committee member is offering their personal views on a topic or is speaking to the media on behalf of the individual law enforcement agency they work for. In these circumstances, committee members are reminded not to include statements pertaining to the CACP unless they are consistent with an official public statement that has already been released by the association.

- **Social media:** The CACP currently has official Twitter and LinkedIn accounts that are managed by the CACP National Office. If you would like to promote committee projects or initiatives via the association's social media channels, please communicate with the CACP Communications Advisor at communications@cacp.ca. Committee members are also encouraged to share, like and/or comment on messages issued by the CACP National Office.

Sponsorship Guidelines

Sponsorship opportunities in support of committee initiatives (e.g. research project, strategy, framework, etc.) must be referred to the Executive Director at the CACP National Office for consideration and follow up. No committee may act alone. All sponsorship opportunities must be in keeping with the *CACP Sponsorship Guide* available on the CACP website (www.cacp.ca), in the "About CACP" section, under "Policies/Guidelines".

Endorsement Guidelines

Committees may be approached to endorse third-party organizations, projects, initiatives or upcoming events. Requests for endorsement may range from a letter of support, to financial support, to logistical support and/or the use of the CACP logo. All requests for endorsement should be forwarded to the CACP National Office and be in keeping with the *CACP Endorsement Policy & Procedure* available on the CACP website (www.cacp.ca), in the “About CACP” section, under “Policies/Guidelines”.

CACP Support

Services

The following services are available from the CACP National Office:

- **Training:** Each chairperson will receive a mandatory orientation session following their appointment to the leadership of a general committee or special purpose committee. The orientation session will include a review of the content of the *CACP Handbook for general committees and special purpose committees*, a committee membership list, access information for the appropriate community of practice on the CACP RF Connect portal where previous minutes and background information on recent committee activities and resources can be found. Contact the Executive Director at ed@cacp.ca.
- **Administrative support:** For support with CACP processes and procedures as well as communications between the committee and the CACP President, Executive Committee and/or Board of Directors, please contact the CACP Office Administrator at magda@cacp.ca.
- **Communications:** For support with strategic communications plans, media relations, social media, publications, and website communications, please contact the CACP Communications Advisor at communications@cacp.ca.
- **Government Relations:** For support with legislative amendments and interactions with the House of Commons, the Senate, Parliamentary committees and federal agencies, please contact the CACP Executive Director at ed@cacp.ca.
- **Logistics:** For support with planning and meeting requirements related to travel, meeting rooms, hospitality and technical equipment (e.g. teleconference phone, laptop, projector, microphone, etc.), please contact the CACP Project Administrator at eva@cacp.ca.

Templates

To facilitate the administration and management of committees and to ensure consistency between the various working groups, the CACP has developed the following templates:

- **Terms of reference:** To outline the mandate, objectives and strategic priorities of the committee
- **Membership list:** To confirm the list of active CACP members and technical advisors (if applicable) participating in the committee
- **Annual committee planning template:** To outline the proposed schedule, locations and logistical requirements for committee meetings to be held in the upcoming calendar year
- **Agenda:** To outline the topics to be addressed during a specific committee meeting
- **Minutes:** To report on the key issues, decisions, action items and timelines addressed during a specific committee meeting
- **Triannual update:** To provide the CACP National Office with a status report on projects and initiatives of the committee in relation to the association's strategic priorities and/or monitored issues