

POLICE DIVERSITY WORKING GROUP
TERMS OF REFERENCE
Approved: 2017 11 01

Mandate:

The Police Diversity Working Group (PDWG) is established as a working group of Halifax Regional Police (HRP) and the Halifax District Royal Canadian Mounted Police (RCMP). The PDWG will assist police, communities and the Halifax Board of Police Commissioners (BOPC) by acting as a conduit for communication between the various communities of HRM, their police services and the Board as set out in section 52(3)(e) of the Police Act. It is a partnership comprised of diverse community members and supported by HRP and the RCMP. The PDWG is dedicated to fostering police organizational change through inclusion and respect while improving relationships between police and the communities of HRM through demographic, cultural and geographic representation.

Activities:

- The primary role of PDWG is to provide recommendations for the consideration of police, on strategies by which police can promote a service to its citizenry that is built on inclusion, respect and integrity, through community relationships and open, honest and constructive communication;
- PDWG will bring a community voice to HRP and Halifax District RCMP and the BOPC while acting as an information conduit between police, the BOPC and the various demographic, cultural and geographic communities of HRM;
- PDWG may act in an advisory capacity to police on matters related to community policing, and diversity and inclusion. This includes, but is not limited to, recommendations on policies addressing diversity and inclusion and recommendations on training initiatives and programming;
- PDWG will provide advice and recommendations on education and awareness with respect to culture to police on matters relating to diversity inclusion, Human Rights and professional learning opportunities within the police services;
- PDWG will strive to seek out representation that is reflective of the diverse demographic, cultural and geographic communities within HRM;
- PDWG may act as a focus group for any community initiatives or ideas that members of the working group wish to bring to the group;
- PDWG will employ a report-back function through a Management Response and Action Plan (MRAP).

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PDWG Membership

The Membership of PDWG consists of:

- Various Community members bringing a range of experiences and representing various groups, Appointed through the **HRM Public Appointment Policy**;
- Various police members including: The Chief of Police of HRP, the Chief Superintendent of the Halifax District RCMP, the HRP Diversity Equity Officer, and the H-Division RCMP Diversity Policing Coordinator;
- A member of the HRM Board of Police Commissioners, as appointed by the BOPC;
- The HRM Manager of Diversity and inclusion;
- The HRM Public Safety Advisor;
- A secretary – as designated by either police service (no voting privileges);
- Two youth aged 16 – 25.

All members of the PDWG, except the secretary, will have voting privileges.

All other members of the BOPC are considered non-members (no voting privileges) but are welcome to attend and participate in all meetings of the PDWG and will be notified of all meetings.

HRP and Halifax District RCMP staff or community members may attend meetings as non-members (no voting privileges) as required to discuss, present, observe or consult with the PDWG.

The initial membership of the PDWG will be members designated by the police.

Roles and Responsibilities

Chair and Vice Chair

A Chair and Vice Chair will be selected amongst the community members. They will be elected by the Committee at the first meeting with quorum present. The Vice Chair will support and replace the Chair in their absence. Meeting venues will be determined by PDWG with a preference for community venues.

The term will be for a period of two (2) years and will be renewable.

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Secretary

The secretary, will be provided by police, shall provide administrative support to the PDWG to ensure meetings are organized and the meeting agenda is set. The Secretary shall ensure that notes are taken and circulated within two weeks of the meeting. The secretary is considered a non-member and does not have voting privileges.

Members of PDWG

Members of PDWG are expected to participate in setting the meeting agenda and attending and contributing to meetings. Members shall provide recommendations as required and convey pertinent information from the community to the PDWG and through the meetings members will be provided with resources (information and/or tools) to be shared with the community where possible.

Members wishing to step down, are to notify the PDWG at the session preceding their last intended meeting. They are asked to encourage applications for a successor to allow PDWG to continue in a functional capacity.

Quorum

A quorum of the PDWG consists of a simple majority (1/2 of appointed members plus one), which includes the Chair or Vice Chair, the Chief of Police and the Officer-in-charge, or their respective designates.

Meeting Frequency

PDWG will meet quarterly (four times per year), unless there are no agenda items to review. Special meetings may be called as needed by the Chair, or by members, through the Chair. All meetings will be open to the public.

Reporting

PDWG reporting will consist of the following:

- Minutes;
- Decisions;
- Action items;
- Management Response and Action Plan (MRAP).

Minutes of meetings will be made public through the HRP website.