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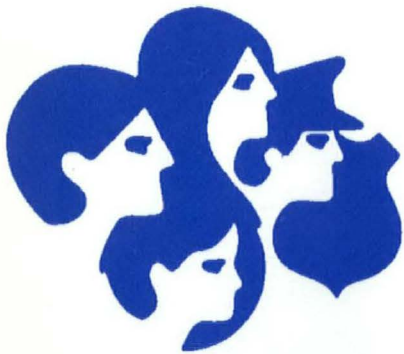
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# RCMP Community Policing



Community Policing  
and Crime Prevention  
Committees



Canada

# **Community Policing and Crime Prevention Committees**

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*a "How-to" Manual compiled by:*

**The Crime Prevention Association of Newfoundland & Labrador**

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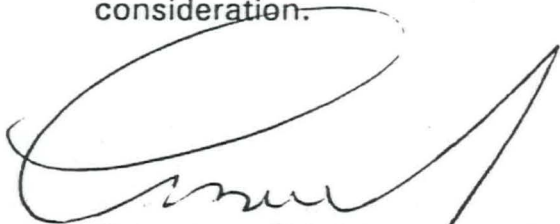
## Preface

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The Crime Prevention Association of Newfoundland and Labrador have obviously devoted a considerable amount of time in the preparation of this manual. There is no doubt that it is a positive step forward and will help to bring uniformity within crime prevention groups across the province. I would encourage all units to take advantage of the Association's efforts and use this handbook when forming new crime prevention committees or when assessing those already in existence.

The Force and this Division are totally committed to the Community Based Policing philosophy of which community crime prevention groups form no small part.

This manual is put together in such a fashion so as to allow for amendments, additions and deletions. As you work through the manual, should you find areas that require improvement, please feel free to address your concerns through the NCO i/c Community/Aboriginal Policing who will, in turn, forward them to the Provincial Association for consideration.



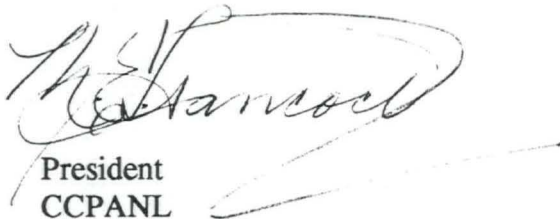
G.A. Butt, Chief Superintendent  
Commanding Officer  
"B" Division



## Introduction

The Crime Prevention Association of Newfoundland & Labrador takes great pleasure in introducing this "How-To Handbook" to the Police Organizations in the Province of Newfoundland and across Canada. It is not perfect, nor is it detailed but is meant to be a basic guide in getting the Community and the Police to work together.

It is our hope that by making this manual available through the Association, it will stimulate discussion, challenge present thinking, and ultimately serve as a catalyst in fostering positive police/community relations.



President  
CCPANL

## Acknowledgements

The developing and compilation of this manual was largely the task of an Association sub-committee. The members of that sub-committee were Doug Cudmore, Connie Geange, Lillian Pittman, Patricia Dawe, and myself, Marg Hancock who spent nearly six months preparing the first draft.

The Association is most grateful to the R.C.M.P. "B" Division first for sanctioning its use in Detachments and secondly for having it prepared for distribution. This partnership approach addressing the mutual and educational concerns of both police and community augurs well for the future of community policing in this province.

The Association  
CCPANL

**What  
Is  
Crime  
Prevention?**

**Is it just another fancy program, that will come and go, designed to create more work for an already overloaded police force?**

**Is it public relations which includes the handing - out of buttons and stickers, doing mall displays and interacting with the community's elite?**

The answer to these questions is no. The partnership approach to the prevention of crime is here to stay and it does not, in the long term create more work. Indeed, the results will be seen a long time into the future. Nor is it just good public relations or law enforcement. It is simply a partnership between the police and the community who come together to mutually identify and resolve crime and social problems. Sometimes it involves the ability to predict what is likely to happen if such an event, will take place. Police and community together have to be creative and imaginative in order to prevent possible incidents of crime. Good public relations is best achieved through this working together.

The Crime Prevention Program is one of many programs that come under the general philosophy or "mind-set" called community policing or community based policing. That philosophy simply means the return to traditional policing values of:

- (1) Commitment and service to people
- (2) Communication and working with people, sharing information and resources and the solving of problems which the community sees as important.

It is the return to basics - where the police have close ties with the people they serve. The opposite to that is to be obsessed with the creation of a well-oiled machine, to telephones and cars, and so concerned with statistics computers and reduced response time, reports, paperwork, that the commitment to people has been lost. The enactment of crime prevention committees will contribute to good public relations through the knowledge and awareness of all the people served, not just a few.



## An Historical Perspective

Prior to the early 1900's our society was self-regulated, people cared for each other and what they did. Every community had its standards of behaviour, its code of ethics, and every person in the community was a Police Officer or a Protector of Society's rules.

Then in the mid 1900's two things happened. First the Police became mobile (cars), used telephones, and secondly, there was an attitude abounding that the Police were experts so let them do the job on their own. Let them with their cars and modern technology be the Protectors of Law and Order. The end result of this change was that it isolated the police from the people they served, and secondly, it became a reactive type of policing. Prevention was unheard of.

In the 1960's changes began in several countries of the world including Canada. There was a slow and gradual realization that police had become prisoners of their own technology and a need for a fresh new approach to policing was required. There was now an abundant need for partnership approach if the complex social problems were to be solved. Also about the same time, budgets were being cut, creating a shortage of manpower, and thus crimes were increasing. Reactive policing was not acting as a deterrent for deviant behaviour and the Federal and Provincial Governments were now shifting their emphasis toward rehabilitation, corrections and prevention rather than punishment.

The next twenty years - from the 60's to the mid 80's saw various stages of evolution and development. The first of these was the creation of the Police Community Relations Officer or P.C.R.'s. Police community Relations Officers were viewed as Public Relations Officers who acted as "buffers", received complaints and distributed buttons and stickers. This approach had many pitfalls, namely:

1. It was narrow in focus and suffered from periods of non-existence
2. It was an isolated speciality unit
3. Community contact was often restricted to community leaders and elite
4. Not all police officers were involved
5. No reorganization of Police Force, just new programs added.

In the 1970's, the Criminal Justice System of Canada and its agencies were now beginning to realize there was a need for a change of focus and began to emphasize public awareness and public involvement. The focus now became prevention of crime or reduction of opportunity or target hardening. Better locks, better lightning and better environmental design were promoted through such programs as Neighbourhood Watch, Block Parent and Cabin Watch and the newly created Crime Prevention Officer or C.P.O. Citizens now got involved with the police and the police with the community through the medium of committees. Criminals and criminal acts were no longer the only focus of the police. Isolation of the police began to fade and the police and the community became partners in the solving of problems. However, this approach had pitfalls too, namely:

1. It was not well defined
2. It was still a speciality unit as not all officers were involved.

In 1986, Newfoundland became involved with the formation of eight Crime Prevention Committees and full-time Crime Prevention Officers. Again they were speciality units. With the arrival of 1990 came the advent of Community Based Policing, a process whereby the community and all police officers try to solve or minimize the communities problems. While doing this positive images of the police are being promoted and good police community relations are fostered. Sounds like the P.C.R.'s of the 50's doesn't it? Attitude and community change is evident because policing is for people, not of people and that influence for change comes from the bottom up, not from the top down. That power for change is given to the community.

The last and what seems to be the final stage of development is "Problem Oriented Policing" or P.O.P. It is more defined and more real, tangible than Community Based Policing. Put simply it is:

1. Police and Community come together to identify problems
2. Together they examine the problem
3. They look for and provide a solution
4. They monitor a solution to see if it is working, if not they look for another plan or strategy

Sometimes enforcement of the law may be the only solution. Then you leave it to the Police Officers. They alone will provide the plan of action.



## Crime Prevention Committees

There are two basic reasons for starting a crime prevention organization:

1. A group of people recognize a need exists
2. Their needs are not being met by an existing organization

Then consider the following:

1. What is the purpose of a crime prevention committee
2. What will the organization do
3. Who is likely to join
4. Is a committee really needed, or is there an existing organization which can do the job

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### **Geographical Area:**

This is an important factor to consider as the population and the number of communities can influence the structure and the ability of the committee to function properly. Geographical factors and the scope of a rural and urban populous within the realm of one committee can be a major factor in the operational success of that organization. When committees are initiated by the police it has been the norm that a committee would represent the total area under the jurisdiction of that detachment.



On the other hand when committees are formed by the public it is often seen that such an organization represents only their home communities. A committee which represents large rural area often has to overcome some organizational problems which an urban organization may not have.

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**When someone or a group decides that a new organization is necessary, then the following steps are normally followed:**

1. An organizing committee should be formed. Involve the Police and local elected officials in the area. **Caution should be taken when calling a public meeting on crime prevention.** Quite often it becomes a forum for people to air their complaints against the Police and/or the local government, and the objective of having the meeting in the first place is defeated. Also the problem of one community versus another may come into play. An organizing committee can initiate action, seek alternatives, and provide firm suggestions on how to proceed. This group may organize a public meeting to see if others are interested in joining. If a public meeting is successful in bringing together a group of interested people then the committee may proceed.

2. A **Temporary Executive** should be appointed. Interested and qualified people should be actively recruited to be members of the executive. Many of the key community leaders may be willing to become involved in the formation of a committee, but when the group is functional and organized, others should be selected. Remember these initial leaders may only have volunteered on an interim basis.

### **Membership:**

Members are the most important part of a crime prevention committee. The committee exists in order to meet the needs of committee members. Members are responsible for selecting the executive, forming a constitution, and insuring the committee is fully functional.

*Who do you choose  
to be on your  
Crime Prevention  
Committee?*



Most Committees attempt to have representation from the broad spectrum of the community. This representation would include the youth and senior populace; municipal officials; Town or City Councillors; Police Departments; Government Departments and/or Agencies; and the business sector. The involvement of local government personnel may provide unforeseen advantages to a new committee. Although most towns operate on a tight budget the municipal governments can very often provide assistance in the form of meeting rooms or goods and services. Several Crime Prevention Committees may have members who are representatives from service organizations. The Lions Club International organization is a strong supporter of substance abuse programs and in many communities they have financially supported crime prevention programs.

**The strength of the organization depends on how the members skills are utilized.**



## **Executive:**

Executive members are elected or appointed from the membership to guide and help members carry out the committee's objectives. The Executive is usually comprised of the following:

### **Activities**



- Past President
- President or Chairperson
  - presides at meetings and keeps the meeting moving
  - prepares the meeting agenda and adheres to it by only discussion on the topic from the floor
  - starts and adjourns meeting on time
  - knows the rules of meeting procedure
  - is aware of the priority of business items and schedules them appropriately
  - is prepared to represent the organization
  - delegates responsibility and authority
- Vice-President/Vice-Chair
  - fulfils the duties of President/Chairperson in his/her absence
  - assists the President/Chairperson whenever possible
- Secretary/Treasurer
  - handles correspondence
  - keeps record of meetings
  - maintains financial records



## Constitution & By-Laws

A constitution is an absolute necessity for any organization to operate properly. It provides the means for making the intentions of the group concrete; specifies the roles of and method of appointment for executive members; procedures for decision making; and outlines the overall objectives of the group. The constitution states the purpose of the group and methods of operation.

### Items to be included in a constitution are:

- name of the crime prevention committee
- objectives of the crime prevention committee
- criteria for membership
- titles, duties, and length of terms for officers
- delegation of authority
- meeting procedures, annual meetings, quorum
- voting procedures
- dissolving the committee
- process to amend the constitution
- conditions and procedures for termination of membership
- See Appendix "B"

## Meeting Agenda:

Too many groups fail or have operating difficulties because the Chairperson does not follow a set agenda at each meeting. Agendas should consistently follow the same format and a copy should be given to each member at the meeting.

### An agenda should include the following topics:

- minutes of the previous meeting
- adoption of minutes
- business arising from the minutes
- correspondence
- Reports:
  - Treasurer
  - Chairperson
  - Sub-committee
- unfinished or old business
- new business
- next meeting date and time
- adjournment
- See Appendix "C"





## **Summary of Guidelines for Establishing A Crime Prevention Committee**

- Seek assistance and involve the local municipal government.
- Be careful about using a public meeting to organize a committee as it may become a forum for people to complain about the Police or the perception may be that a Committee is a group of informants for the police.
- Ensure youth and the corporate sector are represented on the committee.
- Involve local service groups and in particular the Lions and Lioness clubs. These organizations have a mandate pertaining to substance abuse and can be a source of funding for a committee.
- Seek assistance from community leaders during the initial organizational period. Their experience and knowledge is very helpful. Contact other Committees and/or the Community Policing Co-ordinator for guidance and assistance.
- Determine what a committee can contribute to the community and the needs of the community relative to crime prevention.
- Determine what your committee can and cannot do. Do not be overly dependant on the Police to do the work which a committee could be doing. Remember, it is a partnership between the community and the law enforcement agencies.
- Establish a set of operating guidelines, constitution, and use proper procedures at meetings
- Do not attempt to take on too many projects at once. Start small and do a top notch job on the simple ones. A foul up can be disastrous for a committee's reputation.
- Obtain maximum media coverage. A regular column in the community newspaper is an excellent promotional tool and keeps people advised of a committees existence and the programs being promoted.
- If the police department is responsible for several communities it may be advisable to start with the larger community first and concentrate in that area.
- Be prepared to start fund raising programs. Not all programs come free of charge.
- Use a committee structure to develop and operate projects. This keeps everyone active, involved and interested. Remember, an active and strong committee must have a dedicated membership.

## Volunteerism

### Recruitment - Retention - Motivation

One of the greatest challenges for any community organization is to recruit, retain and motivate volunteers. With regard to recruitment, one of the first tasks which should be completed is to develop a **Job Description**. This **Job Description** should be very simple and include the following:

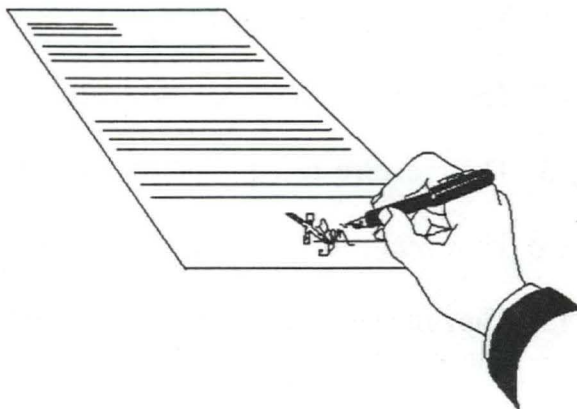
**Job Title**

**Purpose**

**Duties and Responsibilities**

**Time Requirements**

**Length of Commitment**



Some ideas and means of recruiting people are:

- (1) **Person to Person:** Potential volunteers can be contacted personally to inquire as to whether or not they are interested in volunteering. These people could be friends or relatives.
- (2) **Selective Recruitment:** Seek out professionals or other community groups who have objectives similar to those of crime prevention and ask if any of those people are interested.
- (3) **Talks:** Now that community groups and/or professionals have been identified, have someone from your committee talk to them about crime prevention in an effort to recruit volunteers.
- (4) **Advertise:** Develop a flyer requesting volunteers. This could be displayed on public bulletin boards, local cable stations, local papers and local radio stations.



- (5) **Group Contact Technique:** Consider groups of people who may have extra time to give such as retirees or high school students.

### **Motivation**

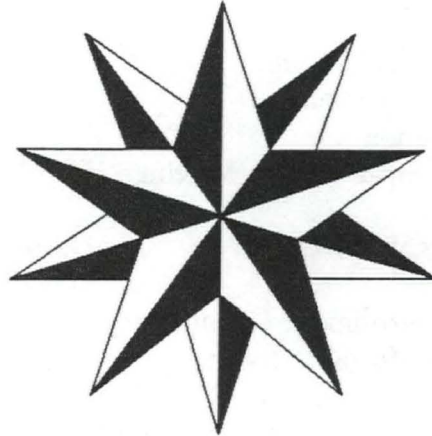
Now volunteers have been recruited, ensure they remain interested. Volunteers remain committed when the following conditions are met:

- (1) They feel appreciated.
- (2) They can see that their presence does make a difference.
- (3) They receive recognition for their work.
- (4) They feel capable of handling tasks offered.
- (5) They recognize that something significant is happening because a Crime Prevention Group exists.
- (6) They are involved in decision making and objective setting.
- (7) Ensure that each member has tasks to do that are important to the committee.
- (8) Ensure that the committee is not too hierarchical and that all committee members have a chance to participate.



## **Retention**

Retention of volunteers means ensuring that they are recognized for their work and contribution to the committee.



### **Ideas to Recognize and Retain Volunteers**

- (1) Say thank you.
- (2) Put up a volunteer suggestion box.
- (3) Have a social gathering.
- (4) Accommodate personal needs and problems.
- (5) Continue challenging them.
- (6) Certificates of appreciation.

## Effective Meetings

For meetings to be effective, the following factors should be considered:

1. Physical set-up.
2. Chairperson.
3. Agenda
4. Group-Decision Making.

### 1. Physical Set-Up

- environment ( heat & light )
- comfortable room
- correct seating. This is extremely important. Ensure everyone can see each other. Round or oblong tables are preferable. **Avoid** church or theatre style.
- ample parking
- writing sheets, pens, etc. available

### 2. Effective Chairperson

The chairperson makes the greatest contribution to the success of the meeting by inspiring confidence and guiding the meeting correctly. To be effective a chairperson must:

- (a) Know the group well
- (b) Help members get started and understand their purpose of being there.
- (c) Be a participating leader when your members have the ability to do the job. This strengthens relationships within the group.
- (d) Plan ahead - Decide on goals and choose the best method with help from your members.
- (e) Be prepared for meetings. Plan an agenda and bring copies for members. The agenda should be drawn up after consultation with the Liaison Officer to ensure that topics are in place.
- (f) Preside at meetings. Follow guidelines and agenda.
- (g) Evaluate the overall meeting



### 3. Agenda

Rough format for developing an agenda.

1. Minutes of the previous meeting
2. Adoption of minutes. (See Appendix "C")
3. Business arising from the minutes.
4. Correspondence
5. Reports
  - Treasurer
  - Chairperson
  - Sub - committees
6. Unfinished or old business
7. New business.
8. Date, time, place, of next meeting.

**The Chairperson must be familiar with the rules of Parliamentary procedure and most organizations follow the Robert's Rules Of Order.**

Agendas can be flexible.

- Don't number topics for discussions, just list them
- Place topics which require mental energy first.
- put time limits on items of focus giving more time to major items.

#### 4. Group Decision Making

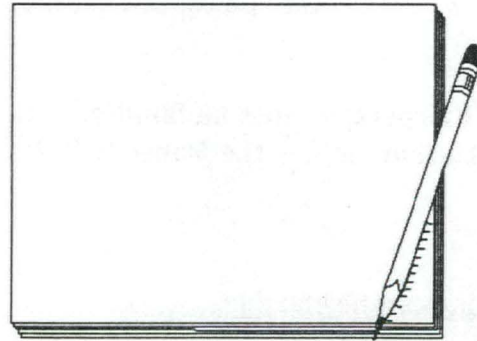
Most effective steps in decision-making are:

1. State the problem clearly and put it in writing if necessary.
2. Gather all information pertinent to the problem. Distinguish between facts and opinions.
3. Explore all pros and cons. Be creative, use brainstorming to encourage ideas from members.
4. Choose the best possible solution.

**Note: A Group can easily use a consensus to make decisions, but matters involving finances should be dealt with by a motion and voting procedures.**

**A basic set of minutes should include:**

1. Name of the committee.
2. Location and time of meeting
3. List of members present
4. Adoption of last minutes.
5. The matters discussed and any decisions that were made. Business matters should be divided in old and new business.
6. Agenda items for the next meeting. This would include unfinished business or assignments given to sub-committees.
7. Location and time of next meeting
8. The Secretary and Chairperson's signature.

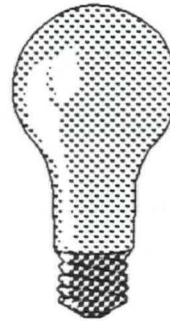
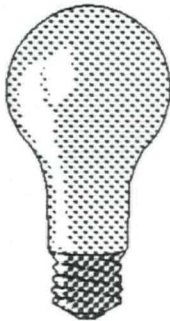


**See Appendix "D"**

## Fund-raising For Your Committee

Statistics indicate that \$0.75 of every Canadian dollar donated in a year was given by individuals. **People like to help others;** they may have a personal involvement or commitment to the group and cause. Most businesses are willing to donate money, goods and/or services if they are able to see some benefit in return.

Beside soliciting funds directly from individuals or companies, many groups use special events for fund-raising (bingos, raffles, draws, concerts, etc.) They should reflect the objectives of the committee.



### Pros and Cons of Fund-raising

Like most commitments today, there is a positive and negative side. Your committee should be aware of both aspects.

a. "Cons":

1. Keeps individuals from initially joining committees
2. Failure results in poor community image.
3. Can cause burnout to committee members, or become overbearing to potential donors.

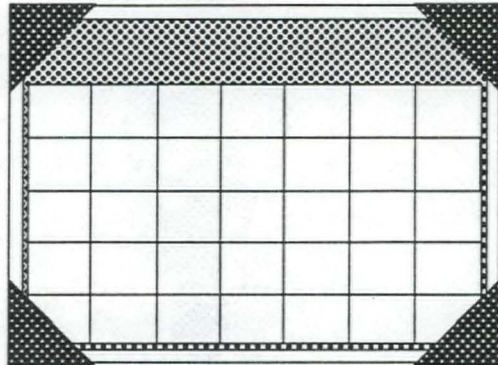
b. "Pros":

1. Effectively allows a committee to achieve its mandate or purpose.
2. Broadens the scope of Committee activities if campaigns are very successful.
3. Fund-raising efforts attract certain types of members born to do such a job. They are "naturals".



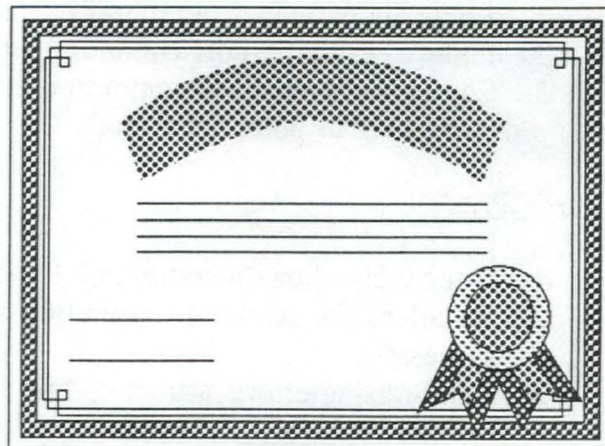
For effective control of fund-raising, a specific individual or select Committee should be put in place to oversee the project or campaign. This particular Committee should actively plan all related steps and directions to effective fund-raising drives. Getting to know your options, and potential of your community is imperative. **Be positive** and keep an open mind. **Be creative and innovative** to approaching the task. Set targets, utilize your Committee members' energies and expertise.

**Plan your fund-raising campaign carefully so it doesn't conflict with other organizations who may be campaigning at the same time.**



Know your community. Prepare a master list of potential donators from your community. Don't overlap with other agencies and don't **overdue** your campaigns. Advertise your drive well in advance and be up front about your "motives".

**" Recognize & Salute  
Your  
Contributors"**



## Summary

The whole issue of raising money requires foresight and planning if it is to be effective. The success of your group may depend on how successful you are able to fund-raise, so remember be positive, well-organized, and you'll survive.

## Resource Information

A. Fund-raising Ideas for Non-Profit Crime Prevention Groups.

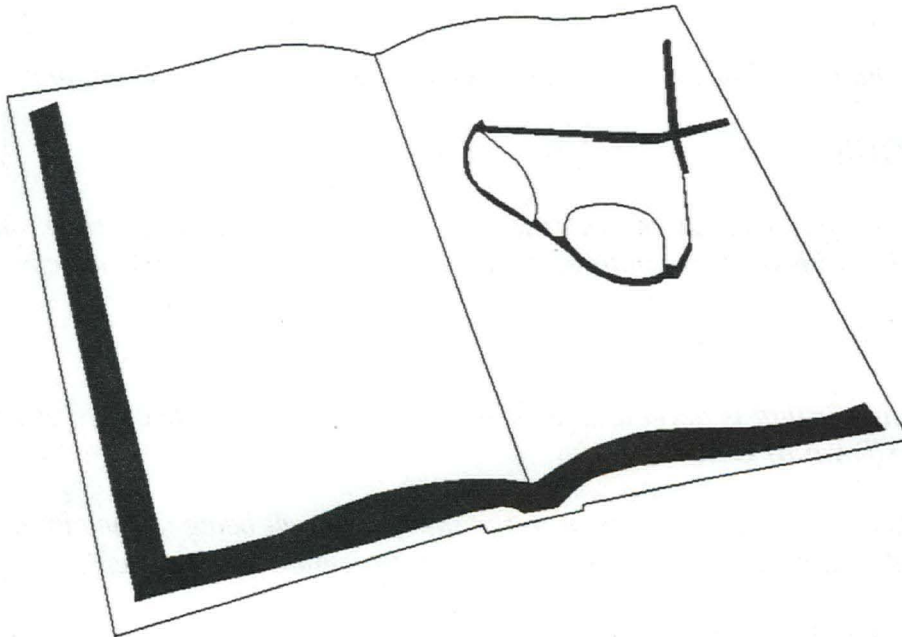
No. 1984-63

by Marsha Mitzak, Solicitor General Canada

B. A Practical Fund-raising Manual - Shortcuts to Survival

by Joyce Young, 1978

C. (Check with your local library or bookstore)



### **Note:**

A list of projects and program ideas which can be used to raise funds is included in Appendix "A".

## Appendix "A"

### Fund-raising Suggestions:

- Jail & Bail
- Benefit Concerts
- Sponsor Various Events
- Bingo
- Financial support from service organizations

## Appendix "B"

### Sample Constitution

#### Constitution

#### 1. NAME:

*The organization shall be known as the Gander Crime Prevention Committee.*

#### 2. DESCRIPTION:

*To be a non-profit organization with the goal of reducing community crime, and to work in conjunction with other community groups with the same aims and objectives.*

#### 3. DEFINITION OF CRIME:

*A. Any behaviour that is deviant, and/or threatening to the quality of life or endangers property in the Town of Gander.*

*B. Any behaviour that poses a threat to the safety and well-being of the citizens of the Town of Gander as defined by the Gander Crime Prevention Committee.*

#### 4. AIMS AND OBJECTIVES:

*A. To promote and sustain, in cooperation with the police, an awareness of the need for crime prevention strategies.*

*B. To educate, and/or to devise programs that would meet the need at any one time in the Town of Gander.*



- C. To identify problems relating to crime and wherever possible provide solutions.*
- D. To encourage and support municipal and provincial-wide legislation pertinent to crime prevention.*
- E. The primary function is to be the improvement of the quality of life not law enforcement.*
- F. To support and assist, and to seek support and assistance from law enforcement agencies in all areas of crime prevention other than monetary.*
- G. To encourage and support the development of province-wide training programs relating to crime prevention.*
- H. To promote inter-agency cooperation on matters dealing with crime prevention.*
- I. To support the aims and objectives of the committee by acquiring funds through the utilization of community resources.*

## 5. MEMBERSHIP

- A. Membership is open to persons from various interest groups or the public at large, through written application and approval of the Executive Committee.*
- B. The number shall be a maximum of 15 representatives, of which at least two (2) must be junior directors, and the Crime Prevention Officer and a representative of the Town Council. In addition there may be three (3) police officers, one from each - Canadian Forces Base Gander, RCMP and Town Police. The three officers will be appointments of their particular group.*
- C. No member shall hold membership on the committee for more than three years. Continuance of membership will be at the discretion of the Executive Committee.*
- D. Committee members to remain in good standing shall not be absent from more than three consecutive meetings without good reason. Good reason is subject to the discretion of the Executive Committee.*
- E. A member may be expelled by a special resolution of the members passed at a regular meeting.*
- F. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.*
- G. The person who is subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.*

H. The committee would accept Honourary membership on a recommendation from the Executive Committee and ratified by at a general meeting.

## 6. MEETINGS:

A. Meetings shall be held twice a month, and the number of meetings be at the discretion on the Executive Committee.

B. The annual General Meeting shall be held between April 15th and April 30th unless deferred at a regular meeting by at least two-thirds of the current membership.

C. Meeting location and date may be changed at the discretion of the Executive.

D. The committee shall be notified by telephone of any changes.

## 7. VOTING

A. All members are entitled to vote at the Annual General Meeting.

B. The Chair shall cast the deciding vote in the case of a tie.

C. Membership eligibility would require two-thirds majority vote of the Executive Committee.

## 8. EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of the Past Chair, Chair, Vice-Chair, Secretary-Treasurer, and Public Relations Officer together with the Police Liaison Officer

B. A term of office shall be one year.

C. All other members are Directors.

## 9. DUTIES

A. Chair:

- Presides at all meetings of the Committee.
- Shall have signing authority for the Committee.
- Shall provide a written report for the Annual Meeting.
- Shall be ex-officio member of all sub-committees.

B. Vice-Chair:

- Shall, in the absence of the Chair, perform all duties of the Chair.



*C. Secretary-Treasurer:*

- *Shall keep accurate records of all meetings.*
- *Shall be responsible for handling general correspondence as needed.*
- *Shall act as custodian for the funds of the Committee.*
- *Shall have signing authority for the Committee.*
- *Shall act as custodian for all correspondence, minutes and other papers pertaining to the day to day operation of the Committee.*
- *Shall present a financial report at the Annual General Meeting.*

*D. Public Relations Officer:*

- *Shall be responsible for publicity for the committee through the local and provincial media.*

*E. Police Liaison Officer:*

- *Shall liaison between the community and the RCMP both locally and provincially.*
- *Shall provide information and statistics on local crime trends.*
- *Provide Committee with resource material and program information.*

*F. On completion of Term of Office, all documents shall be delivered to the Chair within two (2) weeks of the Annual Meeting.*

**10. ELECTIONS:**

*A. The Executive Committee shall be elected at the Annual Meeting. All other Directors will be appointed at least two (2) weeks after the Annual Meeting.*

*B. A nominating committee shall be appointed at the meeting preceding the Annual Meeting. That committee shall consist of three members, the Past Chairman and two (2) elected members of the Committee.*

*C. This Committee shall receive or make nominations, and having obtained the consent of the nominees, shall give a report at the Annual Meeting.*

**11. PROJECTS AND SUB-COMMITTEES:**

*A. All projects, programs and media coverage that are undertaken by the Committee must be approved by the Board.*

*B. The Gander Crime Prevention Committee may appoint either a project committee or a sub-committee when deemed necessary with the following terms of reference.*

- (1) *project committees and sub-committees would comprise of either existing*



*committee members or appointees from the community at large or a combination of both.*

*(11) these committees would make recommendations only and these recommendations would have to be approved by the **Gander Crime Prevention Committee** as a whole.*

*(111) if, at some point in time a sub-committee would want to become autonomous it should be reviewed by the **Gander Crime Prevention Committee** as a whole.*

**12. QUORUM:**

*A: At an Annual General Meeting a quorum shall consist of one half (1/2) the membership.*

*B. At a regular meeting a quorum shall consist of one-third (1/3) plus one (1) of the membership at the time of the meeting.*

**13. PROVINCIAL ORGANIZATION:**

*The Chairman or designated alternate of the **Gander Crime Prevention Committee** will represent the committee on the Board of Directors of the Crime Prevention Association of Newfoundland and Labrador.*

**14. DISSOLVING THE COMMITTEE:**

*In the event the **Gander Crime Prevention Committee** is dissolved, all assets would be distributed to other crime prevention organizations with the same aims and objectives of the **Gander Crime Prevention Committee**.*

## Appendix "C"

### Sample Agenda:

1. Minutes
2. Adoption of Minutes
3. Business Arising From The Minutes
4. Correspondence
5. Reports:
  - Treasurer
  - Chairperson or President
  - Sub-Committee Reports
6. Unfinished or Old Business
7. New Business
8. Next Meeting - Time - Date - Location
9. Adjournment-

## Appendix D.

### Smith's Cove Crime Prevention Committee Meeting.

A regular meeting of the Smith's Cove Crime Prevention Committee was held on January 14, 1992 at the Community Centre. The meeting was called to order by Chairperson, John Doe, at 7:30 PM. The following were in attendance:

Jack Smith	Joe Cool	Jim Long
Pansy Small	Jane Doe	Zach French
Jill Paul.		

The minutes of the previous meeting were read (or circulated) and accepted on a motion by Jack, and seconded by Jim.

#### Business Arising:

Taxi Posters: Pansy reported, she is still trying to collect monies owed on this project.

#### Reports:

Treasurer: Jill reported a balance of \$210.00 in the bank but a few outstanding bills have yet to be paid.

Brochure: Sub-committee spokesperson, Jim, reported the brochure is nearly completed.

#### Correspondence:

There was no correspondence received

#### New Business:

Babysitting Course: Tentatively scheduled for February. Our C.P.O. will coordinate with Jill to see that this gets off the ground.

Safe Grad Seminar: Work is being done to have a seminar in March. More details next meeting.

It was moved by Zach and seconded by Pansy that the meeting be adjourned. The next meeting of the Crime Prevention Committee, is scheduled for January 29, 1992 at the Community Centre at 7:30 PM.

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Jane Doe, Secretary.