



Region of Queens Municipality

Terms of Reference

Police Advisory Board

Purpose

The Police Advisory Board is established in accordance with provisions in the *Police Act* S.N.S. 2004, c.31.

The purpose of the Police Advisory Board is to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Municipality, but the Advisory Board does not exercise jurisdiction relating to complaints, discipline, personnel conduct, or the internal management of the Royal Canadian Mounted Police. Should this Terms of Reference be in contravention of any applicable legislation, the legislation shall take precedence.

Scope

The roles and responsibilities of the Police Advisory Board, subject to applicable police contract(s) shall include:

- In consultation with the District Commander or the District Commander's designate, determine priorities, objectives, and goals respecting police services in the community.
- Ensure the District Commander establishes programs and strategies to implement the priorities, objectives, and goals respecting police services.
- Ensure that community needs and values are reflected in policing priorities, objectives, goals, programs, and strategies.
- Ensure that police services are delivered in a manner consistent with community values, needs, and expectations.
- Act as a conduit between the community and the police department.
- Recommend policies, administrative and organizational direction for the effective management of the police department.
- Work with the District Commander or designate to review information provided by the District Commander respecting complaints and internal discipline.



Membership

Membership to the Police Advisory Board shall have seven (7) members and include the following:

- Three (3) members of Council appointed by resolution of Council.
- Three (3) Queens County citizen members appointed by a resolution of Council, who are neither a member of Council nor employee of the Municipality. When possible, citizen members shall consist of one (1) resident of North Queens, one (1) resident of South Queens, and one (1) Indigenous resident of Queens County.
- One member appointed by the Minister.

The District Commander and the Chief Administrative Officer, or their designates, must receive notice of the meetings of the Police Advisory Board and are entitled to attend such meetings, but not to vote.

A member of the Police Advisory Board may be dismissed by:

- The Minister if the Minister appointed the member.
- Resolution of Council if Council appointed the member.

Chair and Vice-Chair

The Chair and Vice-Chair of the Police Advisory Board shall be chosen by members of the Board on an annual basis at the first meeting of each year.

The Vice-Chair shall have the same authority as the Chair when presiding at a meeting in the absence of the Chair.

Oath

Each member of the Board shall take an oath of office or affirmation as prescribed by regulation and adhere to a code of conduct prescribed by the regulations of the *Police Act*.

Term

The appointment of Advisory Board members shall be:

- Two years for Council members
- Three years for citizen members
- Members may be reappointed for one additional consecutive term



Meetings

Meetings shall be held no less than every three months.

Meetings of the Police Advisory Board are open to the public, but all matters relating to discipline, personnel conduct, contract negotiations, and security of police operations shall be conducted in closed (in-camera) session.

Any other member of Council may attend the meetings of the Advisory Board, but may not vote, and may only take part in discussion or debate of the Advisory Board with permission of the majority of the Advisory Board present.

Other members of Council shall not attend closed (in-camera) sessions of the Advisory Board.

The Municipal Clerk or designate shall act as Recording Secretary to the Police Advisory Board but is not a member of the Advisory Board.

Voting

All members of the Advisory Board shall vote at the meeting, and any members not indicating their voted will be considered as voting in the negative.

Quorum

The quorum for the Advisory Board shall be a majority of members. Where no quorum is present within fifteen minutes after the time set for the meeting, the recording secretary shall record names of members present and the Chair shall adjourn the meeting.

Remuneration and Expenditures

Upon submissions of a travel expense claim, the citizen members shall be reimbursed for travel costs pursuant to municipal policy and rates.