



Municipality of the District of Yarmouth & Municipality of Argyle Joint Police Advisory Committee Terms of Reference

Background

Under the *Nova Scotia Police Act*, the Municipality of the District of Yarmouth and the Municipality of Argyle is required to appoint a Joint Police Advisory Committee to provide advice to the respective Councils regarding the enforcement of the law, maintenance of law and order, and prevention of crime in each of the Municipalities.

The Committee shall not exercise jurisdiction relating to complaints, discipline, personnel conduct, or internal management of the Royal Canadian Mounted Police (RCMP).

Purpose

The Joint Police Advisory Committee, in accordance with the police contract or policing agreement between the Province of Nova Scotia and RCMP, may consult with the RCMP Chief Officer;

- a) Determining, in consultation with RCMP Chief Officer, priorities, objectives, and goals respecting policing services in the communities;
- b) ensure that communities' needs and values are reflected in policing priorities, objectives, goals, programs, and strategies;
- c) ensure that police services are delivered in a manner consistent with communities' values, needs, and expectations;
- d) act as a conduit between the communities and the RCMP; and
- e) make recommendations to Council regarding policing resource member numbers in consultation with the RCMP Chief Officer.
- f) reviewing with the RCMP Chief Officer or the Chief Officer's designate information provided by the chief Officer respecting complaints and internal discipline.

The Joint Police Advisory Committee, including the Chair and Vice-Chair, shall not make decisions or direct the RCMP Chief Officer or members in any way.

Authority

Under *Section 35* of the *Nova Scotia Police Act*, every municipality is responsible for the policing of and

maintenance of law and order in the municipality and for providing and maintaining an adequate, efficient, and effective police department at its expense in accordance with its needs.

Membership

- a) The Joint Police Advisory Committee consists of two (2) Councillors from each Municipality
- b) Two (2) members from each Municipality, appointed by Council who are neither members of Council nor employees of the Municipalities.
- c) One (1) member appointed by the Minister.
- d) The CAO's for each Municipality and/or designate shall attend all meetings as a non-voting member
- e) The Recording Secretary shall attend all meetings as a non-voting member and provide administrative support to the Committee.

Qualifications

To be a candidate for an appointment to the Joint Police Advisory Committee, a person must demonstrate all of the following qualifications to the satisfaction of Council:

- a) Reside in the municipality;
- b) considerable knowledge of community issues and an understanding of policing values, and governance;
- c) be of good character; and
- d) willingness to make the commitment of time and effort required to carry out the responsibilities.

Council shall endeavor to make both Councillor and citizen appointments with diversity, equity, and inclusion in mind. All members must adhere to municipal policies and regulations including, but not limited to, Violence in the Workplace; Diversity, Equity, and Inclusion; and Conflict of Interest.

Roles and Responsibilities – Members

Membership on this Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- a) Attend all regularly scheduled meetings;
- b) promote the role(s) of the Committee and its undertakings;
- c) attend training and professional development sessions as may be provided from time to time; and
- d) offer input to the Committee on all aspects of policing in the Municipalities.

Roles and Responsibilities – Chairperson

The Committee shall annually elect from its members a Chairperson and a Vice-chairperson.

- a) The Chair may serve two (2) consecutive one (1) year terms after which a one (1) year interval is required.
- b) Any Committee member can serve as Chairperson and Vice-chairperson.

The Chairperson/Vice-chairperson shall:

- a) In collaboration with the CAOs set the draft meeting agenda;
- b) facilitate the meeting and allow for input from all committee members;
- c) the Chairperson shall also act as the spokesperson for the Committee, and
- d) in the Chairperson's absence, the Vice-chairperson shall be responsible for fulfilling the role.

Roles and Responsibilities – Staff (non-voting)

CAO/Designate:

- a) Provide advice to the committee
- b) Recommend professional development
- c) Ensure Recommendations to Council are submitted for consideration

Meetings

- a) All meetings of the Joint Police Advisory Committee are open to the public with the exception of items as described in *Section 22 of the Municipal Government Act*.
- b) The Advisory committee shall meet at least twice each fiscal year.
- c) Agenda items shall be forwarded to the CAOs two (2) weeks in advance of meetings.
- d) Quorum shall consist of a majority of the total number of voting Joint Police Advisory Committee members.
- e) The committee shall strive to make recommendations by consensus.
- f) Where consensus cannot be reached, recommendations shall be made by way of approved motions that are duly moved and seconded per Roberts Rules of Order.
- g) Minutes shall be kept for each meeting.
- h) Recommendations to the Councils shall be communicated in writing to the Wardens from the Chair person.

Conflict of Interest

Members shall declare all possible conflicts of interest before agenda items are presented and leave the meeting or that part of the meeting during which the matter is under consideration. Members shall adhere to the Council Code of Conduct as well as all Council By-laws and Policies.

Review

These terms of reference are to be reviewed every four (4) years.