



***Police Advisory Board (PAB) Policy
(December 19, 2016)***

Short Title

Police Advisory Board (PAB) Policy

Policy Purpose

To establish an advisory committee, hereafter referred to as Board, for the Town of Pictou in accordance with section 24 of the Municipal Government Act and section 57 of the Police Act.

Policy Presentation

Policy Objectives

1. Provide operational guidelines for the Board to promote a productive working relationship between the Board and Town Council.
2. Have efforts complement the Town's Integrated Community Sustainability Plan (ICSP).
3. Define the responsibilities of the Board as an advisory committee of Council.
4. Determine the membership of the Board.
5. Set out the Terms of Reference for the Board.

Roles and Responsibilities of the Board

1. The function of the 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 within the Town of Pictou. The Board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the RCMP.
2. Without limiting the generality of subsection (1), the Board shall, subject to the policing agreement:
 - a. determine, in consultation with the chief officer or the chief officer's designate, priorities, objectives and goals respecting police services in the community;
 - b. ensure the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
 - c. ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
 - d. ensure that police services are delivered in a manner consistent with community values, needs and expectations;
 - e. act as a conduit between the community and the RCMP department;

- f. provide a minimum of one written report on Board outcomes to Council on or before July 31 of each year; and
- g. any other related matter referred to the Board by Council or the Town's Chief Administrative Officer (CAO).

Terms of Office

The Board consists of five members comprising:

- a. two members of Council appointed by the Mayor;
- b. two members appointed by Town Council, who are neither members of Council nor employees of the Town; and
- c. one member appointed by the Minister of Justice.

Members of the Board will be appointed for a minimum term of three years, or until they resign. All terms shall be staggered.

Retiring citizen members shall be eligible for reappointment, but in no instance shall serve more than three consecutive terms.

All members shall remain in office until their respective successors are appointed. In the event of a vacancy, the person appointed to fill such vacancy shall hold office for the remainder of the term where the vacancy has arisen, and shall be eligible for reappointment at that time.

Every Board member who has not been in attendance at three consecutive meetings shall forfeit their position unless their absence is caused by illness or is authorized by resolution of the Board and noted in the Board minutes.

Where a Board member is unable to carry out his/her duties by reason of illness, absence or any other reason, the body that made the initial appointment may appoint some other person to act as or be a member of the Board in the place or instead of the absent member.

All Board members will serve without pay.

A Board member may be dismissed by:

- a. the Minister, if the Minister appointed the member; or
- b. Town Council, if Town Council appointed the member.

A Board member shall undergo any training that may be provided or required by the Minister of Justice or by regulation.

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

No action or other proceeding for damages shall be instituted against a Board member for any act done in good faith in the execution or intended execution of the member's duty or for any alleged neglect or default in the execution in good faith of that duty.

Offices

A chair and vice-chair shall be elected by Board members for a one year term at the first meeting in each year. Retiring Chairs are eligible for reappointment, but in no instance shall serve more than three consecutive terms.

The Town of Pictou RCMP Administrative Assistant shall attend all Board meetings (in an ex-officio role), provide administrative control and support to the Board, and be responsible to record and maintain minutes in the Town minute book.

Meetings

The Board must hold a meeting at least every three months, the time and place of such regular meetings to be determined by the Board.

Meetings of the Board shall be held in a place accessible to the public in the Town of Pictou, and shall be open to the general public with the exception of topics listed under provision 22 of the Municipal Government Act. The Board shall post public notice and agendas of all meetings at least forty-eight hours prior to the date of the meeting via the Town web site and at the Town Office.

Special meetings of the Board may be called on forty eight hours' notice by the Chair, or at the request of any three members of the Board.

A majority of the current members of the Board shall constitute a quorum for the purpose of regular meetings. No official business of the Board shall be conducted without the aforementioned quorum.

Members not voting on a question are deemed to have voted in the negative. The Chair shall have a vote on all questions. In the event of a tie, the motion shall be lost.

Pursuant to provision 31 (2) of the Municipal Government Act, the Town's Chief Administrative Officer may attend meetings and make observations and suggestions on any subject under discussion.

Any person or group who wishes to appear before the Committee shall give five days' notice of such appearance to the Chair.

The chief officer and the Town's Chief Administrative Officer must receive notice of Board meetings and are entitled to attend such meetings but not to vote.

Adhoc Committees

The Board may appoint adhoc committees to deal with any special matters or projects coming within the scope and jurisdiction of the Board.

Financial Responsibilities

Neither the Board nor any member of the Board has any power to authorize any expenditure to be charged to the Town of Pictou or to pledge the credit of the Town for any member without the written approval of the Town of Pictou.

Clerk's Annotations

<u>Clerk's Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider [7 days minimum]:	<u>December 5, 2016</u>
Date of Passage of Current Policy:	<u>December 19, 2016</u>
I certify that this Policy was adopted by Council as indicated above.	
_____ Scott Conrod CAO / Town Clerk	_____ Date