

**TOWN OF HANTSPORT**

**BY-LAW 2008-4**

**RESPECTING THE MEMBERSHIP AND RESPONSIBILITIES OF THE  
RCMP ADVISORY BOARD**

**The Council of the Town of Hantsport, in the Province of Nova Scotia, enacts as follows:**

**Short Title:**

1. This By-Law shall be known as and may be cited as the " RCMP Advisory Board By-Law".

**Interpretation:**

2. In this By-Law:

2.1 "Board" means the Hantsport RCMP Advisory Board, a body 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 Town of Hantsport

2.2 "Code of Conduct" means the Code of Conduct for the members of the Board adopted by Council

2.3 "Chief Officer" means the District Commander in the Windsor District RCMP

2.4 "NCO" means the Non-Commissioned Officer in charge of the Hantsport Community office.

2.5 "Minister" means the Minister of Justice

2.6 "RCMP" means the Royal Canadian Mounted Police.

**3. Membership**

3.1 The Board shall be composed of five members:

(a) Two members of Council appointed by Council

(b) Two members appointed by Council who are neither members of Council nor employees of the Town of Hantsport, and

(c) One member appointed by the Minister

(d) The CAO must receive notice of the meetings and is entitled to attend but does not have a vote.

3.2 A Chair and Vice-Chair shall be chosen by the members of the Board at the

first meeting in each year.

3.3 Each member of the Board shall take an oath of office, or affirmation, as prescribed by regulation and adhere to the Code of Conduct.

3.4 Where a member of the Board is unable to carry out the duties as a member of the Board by reason of illness, absence or any other reason, the person or 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 stead of the absent member.

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

3.6 A member of the Board may be dismissed by:

- (a) The minister, if the Minister appointed the member; or
- (b) Resolution of Council, if Council appointed the member.

3.7 Members other than the ex officio members and Councilors, may serve for no more than three consecutive years, but may be reappointed after an absence of at least one year.

#### **4. Member Selection**

4.1 Council shall follow the following procedure in appointing a Board member:

- (a) Advertise the vacancy;
- (b) Solicit applications for the vacancy;
- (c) Establish a panel to review applications; and.
- (d) Submit each application to the panel for review.

4.2 A person must demonstrate all of the following qualifications, to the satisfaction of Council: to be a candidate for appointment as a member of the Board:

- (a) Residence in the Town of Hantsport
- (b) Knowledge of community issues;
- (c) A good character
- (d) The skills and abilities to make the commitment of time and effort required to carry out board responsibilities

4.3 A person must consent to criminal and background checks to be a candidate for appointment as a member of the Board

4.4 No person shall be appointed as a member of the Board if criminal and background checks show that the person has been convicted of any criminal offence or has been or is the subject of a disciplinary proceeding in any jurisdiction that, in the opinion of Council, would reasonably be expected to have a negative impact on their acting as a Board member or on the Board generally.

## **5. Meetings**

5.1 Regular meetings of the Board shall be held at the Council Chambers on the second Thursday of each of the months of January, April, July and October of each year, commencing at 1800 hours or at such other time or place as the Board shall determine, provided that there shall be at least one such meeting every three months.

5.2 Board meetings shall be open to the public, except as to all matters relating to discipline, personnel conduct, contract negotiations and security of police operations which may be conducted in private.

5.3 The Non-Commissioned Officer in charge of the Hantsport Community Office or the Chief Officer shall attend all meetings of the Board.

5.4 A majority of the voting members of the Board shall constitute a quorum.

5.5 The Chief Administrative Officer of the Town or his or her designate shall be the non-voting secretary of the Board.

## **6. Responsibilities of Members:**

The role of a member of the Board includes the following responsibilities subject to the police contract or 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 police;
- (f) Recommend policies, administrative and organizational direction for the effective management of the police department; and
- (g) Review with the chief officer, or the chief officer's designate, information provided by the chief officer respecting complaints and internal discipline.
- (h) On behalf of the Board, the Board Chair may, in accordance with an agreement made pursuant to clause 36(1)(b) of the Police Act, give advice in writing to the Chief Officer, but not to other members of the police department and, for greater certainty, no other member of the board shall give advice or direction to a member of the police department.

- (i) To provide annually to Council and the NCO an evaluation of the policing services within the Town with reference to the Policing Goals and Objectives as stated.

## **7. Role of Board Chair**

The role of a Chair of a Board includes the following responsibilities:

- (a) To preside over the Board and to manage, organize, set agendas for and attend meetings, ensuring that all policies developed by the Board are appropriately implemented;
- (b) To develop an operations and policy manual that will assist in the orientation of new appointees and direct acting Board members regarding their roles and responsibilities;
- (c) To ensure that Board members are informed of matters within the Board's jurisdiction;
- (d) To act as the sole spokesperson for the Board;
- (e) In conjunction with Board members and in consultation with the CAO of the Town of Hantsport, to evaluate the performance of the Chief Officer on a yearly basis.

## **8. Code of Conduct for Board members**

8.1 Council may adopt and amend by policy a Code of conduct for the members of the Board.

8.2 The Chair or the majority of the Board may determine that a Board member has breached the Code of Conduct for Board members

8.3 The Board shall record any breach of the code of Conduct by a member of the Board in the Board's minutes.

8.4 On determining that a Board member has breached the Code of Conduct for Board members, the Board may take one or more of the following actions:

- (a) Issue a reprimand to the Board member;
- (b) Order a period of suspension for the Board member;
- (c) Recommend to the Minister or the council that the Board member be dismissed under subsection 57(7) of the Police Act.

## **9. Member Complaint**

Any public or internal complaint respecting a member of the RCMP assigned to the Hantsport Community Office including the Non-Commissioned Officer in charge shall be dealt with only as prescribed by the RCMP.

## **10. Expenditures and Credit**

10.1 Neither the Board nor any member of the Board has any power to authorize any expenditure to be charged to the Town or to pledge the credit of the Town for any member.

10.2 Each member of the Board is entitled to reimbursement of expenses actually incurred when attending Board business or for attending meetings.

**11. Repeal**

All former Policing By-Laws and amendments of the Town of Hantsport are hereby repealed.

I, Jeffrey A. Lawrence, Chief Administrative Officer for the Town of Hantsport, do hereby certify that the foregoing is a true copy of a by-law duly passed at a duly called meeting of the Town Council of the Town of Hantsport and held on the     day of

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Town this     day of

JEFFREY A. LAWRENCE Chief Administrative Officer