



## **RCMP – Police Advisory Committee Terms of Reference**

The Municipality of the County of Richmond (hereafter “the Municipality”) has established a Police Advisory Committee in accordance to the Section 57 of the Police Act of Nova Scotia. The Act specifically states, “A municipality receiving policing services in whole or in part from the Royal Canadian Mounted Police or the Provincial Police shall establish a police advisory board”.

The following is the terms of reference for the RCMP – Police Advisory Committee for the Municipality of the County of Richmond.

### **Goals**

To assist the Municipality in an effort to:

- To ensure the delivery of police services meets the needs of the Municipality and to assure Municipal Council the police services are administered in a safe, cost effective manner;
- Provide advice to council in relation to the effective delivery of police protection, emergency readiness and overall crime prevention methodology.

### **Mandate**

The mandate of the RCMP – Police Advisory Committee is to:

- Advise Municipal Council respecting the “state and readiness of police services” in Richmond County;
- Take other steps consistent with these terms that the committee reasonably deems necessary to carry out its mandate; and,

The duties assigned to the Committee shall only be carried out by the Committee.

### **Membership**

Membership is in accordance with Section 57 of the Act which indicates an advisory board consists of five or seven members.

- A five-member advisory board consists of;
  - (a) two members of council appointed by resolution of the council;
  - (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
  - (c) one member appointed by the Minister.

- A seven-member advisory board consists of;
  - (a) three members of council appointed by resolution of the council;
  - (b) three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
  - (c) one member appointed by the Minister.
- The Council shall appoint members of the RCMP – Police Advisory Committee by resolution.
- The term for Council members shall be four years. The Council member terms coincide with municipal elections.
- The Municipality's Chief Administrative Officer will be an ex-officio member;
- The RCMP Detachment CO will be an ex-officio member;
- Members-at-Large are appointed on a four year term (coinciding with municipal elections). Members may be renewed for a further four year term, but shall not exceed two consecutive terms. These committee members' terms may be adjusted/reduced based on decisions of Council due to re-organization of committees, elimination or amalgamation of committees. Members affected by these changes will be given a 30-day written notice of adjustment.

### **Specific Roles and Responsibilities**

- The function of the RCMP - 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 shall not exercise any jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police. Sec. 68(1)
- The Committee will meet and discuss current issues, trends and policing matters that have an impact on all communities within the Municipality of Richmond County.
- Current issues and concerns will be discussed with a view towards remedial action as it pertains to community harmony, quality of life and police presence in communities.

### **Committee Meetings**

- The Chairperson, when deemed necessary, may change meeting times.
- The Chairperson, may convene additional meetings as deemed necessary.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to the Chairperson at least one week in advance of meetings.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

## **Conflict of Interest**

Committee Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

- A Committee member is in a conflict of interest when he or she exercises power, influence, duty or function that provides an opportunity to further his or her private interests or those of his or her relatives or friends or to improperly further another person's private interests.
- No Committee member shall make a decision or participate in making a decision related to the exercise of power, influence, duty or function if the Committee member knows or reasonably should know that, in the making of the decision, he or she would be in a conflict of interest.
- No Committee member shall use his or her position to seek to influence a decision of another person so as to further the committee member's private interests or those of the committee member's relatives or friends or to improperly further another person's private interests.
- No Committee member shall allow himself or herself to be influenced in the exercise of duty or function by plans for, or offers of monetary value or employment.
- No Committee member or member of his or her family shall accept any gift or other advantage that might reasonably be seen to have been given to influence the committee member in the exercise of duty or function.

## **Confidentiality**

- During the incumbent's tenure as a member of the RCMP/Police Advisory Committee certain information of a confidential nature may be disclosed. As such, Committee members may gain knowledge of, or have access to, information relating to the business and affairs of Policing Services in Richmond County.
- Identified confidential information, regardless of the form in which it is recorded, transmitted, observed or expressed, or to which it may be converted or transcribed, shall remain strictly confidential and shall not be revealed to any person or entity, or use any Information at any time, except as expressly directed by the Committee.
- Each member-at-large and provincial representative will be required to sign a Confidentiality Agreement upon commencement of the term.