

<p style="text-align: center;">MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p>	<p style="text-align: center;">POLICY 123</p>
<p>ADVISORY COMMITTEES & BOARDS</p>	<p style="text-align: center;">Annapolis County Police Advisory Board</p>

1. GENERAL

This policy is referred to as the “**Police Advisory Board Policy.**”

2. AUTHORITY FOR POLICY

Sub-section 23(1)(c) of the *Municipal Government Act* states that council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds.

Sub-section 57(1) of the *Police Act* states that a municipality receiving policing services in whole or in part from the Royal Canadian Mounted Police shall establish a police advisory board. Sections 57-68 describe the composition, conduct, functions and responsibilities of the board.

3. DEFINITIONS

Terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

4. COMPOSITION AND MEMBERSHIP

In accordance with the *Police Act*, the advisory board shall consist of five members:

- Two members of council appointed by resolution;
- Two members appointed by council who are not council members or employees;
- One member appointed by the Minister of Justice.

All members, including councillors, will undergo criminal records check at the beginning of their term and prior to sitting on the Police Advisory Board.

If a member appointed by council is unable to carry out their duties by reason of illness, absence or other reason, council may appoint another person to be a member of the advisory board in their place.

5. QUORUM

A quorum for the board shall consist of a majority of the members appointed to the board at the time of each meeting.

6. MEETINGS

The board shall meet at least every three (3) months at such time and place as directed by the chairperson, or board at a preceding meeting, by providing notice of all such meetings to all board members at least five (5) business days in advance of the meeting. This five-day notice provision does not apply to re-scheduled meetings due to weather,

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ADVISORY COMMITTEES & BOARDS	Annapolis County Police Advisory Board

lack of a quorum at a meeting, or another deemed emergency need for a meeting by the chairperson.

All approved meeting minutes, and records of the board shall be open to the public except as expressly prohibited by law, or not yet approved by the board.

Meetings shall be open to the public, but all matters relating to discipline, personnel conduct, contract negotiations and security of police operations may be conducted in private. (in accordance with *Police Act*)

The Chief Administrative Officer of the County and the Chief Officer for Annapolis County District RCMP shall receive notice of the meetings of the board and are entitled to attend but not entitled to vote.

8. FUNCTION AND RESPONSIBILITIES

The function 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. The Board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

Specifically, the Police Advisory Board shall:

- 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 department;
- 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 com- plaints and internal discipline.

