

RCMP Advisory Board Requirements - *Nova Scotia Police Act (2004)*



Section 1: Decision to create an RCMP Advisory Board pursuant to the *Act*.

- Once a Council has made a resolution to create an RCMP Advisory Board pursuant to the *Nova Scotia Police Act (2004)*, Council should convey the decision to the Minister of Justice via correspondence. The correspondence should indicate the date and time of the Council meeting and include the wording of the resolution. The letter should be cc'd to Lisa Jackson, RCMP Client Services, 3139 Oxford Street Halifax, B3J 3E1.**

Section 2: Obligations for composition of the Advisory Board

- Two (2) or three (3) members of Council, appointed by resolution of Council. The number of council members must be the same as the amount of laypersons appointed by Council.**
- Two (2) or three (3) persons from the community, appointed by Council. The laypersons cannot be employees of the municipality nor can they be members of Council.**
- One (1) member appointed by the Minister of Justice. This is the responsibility of the Agencies, Boards and Commissions Division of Provincial Government.**
- The municipality must advertise for vacancies and applications must be solicited for positions on the Board.**
- An interview panel must be established by Council. The applicant must be required to go through a screening process, including an interview conducted by the panel.**
- Each applicant must be notified of the outcome of the selection process.**
- Council must consider each applicant's education and work experience.**

- A candidate must demonstrate all of the following qualifications to the satisfaction of Council:**
 - residence in the municipality served by the board, or considerable interest in serving on the advisory board;*
 - considerable knowledge of community issues and an understanding of policing values and governance*
 - a good character*
 - willingness to make the commitment of time and effort required to carry out advisory board responsibilities*

- A person for appointment as an advisory board member must consent to criminal and background checks.** *These checks will be completed by the local detachment commander. A person must not be appointed if criminal and background checks show that the person has been convicted of any criminal offence or has been 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 an Advisory Board member or on the Advisory Board generally.*

- The Board members must take an oath of office or affirmation.**

- The Board members must adhere to the 'Code of Conduct' as prescribed by regulations and each member should be provided with a copy when appointed to the Board.**

- A copy of the Nova Scotia Police Act (2004) and regulations should be provided to each member of the Board.**

Section 3: Business of the Board

- A chair and vice-chair of the Advisory Board shall be chosen by the members of the Advisory Board at the first meeting in each year.** *The chair and vice-chair must be selected by resolution of the Board.*

- The Advisory Board must hold a meeting at least every three months.**

- The Detachment Commander and CAO must receive notice of the meetings.** *A meeting cannot be held without representation from the detachment commander or his/her designate.*

- A majority of the members constitutes a quorum.** *The Detachment Commander and the CAO cannot vote.*

- Meetings of the Advisory Board are open to the public.** *All matters relating to contract negotiations and security of police operations may be conducted in private.*
- With the approval of the Minister, the Council, by-by-law, may prescribe for the additional or specific roles and responsibilities of an Advisory Board and the rules and regulations governing proceedings of an Advisory Board and the Advisory Board has jurisdiction over matters so delegated to it.** *If the Board wishes to have representation from certain groups: ie, seniors, aboriginal, visible minority representation, they may do so by creating this by-law for additional members. This could also include a representative from a local university or high school. These members, however, are not entitled to vote, but can provide valuable input into discussions.*

Section 4: Function of the Board

- The function of the Board is to provide advice to Council relating to the enforcement of law, the maintenance of law and the prevention of crime in the municipality.** *The Board does not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the RCMP.*
- The Board sets priorities objectives and goals along with the Detachment Commander. The Board ensures programs and strategies are set in place by the Commander to reach the goals; ensures community needs and values are reflected in the policing priorities; and act as a conduit between the community and the police.** *The Board has the ability to set the priorities, evaluate and be provided information regarding the status and outcome of priorities by the Commander. The Commander is solely responsible for designing and implementing the strategies to reach the priorities, however this does not mean the Board cannot have discussion with regard to the process. These priorities are not to be approved by Council in order to move forward. The Board will vote and make the decisions regarding the priorities during the priority setting exercise.*

Section 5: Joint Boards

- Where two (2) or more municipalities decide to enter into a Joint Board, the composition will be:
 - two (2) members from each municipal council appointed by resolution of council
 - two members from each municipality who are not employees of the municipality nor members of council
 - one member appointed by the Minister of Justice