

**JOINT POLICE ADVISORY COMMITTEE AGENDA**

June 6, 2019 @ 5:15 pm

Municipal Administration Centre, 285 Beech Hill Rd  
Multi-Purpose Room

- 1) Call to Order – Chair, Deputy Warden Hughie Stewart
- 2) Approval of Agenda
- 3) Approval of March 7, 2019 Police Advisory Committee Minutes
- 4) Business Arising from the Minutes
- 5) RCMP Quarterly Report
- 6) Additions to the Agenda
- 7) Police Resource Levels
- 8) Annual Performance Plan (AAP) Initiatives for 2019/2020
- 9) Concerns RE: Speeding on Rte 337 at Antigonish Landing area
- 10) RCMP Members on Walk Patrol in Town
- 11) Updated Terms of Reference
- 12) Roundtable
- 13) Adjournment

## **RCMP Advisory Board**

**Date:** March 7, 2019

**Time:** 5:15 PM

**Location:** Town of Antigonish, Town Hall (274 Main St.)

### **Present**

- Jack MacPherson, Town Councillor
- Acting Staff Sgt. Warren McBeath
- Steve Scannell, Director of Community Development
- Glenn Horne, Clerk Treasurer
- Vaughan Chisholm, County Councillor
- Diane Roberts, Town Councillor
- Matt Whitehead, Provincial Appointee
- Carl MacAdam, Member at Large
- Russel Nichols, Member at Large
- Judy Julian, Councillor, Paqtn'kek First Nation

### **Guests**

- Gerard MacNeil, Antigonish Crime Stoppers
- Jamie Duggan, Crime stoppers
- Susan MacAskill, MADD Canada
- Travis DeCoste, Crime Prevention
- Kelly Lynne Stafford, Crime Prevention

### **Absent with Regrets**

- Fred Bell, Member at Large
- Jeff Lawrence, Chief Administrative Officer, Town of Antigonish
- Mayor Laurie Boucher, Town of Antigonish
- Hughie Stewart, Deputy Clerk for County

### **Minutes**

#### **1. Call to Order**

Town Councillor Jack MacPherson called the meeting to order at 5:15 PM.

Roundtable introductions were held for Councillor Julian.

#### **2. Approval to the Agenda**

Mr. Scannell added Terms of Reference of the Committee to the agenda. It was moved and seconded.

#### **3. Approval of Minutes**

Councillor MacPherson noted the location of the next meeting was misstated. The Minutes were approved, as amended.

#### **4. Business Arising from the Minutes**

No concerns were brought forward regarding business from the minutes.

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## 5. Presentation

### a. Crime Stoppers

Gerard explained the operation of Crime Stoppers. He noted that the calls are made anonymously. He advised that no personal information should be given out over the tip line, as the goal is to remain anonymous. He explained the process and tips for making a call, and noted that tips can earn a cash award an amount of \$50 to \$2,000 for calls that lead to arrests, as determined by volunteers. Most of the tips are drug-related. Councillor Roberts questioned the amount of money given out, and Gerard noted that there is a significant amount being provided to callers. Councillor Chisholm asked about how the caller can collect their money, and Gerard explained that you get a number and color and call back to arrange a meeting to exchange the money. He was explained that call numbers have been increasing over the years. Different cases were highlighted related to the calls made. Materials related to the promotion of the call line, as well as information to help address human trafficking and sex crimes. Membership inquiries can be made to 902-783-2839.

### b. MADD – Regional Manager

Ms. MacAskill explained that the mission of MADD is to stop impaired driving and support victims of the crime. This is done by raising awareness, education, and public policy advocacy. As well, they support those who have experienced or been victimized by the crime of impaired driving. Despite all the efforts, she explained, it remains a leading cause of criminal death in Canada. She explained that Antigonish Chapter has been active for 15 years, started by the RCMP in Antigonish. Our local chapter is involved in education and awareness, and concern about culture of alcohol and drugs. She highlighted the significant activities of MADD, which include the red ribbon campaign and Campaign 911, created to help people make calls about potential impaired driving cases which has had a significant impact. A video was played to highlight the work MADD Canada undertakes, and local promotional and awareness events were shared. Brief discussion occurred on mandatory screening, although it was explained that not enough data is present to determine the success of the legislative change.

### c. Crime Prevention

Mr. DeCoste shared the mission of the organization which is to reduce community crime in conjunction with groups of similar aims, and Ms. Stafford explained the organizational structure of the organization. Mr. DeCoste provided an overview of the Senior Safety Program, and shared information on the funding for the organization. Mr. DeCoste also shared fund-raising activities of the organization. Ms. Stafford explained the partnerships the organization has within the community, and shared local community programming. Mr. DeCoste explained the senior safety activities, and intergenerational programming. Vial of Life materials were shared, and explained. Statistics were shared on calls and meetings of the senior safety coordinator. The presenters encouraged everyone around the table to help direct people in need to their organization to find assistance. Questions from the Board focused on the vial of life program.

**d. Terms of Reference**

Discussion focused on the recent resignation of a member, and it was noted that there is a requirement to amend the terms of reference to address the consequences for members who miss consecutive meetings. It was agreed that the Terms of Reference be amended to 3 consecutive meetings, after which a member will be removed, but that requirement be cross-referenced with the Municipal Government Act and the Police Act. It was also agreed that the Town advertise to fill the vacancy as the resignation came from a Town Member at Large.

Mr. Horne left the meeting at 6:23pm

**6. RCMP Quarterly Report**

Sgt McBeath explained that statistics have remained relatively stable, and February has been a relatively quiet month. There were no questions regarding the report provided. Sgt. McBeath noted that most of the traffic collisions are accidents in parking lots. Upcoming events and human resource matters were also discussed. It was moved and seconded that the report be accepted.

**7. Adjournment**

Prior to adjournment, it was discussed that the representative from Paqtn'kek be invited to future meetings.

On motion of Councillor MacPherson the meeting was adjourned at 6:27PM.

The next meeting will be held June 6, 2019, at the County Municipal Office.

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>Topic: Joint Police Advisory Board</b>	<b>Date Approved: September 2017</b>
<b>Item: Terms of Reference</b>	<b>Amendments: Drafted</b>

**Introduction**

The Antigonish Town and County Police Advisory Board (the Board) is hereby established pursuant to Section 57, subsection 5A, of the Police Act.

**1. Function**

The function of the Board is to provide advice to Municipal and Town councils in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipalities.

**2. Mandate**

Subject to the policing agreement, the purpose of the Board is to:

- determine, in consultation with the chief officer or the chief officer’s designate, priorities, objectives and goals respecting police services in the community;
- ensure the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
- ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
- ensure that police services are delivered in a manner consistent with community values, needs and expectations;
- act as a conduit between the community and the police department;
- recommend policies, administrative and organizational direction for the effective management of the police department; and
- review with the chief officer or the chief officer’s designate information provided by the chief officer respecting complaints and internal discipline.

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

**3. Membership**

Voting members of the Board shall include:

- two(2) members of Municipal Council appointed by resolution of the council;
- two(2) members of Town Council appointed by resolution of the council;
- two (2) members appointed by resolution of the Municipal council who are neither members of council nor employees of the municipality;
- two (2) members appointed by resolution of the Town Council who are neither members of council nor employees of the Town; and
- one member appointed by the Minister of Justice

Other non-voting members of the Committee include:

- the Antigonish RCMP District Commander and NOC,
- the Municipal Clerk Treasurer of the Municipality of the County of Antigonish or their designate, and
- the Chief Administrative Officer of the Town of Antigonish or their designate.

The term for members shall be four years, or until the next municipal election after being appointed. Members may be re-appointed to the Board.

The selection process and qualifications for public members of the Board are outlined in Appendix A.

Each member of the Board shall take an oath of office or affirmation as prescribed by regulation (please see Appendix B) and adhere to a code of conduct prescribed by the regulations (please see Appendix C).

### **3. Co-Chairs**

A member from both Municipal and Town Council appointed to the Board shall be designated by that council as a Co-Chair. The term for Co-Chairs shall be four years, or until the next municipal election after being appointed.

The meeting chair shall rotate between the Co-Chairs on a one-for-one basis. Only one Co-Chair shall chair a meeting. If a meeting chair must relinquish the chair, the other Co-Chair will chair.

### **4. Meetings**

The Committee will meet on a quarterly basis, on the first Thursday of January, March, June and September at 5:30pm.

- Meeting times may be changed when appropriate by the Chairperson in consultation with the Municipal Clerk Treasurer and Town CAO.
- The Chairperson may convene additional meetings as deemed necessary in consultation with the Municipal Clerk Treasurer and the Town CAO.
- Meetings may be cancelled by the Chairperson in consultation with the Municipal Clerk Treasurer and Town CAO when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total numbers of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions **to the agenda** will be permitted at the beginning of a meeting unless unanimously accepted.

### **7. Role and Responsibility of Municipal & Town Staff**

Staff representatives from the Municipality of the County of Antigonish and the Town of Antigonish shall provide administrative and research support to the Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports.

Meeting hosts shall rotate between the municipalities on a one-for-one basis, in coordination with the chair. The municipality hosting the meeting is responsible to prepare meeting materials and record the minutes.

Staff of each municipal unit will maintain a copy of all official records pertaining to the committee within their organization in accordance with their records management policy.

### **8. Reporting and Communication**

Meetings of the Committee are open to the public unless deemed to fall within Section 65 of the Police Act, relating to discipline, personnel conduct, contract negotiations and security of police operations.

A meeting report including the meeting agenda and any forthcoming recommendations shall be presented to both councils at their next regular meetings.

Approved motions of the committee shall constitute recommendations to both the Councils of the Municipality of the County of Antigonish and the Town of Antigonish.

### **9. Conflict of Interest**

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.

### **10. Amendments**

The Committee may recommend amendments to these terms of reference to each of the participating councils. Municipal and Town councils must both approve of any amendment.

## **APPENDIX A – ADVISORY BOARD MEMBER SELECTION & QUALIFICATIONS**

### **Advisory board member selection process**

**1)** The selection process used by a council in appointing an advisory board member to a vacancy on the advisory board, except an advisory board member appointed by the Minister under clause 57(3)(c) of the **Police Act**, must include all of the following:

- a) the advisory board vacancy must be advertised and applications must be solicited for the vacancy;
- b) an applicant must be required to go through a screening process, including an interview, conducted by a panel established by the council;
- c) each applicant must be notified of the outcome of the selection process.

**(2)** In the process of selecting an advisory board member, the council must consider each candidate's education and work experience.

### **Advisory board member qualifications**

**(1)** To be a candidate for appointment as an advisory board member under Section 82 of **Police Regulations, which can be found in section 97(1) of the Police Act**, a person must demonstrate all the following qualifications to the satisfaction of the council:

- a) residence in the municipality served by the board, or considerable interest in serving on the advisory board;
- b) considerable knowledge of community issues and an understanding of policing values and governance;
- c) a good character;
- d) willingness to make the commitment of time and effort required to carry out advisory board responsibilities.

**(2)** To be a candidate for appointment as an advisory board member under Section 82, a person must consent to criminal and background checks.

**(3)** A person must not be appointed as an advisory board member 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 the council, would reasonably be expected to have a negative impact on their acting as an advisory board member or on the advisory board generally.

**APPENDIX B – OATH OF OFFICE OR AFFIRMATION**

**Oath of Office for Member of Nova Scotia Police Review Board,  
Municipal Board of Police Commissioners or Police Advisory Board**  
Section 73 of the *Police Regulations*

I, \_\_\_\_\_, of \_\_\_\_\_, in the County of Antigonish, swear/affirm that I will faithfully, diligently and impartially execute and perform the duties required of me as a member of the Antigonish Joint Town & County Police Advisory Board, and while I continue to hold office I will, to the best of my judgement, skill, knowledge, and ability, carry out, discharge and perform all the duties of my office faithfully, impartially and according to the *Police Act* or any other Act and any regulation rule or by-law, and will not, except in the discharge of my duties, disclose to any person any matter or evidence brought before the Antigonish Joint Town & County Police Advisory Board, so help me God / I so affirm.

Sworn to/Affirmed at )  
in the County of )  
Province of Nova Scotia, on )  
\_\_\_\_\_, 20\_\_\_\_, )  
before me, )  
)  
) \_\_\_\_\_ )  
A Commissioner of Oaths in and for  
the Province of Nova Scotia

## **APPENDIX C – CODE OF CONDUCT**

- (1) An advisory board member must do all of the following:
- a) uphold the letter and spirit of the code of conduct set out in this Section and discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the advisory board;
  - b) unless they have a reasonable excuse, attend every advisory board meeting;
    - i. if a person misses three consecutive meetings without leave from the board, they cease to be a member, according to Section 25 of the Municipal Government Act (MGA). This does not apply to a member who is absent for fifty-two or fewer weeks due to parental accommodation during pregnancy or within the year following birth or adoption;
    - ii. if a person is unable to fulfill their duties as a member of the board due to illness, absence or any other reason, the person or body that made the appointment, may appoint someone else in place or stead of the absent member, as seen in section 60 of the Police Act;
  - c) not interfere with the police department’s operational decisions and responsibilities or with the day-to-day operation of the police department, including the recruitment and promotion of officers;
  - d) keep confidential any information disclosed or discussed at an advisory board meeting;
  - e) not claim to speak on behalf of the advisory board unless authorized by the chair of the advisory board to do so;
  - f) if publicly disagreeing with a decision of the advisory board, make it clear that they are expressing a personal opinion;
  - g) discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law;
  - h) discharge their duties in a manner that respects the dignity of individuals and is in accordance with the *Human Rights Act* and the [*Canadian*] *Charter of Rights and Freedoms*;
  - i) not use their position inappropriately to advance their interests or the interests of any person or organization with whom or with which they are associated;
  - j) immediately resign from the advisory board if applying for employment with a police department, including employment on contract or on fee for service;
  - k) refrain from engaging in professional or personal conduct that could discredit or compromise the integrity of the advisory board or the police department;
  - l) if their conduct or performance is the subject of investigation or inquiry, temporarily withdraw from all advisory board activities and duties as a member of the advisory board until the completion of the investigation or inquiry.

- (2) If the chair or the majority of the advisory board determines that an advisory board member has breached the code of conduct for advisory board members, the advisory board must record that determination in its minutes.
- (3) On determining that an advisory board member has breached the code of conduct for advisory board members, the advisory board may take one or more of the following actions:
- a) issue a reprimand to the advisory board member;
  - b) order a period of suspension for the advisory board member;
  - c) recommend to the Minister or the council that the [advisory] board member be dismissed under subsection 57(7) of the Act.