



TOWN OF OXFORD
Police Services Review Committee Meeting
Town Hall – Council Chambers and Zoom
Wednesday, July 26, 2022
6:00 PM

AGENDA

1. Call to Order / Welcome and Introductions
2. Selection of Committee Chair
3. Approval of Agenda
4. New Business
 - 4.1 Policing Review Committee Terms of Reference – Review and Discussion
 - 4.2 Council Mandate – Discussion
 - 4.3 Timeframe for review
 - 4.4 Communication process/public engagement
 - 4.5 Committee meeting forum
5. Next Steps
 - 5.1 Organize a presentation to Council of the current policing service from the RCMP
6. Date and time of Next Meeting
7. Adjournment



**Town of Oxford
Police Services Review Committee
Terms of Reference
(Consolidated version June 20, 2022)**

1. Purpose

The purpose of the Police Services Review Committee is to receive and evaluate policing service proposals and provide a report to Town Council outlining the benefits and challenges of those proposals, along with a recommended service provider.

2. Accountability

The Committee will report its discussions to Town Council through formally recorded meeting minutes, and where appropriate, through verbal reports to the Town Council with respect to every major matter considered since the last meeting.

3. Committee Membership

Town Council approves the Terms of Reference for the Committee, including the membership and composition, as well as delegated duties and responsibilities. The Committee Chair is appointed by the Committee.

The Review Committee must have representation from the Department of Justice, the Town's Police Advisory Board, and other members as appointed by Town Council (both voting and/or non-voting).

The Office Assistant shall act as Recording Secretary to the Committee.

4. Meetings

A quorum for any meeting of the Committee will be the majority of the members of the Committee.

Meetings will be held at the call of the Chair or at the request of Town Council.

5. Duties and Responsibilities

In exercising its function, the Committee has a number of key responsibilities as set out below. Subject to the powers and duties as delegated by Town Council, the primary duties and responsibilities of the Committee are:

- Establish in writing the policing needs and expectations of the community, to be provided to all stakeholders. The current level of policing service provisions will not be eroded;
- Inform and maintain contact with the Department of Justice representative/consultant, including notification of all meetings and correspondence between stakeholders;
- Develop a timeframe for the review;
- Determine the forum of Review Committee meetings (public, in-camera);
- Voting privileges (DOJ representative, present service provider, and Town staff are non-voting);
- Communication policy/process to engage and inform the public in the review.

Approved by Town Council

Date: 21 May 2019

Revised: 8 July 2019

Revised: 20 June 2022

Protocol - Review of Policing Services Options

This protocol is provided as a guideline for Municipalities seeking to review options for the provision of policing services within their jurisdiction.

1. Council(s) will pass a resolution to conduct a review of policing options and set the Terms of Reference for the review. The Terms of Reference will set the scope of the review and must include the present service, shared services, amalgamated services, or municipal contracted services.
2. Council(s) will provide a letter to the Minister of Justice with their intent to undertake a review of policing services in their Municipality. In an amalgamated policing model, approval is required from all funding partners and must be included in the correspondence to the Minister of Justice.
3. Council(s) should empower a Review Committee by establishing guidelines for the Committee. The Review Committee should have representation from the Department of Justice, the Board of Police Commissioners or Police Advisory Board as applicable and may include other members as directed by Council(s).
4. Under the *Nova Scotia Police Act*, the Minister of Justice must determine the effectiveness and efficiency of policing in the province of Nova Scotia. All changes to policing models must therefore be approved by the Minister of Justice. The options available to a municipality for the selection of a police service may be found in Section 36 of the *Nova Scotia Police Act* and requires consent of the Minister of Justice.
5. The existing police service must provide a presentation to Council(s) of the current policing service provided in the Municipality.
6. The Review Committee will establish, in writing, the policing needs and expectations of the community(s) prior to any presentation or proposal being made.
7. All policing service proposals will include, but are not limited to, the following:
 - a. description of the strategic approach of the option
 - b. management and financial reporting structure
 - c. Current and future costing (operating and capital) with the number of human resource requirements, based on the work activity analysis
 - d. shift schedule
 - e. description of programs and services that will be offered and any reference to service delivery or resources that could be impacted; and
 - f. process for employment opportunities for current employees of the municipality.

8. RCMP proposals will be in accordance with:
 - a. federal guidelines for new entrants to municipal policing
 - b. the Provincial Police Service Agreement or Municipal Police Services Agreement, whichever is appropriate; and
 - c. cost allocation methodologies as determined by the Department of Justice.
9. During the review period, service providers shall not market, lobby, or solicit support from either the Council(s) or the public, beyond that of their written proposal to the Review Committee.
10. Service option proposals or presentations are not to contain any criticism or remarks on the current service provider, except as to how the proposal will address recognized deficiencies as included in the status quo determination.
11. All proposals will be reviewed and validated by the Review Committee.
12. After evaluation, the Review Committee will provide to Council(s) the recommendations for the future policing options.
13. To proceed with an option, Council(s) will be required to pass a resolution. Certified copies of the resolution, with the accepted proposal, will be forwarded to the Minister of Justice for approval. A resolution for an RCMP policing option will require the approval of both the Minister of Justice and the Federal Minister of Public Safety and Emergency Preparedness.
14. Where the option is an external service provider, a roles and responsibilities document or a signed contract may be established to meet the service expectations of the community(s) and a copy shall be provided to the Minister of Justice.
15. Where the option is an RCMP service provider, the municipality(s) shall establish a Police Advisory Board pursuant to Section 57 of the *Nova Scotia Police Act*.
16. Where the option is to establish a Municipal Police Department, the municipality(s) shall establish a Board of Police Commissioners pursuant to Section 44 of the *Nova Scotia Police Act*.