



Town of Oxford
Police Advisory Board

Notice of Meeting

Date: Tuesday, January 21, 2025

Time: 6:00 pm

Place: Council Chambers

AGENDA

1. Call to Order – Welcome
2. Approval of Agenda
3. Approval of the Minutes – October 15, 2024
4. Business
 - 4.1 Oath of Office
 - 4.2 Code of Conduct
 - 4.3 Election of Chair and Vice-Chair
 - 4.4 RCMP Report – *S/Sgt Andrew Clarke*
 - 4.5 Board Member Issues
 - 4.5.1 – Round Table – *all members*
 - 4.6 Municipal Issues
 - 4.6.1 – Speed signs – capital – recommendation to Council
 - 4.6.2 Round Table – *all members*
 - 4.7 Correspondence
 - 4.8 Date and time for next meeting
5. Adjourn



Minutes of the Police Advisory Board

Place: Council Chambers
Date: Tuesday, October 15, 2024
Chair: Thomas Shears
Members Present: Mike Masters, Councillor Brenton Colborne, and S/Sgt. Andrew Clarke
Regrets: Deputy Mayor Arnold MacDonald, and Myra Thiemann

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO and Stan McDougall – Admin Assistant (recording secretary).

Gallery in attendance: *Nil*

1. Call to Order – Welcome / Regrets Deputy Mayor McDonald and Myra Thiemann

At 6:03 PM, Thomas Shears called the meeting to order and welcomed all who were in attendance and acknowledged regrets from Deputy Mayor MacDonald and Myra Thiemann.

2. Approval of Agenda

Moved and seconded that the agenda of the Police Advisory Board Meeting for Tuesday, October 15, 2024, be approved, as presented.

Motion Carried

3. Approval of the Minutes – April 16, 2024

Approved by _____
Thomas Shears, Chair, on October 15, 2024

4. Business

4.1.1 RCMP Report – S/Sgt Andrew Clarke

S/Sgt. Clarke presented the April 1 to June 30 and the July 1 to September 30, 2024, RCMP report to the Police Advisory Board members.

Moved and seconded that the RCMP report for Jan 1 to Mar 31, 2024, be accepted, as presented.

Motion Carried

4.2 Board Member Issues

4.2.1 – Round Table – all members

Committee members discussed more of a police presence on Little River Road which has aided in curbing some of the speed issues and was a welcomed sight. However, speeding is still a concern in town.

4.3 Municipal Issues

4.3.1 Round Table – all members

Committee members reported that the ATV bylaw is now in effect as of October 10, 2024, and moving forward. Signage is in place and being noticed. It was cautioned that any signage should not be on the same pole as a provincial speed sign.

The Oxford Christmas parade is coming up on November 29, 2024. Committee members discussed the requirement for permits for parades within town limits on trunk roads.

Committee members inquired about the Speed boards discussed in earlier meetings and it was discussed that they are still in review. The grant applied for which will assist with the cost of the speed boards is still in review.

4.4 Correspondence

4.4.1 Email from Gary MacDonald: speeding on Lower Main Street

Committee members reviewed an email from local resident, Gary MacDonald. S/Sgt. Clarke discussed that commercial heavy trucks fall under the Vehicle Compliance department which has been in town frequently. Further, the RCMP can deal with specific detailed speeding issues that are brought forward. S/Sgt. Clarke discussed that direct responses to direct specific questions can be given. More detail is needed to answer several of the points of the email.

Committee members discussed bringing the letter forward to the new council where Gary may be invited along with S/Sgt. Clarke and a representative from the Vehicle Compliance department.

4.5 Date and time for next meeting

The next Police Advisory Board Meeting was tentatively scheduled for Tuesday, January 21, 2025, at 6:00 PM.

5. Adjourn

The meeting adjourned at 6:55 PM

Thomas Shears, Chair

Stan McDougall, Admin Assistant

Date Approved

- (b) set policy guidelines regarding permitted and prohibited off-duty employment;
 - (c) prohibit a member of the police department from engaging in the business of serving civil process documents or in the private investigator or private guard business; and
 - (d) prohibit a member of the police department from being in uniform while engaged in off-duty employment.
- (3) The chief officer shall determine whether employment is extra-duty employment or off-duty employment and whether a particular kind of off-duty employment is permitted or prohibited within the off-duty police policy. *2004, c. 31, s. 56.*

POLICE ADVISORY BOARDS

Establishment and composition of police advisory boards

57 (1) 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.

(2) An advisory board consists of five or seven members.

(3) 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.

(4) 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.

(5) Where two or more municipalities have entered into an agreement pursuant to Section 85 to be policed by the Royal Canadian Mounted Police or the Provincial Police, unless provided otherwise in the agreement, the advisory board consists of

(a) two members from each municipal council appointed by resolution of that council;

(b) two members from each municipality 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.

(6) The chief officer and the chief administrative officer of the municipality must receive notice of the meetings of an advisory board and are entitled to attend such meetings but not to vote.

(7) A member of an advisory board may be dismissed by

(a) the Minister, if the Minister appointed the member; or

(b) resolution of municipal council, if the council appointed the member.

(8) Notwithstanding anything contained in this Section, where the Minister is satisfied that a municipality has established, in conjunction with the Royal Canadian Mounted Police, a system of governance that is equal to or better than the governance provided by an advisory board, the Minister may exempt the municipality from the requirement to appoint an advisory board pursuant to this Section. *2004, c. 31, s. 57.*

Oath of office and code of conduct

58 Each member of an advisory board shall take an oath of office or affirmation as prescribed by regulation and adhere to a code of conduct prescribed by the regulations. *2004, c. 31, s. 58.*

Chair and vice-chair

59 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. *2004, c. 31, s. 59.*

Appointment of person to act in place of absent member

60 Where a member of an advisory board is unable to carry out the duties as a member of the board by reason of illness, absence or any other reason, the person or the body that made the initial appointment may appoint some other person to act as or be a member of the advisory board in the place or stead of the absent member. *2004, c. 31, s. 60.*

Remuneration

61 The council may provide for the payment of a reasonable remuneration to the members of the advisory board who are not members of the council. *2004, c. 31, s. 61.*

No action lies

62 No action or other proceeding for damages shall be instituted against a member of an advisory board for any act done in good faith in the execution or intended execution of the member's duty or for any alleged neglect or default in the execution in good faith of that duty. *2004, c. 31, s. 62.*

Meetings

63 The advisory board must hold a board meeting at least every three months. *2004, c. 31, s. 63.*

Quorum

64 A majority of the members of the advisory board constitutes a quorum. *2004, c. 31, s. 64.*

Public and private meetings

65 Meetings of the advisory board are open to the public, but all matters relating to discipline, personnel conduct, contract negotiations and security of police operations may be conducted in private. *2004, c. 31, s. 65.*

Advisory board may give advice or direction to chief officer

66 On behalf of the advisory board, the board chair or the chair's delegate may, in accordance with an agreement made pursuant to clause 36(1)(b), give advice in writing to the chief officer, but not to other members of the police department and, for greater certainty, no other member of the board shall give advice or direction to a member of the police department. *2004, c. 31, s. 66.*

Training of advisory board members

67 An advisory board member shall undergo any training that may be provided for members of the board or required by the Minister or by regulation. *2004, c. 31, s. 67*

Function of advisory board

68 (1) The function of an advisory board is to provide advice to the 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 jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

(2) With the approval of the Minister, the council, by by-law, may prescribe

(a) the additional or specific roles and responsibilities of an advisory board; and

(b) the rules and regulations governing proceedings of an advisory board,

and the advisory board has sole jurisdiction over matters so delegated to it.

(3) Without limiting the generality of subsection (1), an advisory board shall, subject to the police contract or policing agreement,

(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 complaints and internal discipline. *2004, c. 31, s. 68.*

POLICE INSIGNIA

Use of insignia

69 (1) No person or organization shall use the uniform, insignia, vehicle markings or other signs or symbols of a police department.

(2) Where the Minister is of the opinion that the uniform, insignia, vehicle markings or other signs or symbols employed by a person or organization are so similar to those used by a police department that the public or a member of the public may be misled, the Minister may, by order in writing, require the person or organization to cease using the uniform, insignia, vehicle markings or other signs or symbols. *2004, c. 31, s. 69.*

COMPLAINTS

"member of a municipal police department" defined

70 In Sections 71 to 83, "member of a municipal police department" means a member of a police department appointed pursuant to subsection 37(4) or 38(1) or an amalgamated police department, by whatever rank or title the person may be designated, who has been sworn in as a peace officer and includes special constables and by-law enforcement officers employed by or appointed at the request of a municipality whose authority as peace officers is limited to duties contained in their appointment. *2004, c. 31, s. 70.*

Referral to chief officer

71 (1) A complaint respecting the police department generally or the conduct of or the performance of a duty of a member of a municipal police department other than the chief officer shall be referred to the chief officer of that police department in accordance with the regulations.

(2) Upon receiving a complaint, the chief officer shall attempt to resolve the matter in an informal manner.

(3) The chief officer may delegate the chief officer's authority to a member of the municipal police department or may ask a member of another police department to investigate the complaint and report on the findings.

(4) The chief officer shall report all complaints to the Complaints Commissioner at the time and in the manner prescribed by regulation. *2004, c. 31, s. 71.*

Report to Review Board or referral to Complaints Commissioner

72 (1) Where a complaint is satisfactorily resolved by the chief officer, a copy of the complaint and a notice of the manner of the final disposition shall be forwarded to the Review Board and the Review

RCMP Advisory Boards

Roles and Responsibilities

Proclaimed January 1, 2006

Authority of the Police Advisory Board Chair

On behalf of the advisory board, the board chair or the chair's delegate may, in accordance with an agreement made pursuant to clause 36(1)(b), give advice in writing to the chief officer, but not to other members of the police department and, for greater certainty, no other member of the board shall give advice or direction to a member of the police department. **Sec. 66**

Training for Police Advisory Boards

An advisory board member shall undergo any training that may be provided for members of the board or required by the Minister or by regulation. **Sec. 67**

Functions

Function of the Police Advisory Board

The function of an 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 jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police. **Sec. 68(1)**

With the approval of the Minister, the council, by by-law, may prescribe

- a the additional or specific roles and responsibilities of an advisory board; and
- b the rules and regulations governing proceedings of an advisory board

and the advisory board has sole jurisdiction over matters so delegated to it. **Sec. 68(2)**

Specific Functions of the Police Advisory Board

Without limiting the generality of subsection (1), an advisory board shall, subject to the police contract or policing agreement

- a determine, in consultation with the chief officer or the chief officer's designate, priorities, objectives and goals respecting police services;
- 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;

An advisory board member must

- 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;
- 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 Charter of Rights and Freedoms (Canada);
- 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.

Sec. 84(1)

References For Police Advisory Board Members

Nova Scotia Police Act

Provincial Policing Service
Agreement (1992)

Municipal Policing Agreement
(1992)

RCMP Act