

## Truro Police Board Terms of Reference

### **Purpose/Objective**

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The purpose of the Truro Police Board is to provide civilian governance, policy oversight and strategic direction to ensure an efficient and effective community based police service.

The Truro Police Service is the link between citizens and the police service helping to establish goals, objectives, and service delivery to meet the needs of our community.

These Terms of Reference are pursuant to the Nova Scotia Police Act.

### **Appointment of Board**

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The Board will consist of seven members, including three members of Council, preferably one Councillor from each ward. Three members will be appointed by resolution of Town Council, who are neither members of Council nor employees of the Town, and one member will be appointed by the Minister.

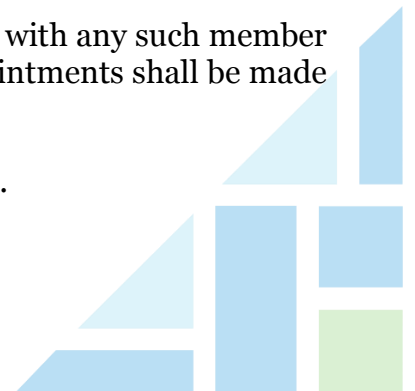
The Board will include one member drawn from the black or visible minority communities.

The Chief Officer and the Chief Administrative Officer of the Town must receive notice of the meetings of the Board and are entitled to attend such meetings but not to vote.

A Chair and Vice Chair of the Board shall be chosen by the members of the Board at the first meeting in each year.

Appointments shall be annually for a period of up to three years with any such member so appointed eligible for one further term of appointment. Appointments shall be made by Council at a regular public meeting.

A quorum consists of the majority of members, or four members.



## **Responsibilities of the Board**

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The function of the Board is to provide:

- a) Civilian governance on behalf of the Council in relation to the enforcement of law, the maintenance of law and the prevention of crime in the municipality; and
- b) The administrative direction, organization and policy required to maintain an adequate, effective and efficient police department.

But the Board shall not exercise jurisdiction relating to:

- c) Complaints, discipline or personnel conduct except in respect of the Chief Officer of the municipal police department;
- d) A specific prosecution or investigation; or
- e) The actual day to day direction of the police department.

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

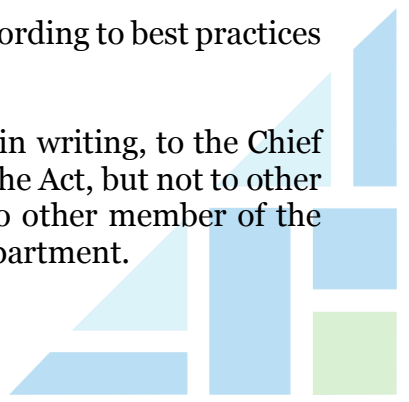
- a) The additional or more specific roles and responsibilities of the Board; and
- b) The rules and regulations governing proceedings of the Board,

And the Board has sole jurisdiction over the matters so delegated to it.

The Board shall:

- a) Determine, in consultation with the Chief Officer, 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 service providers;
- f) Recommend policies, administrative and organizational direction for the effective management of the police department;
- g) Review with the Chief Officer information provided by the Chief Officer respecting complaints and internal discipline;
- h) Ensure a strategic plan and business plan is in place; and
- i) Ensure the department is managed by the Chief Officer according to best practices and operates effectively and efficiently.

The Chair, on behalf of the Board, may give advice or direction, in writing, to the Chief Officer on any matter within the jurisdiction of the Board under the Act, 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.



The Board shall annually cause the Chief Officer to prepare a budget for the police department. The Board shall ensure that the budget prepared is consistent with those matters referred to in subsection 55(3) of the Police Act. The prepared budget shall be submitted to Town Council by the Board for approval.

The members of the Board shall undergo any training that may be provided for members or required by the Minister or by the regulations.

### **Accountability**

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A member of the Board may be dismissed by the Minister if the Minister appointed the member, or by resolution of Town Council, if the Council appointed the member.

Each member of the Board shall take an oath of office or affirmation as prescribed by regulation and adhere to a code of conduct prescribed by regulation.

Where a member is unable to carry out the member's duties 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 Board in place or stead of the absent member.

No action or other proceeding for damages shall be instituted against a member of the 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.

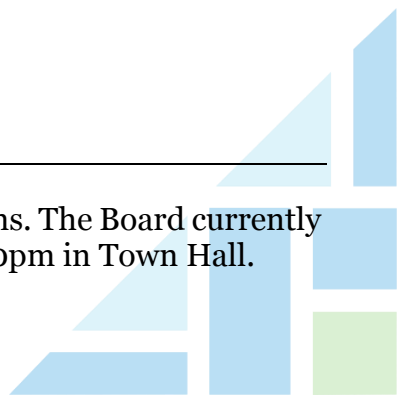
The Board may contract and may sue and be sued in its own name, and the members of the Board are no personally liable under any contract made by the Board.

Council may provide for the payment of a reasonable remuneration to the members of the Board who are not members of Council.

### **Board Meetings**

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The Board is required to hold a meeting at least every three months. The Board currently meets monthly, on the second Wednesday of every month at 5:00pm in Town Hall.





Meetings 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 and, where the matter relates to a complaint against or the discipline of the Chief Officer, the Chair may request that the Chief not attend and the Chief shall not attend.

### **Additional Information**

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For additional information on the Truro Police Board, please contact the Executive Assistant at 902-893-6076 or via email at [asmees@truro.ca](mailto:asmees@truro.ca).

