



COMMITTEE OF THE WHOLE MEETING **AGENDA**
Thursday March 14th, 2024 @ 7:00 pm
Council Chambers, Stewiacke, NS

Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

1. Call to Order
2. Attendance
3. Approval of / Changes to Agenda
4. Disclosure of Interest on Agenda Items
5. Approval of Minutes
2024 02 08 Committee of the Whole
6. Announcements
7. Presentations
 - a.
8. Written Petitions and Correspondence
 - a. Letter from Province – Coastal Protection Act
 - b. Province of NS – Age Friendly Communities Program
9. Business
 - a. Hiring Committee report
 - b. WSP Phase 4 Water Report
 - c. Chamber of Commerce sponsorship
 - d. Returning Officer Update
 - e. New Police Advisory Board
 - f. Voting method for October elections
 - g. Atlantic Mayors' Congress
 - h. SPCA – contract renewal
 - i. Rentals to non-profits
10. By-laws and Policies
11. Citizen Comments



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12. Mayor Report
13. Councillors' Reports
14. CAO Report
15. In-Camera Session
 - a. Litigation
 - b. Contract Negotiations
16. Notice of Motion and Reconsideration
17. Adjournment



Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people

1. Call to Order

Mayor Lloy called the meeting to order 7:00pm

2. Attendance

PRESENT:

Mayor Lloy

Deputy Mayor Roseanne Chapman

Councillors: Chad Ramsey
Susan Creelman
Pam Osborne

Suzanne Lutz
Rebecca Rogers-Laing

Staff: Kevin Matheson
Erin Richard

REGRETS / ABSENT:

3. Approval of / Changes to Agenda

On the motion of Councillor Osborne and Rogers-Laing:

I so move to approve the agenda as presented for February 8th, 2024 – Committee of the Whole Meeting

MOTION CARRIED

4. Disclosure of Interest on Agenda Items

NIL

5. Approval of Minutes from Previous Meeting(s)

On the motion of Councillor Osborne and Deputy Mayor Chapman:

I so move to approve the Minutes as presented for January 11th, 2024 – Committee of the Whole Meeting

MOTION CARRIED

6. Announcements / Proclamations

NIL

7. Presentations

- a. Community Transit – David Upton
- b. YMCA Nova Scotia Works – Valerie Manuel



Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people

8. Written Petitions and Correspondence

NIL

9. Business

- a. Tax Sale Update
Report received for information purposes.

- b. Loan Guarantee – Stewiacke Fire Department

On the motion of Councillor Osborne and Deputy Mayor Chapman:

I so move the Committee of the Whole recommend that Town Council approve in principle to guarantee a loan for the Stewiacke and District Volunteer Fire Department in an amount not to exceed \$700,000 for the purpose of acquiring a new rescue truck.

MOTION CARRIED

- c. Hiring Committee Report
Verbal update provided.

- d. Budget Preparation Dates
Confirming budget meeting dates.

- e. Hiring Committee Mandate
Discussion on clarification of committee's role.

10. By-laws and Policies

NIL

11. Citizen Comments

NIL

12. Mayor Report

See attached.



Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people

13. Councillors Reports

See attached.

14. In-Camera Session

NIL

15. Notice of Motion and Reconsideration

NIL

16. Adjournment

Adjournment called at 7:48pm.

Read and approved this _____ day of _____, 2024

Mayor

CAO

Mayors Report February 8, 2024

January 29: I attended via Zoom the Housing Crisis Conference in Halifax.

February 1: I attended the Business & Tourism Committee meeting.

February 1: Mr. Matheson & I met with the Truro & Colchester Chamber of Commerce.

February 6: I attended the hiring committee meeting with Facet recruitment.

February 7: I chaired the budget discussions with council.

** Thank you to our public works staff for your hard work during the recent storm.

** Weekly briefing with Mr. Matheson continue.

George Lloy

Mayor Town of Stewiacke

Councillor Susan Creelman, report to Committee of Whole February 8 2024-02-08

Thank you to Public Works crew for all the hard work over the past weekend with snow removal from both streets and sidewalks.

I attended seniors music and social at Lifepoint Church – was a great crowd 30+. Well done

Met with the CAO Hire team with our recruiters – FACET.

Regarding the marketing levy implementation and strategic planning. Mark Laughlin and myself have been invited to join the steering committee.

The levy collection is to start in April. The strategic planning process will take approx 12 months. The Committee is trying to include all parts of Colchester region

February 26, 2024

Dear Mayors, Wardens, and Councillors:

Today, February 26, the Government of Nova Scotia announced *The Future of our Coastline: Nova Scotia's plan to protect people, homes, and nature from climate change*.

This plan has 15 actions for property owners, municipalities, and the province to keep coastal homes, communities, and natural areas safer from the impacts of climate change, such as rising sea level and more frequent and intense storms which lead to coastal flooding and erosion. You can read it at novascotia.ca/coastal-plan.

Nova Scotians are a coastal people, and being near the ocean contributes significantly to our quality of life – people want to live by it and enjoy it safely. As the elected representatives of our communities, we all share the same vision – safe, sustainable, healthy, and climate-resilient communities.

Nova Scotians in every part of the province are now experiencing the negative effects of climate change. Last summer's flooding and wildfires were a heartbreaking reminder of that. Our coast is on the front lines of climate change. In response, we are taking action. We are:

- achieving the ambitious targets set out in the *Environmental Goals and Climate Change Reduction Act*,
- providing important climate information to Nova Scotians through the first provincial Climate Risk Assessment developed since 2005,
- making significant progress on achieving the 68 goals in the Climate Change Plan,
- designating new protected areas,
- implementing a new strategy to achieve 20 per cent land and water protection by 2030, and
- introducing a new coastal protection plan that responds to specific concerns related to the impacts of climate change on our coast such as erosion, rising sea levels and coastal flooding.

We developed this plan after listening to Nova Scotians, municipalities, and other stakeholders. We also did thorough and thoughtful analysis of all possible options. It does not involve proclaiming the *Coastal Protection Act*, which was too limiting in that it only applied to new builds.

This plan is broader, more flexible, and comprehensive. It is about empowering coastal property owners to make informed decisions, supporting municipal leadership, and taking provincial action to empower our people and our communities to adapt to the impacts of climate change. It is about giving municipalities, communities and private property owners options, because one size fits all doesn't work.

It is the best and most effective path forward to protect the coast and all homes along it – whether they were built 50 years ago or are being planned for the future.

Municipalities are leaders in climate change adaptation and mitigation, and have been for years. Every day, you are leading the change needed to make sure our communities are climate-resilient. Whether that is installing EV chargers, moving to green energy like wind and solar, greening your municipal fleet, or retrofitting buildings and installing heat pumps, you are helping prepare our province for the future.

As Mayors, Wardens, and Councillors, you are leaders in your communities, and you know them best. At the council table, you navigate difficult decisions regarding land-use planning, zoning, by-laws, policies and permits day-in, day-out. This is why we believe that municipalities are best equipped to take critical action designing and building coastal communities that are safe and resilient to climate change, especially as Nova Scotia is experiencing rapid growth. Your leadership is essential in meeting our goals, and working together we cannot fail.

We know you are working tirelessly to manage many issues and priorities and our aim is that you will see the benefits and embrace the actions in this plan. Our government will support you by:

- investing in more flood line maps for you to use in your zoning and planning work,
- investing in your climate adaptation and mitigation work through funding programs like the Sustainable Communities Challenge Fund and the Community Climate Capacity Program, and
- conducting a province-wide erosion risk assessment, and more.

In the coming months we will continue to thoughtfully engage with municipal leadership through the Nova Scotia Federation of Municipalities, the Association of Municipal Administrators Nova Scotia, and directly with you and your municipality.

By working together, the Province, municipalities and property owners will ensure our coastal communities are designed, planned and built to help protect them from climate change impacts.

With these actions we've set out today, we look forward to continuing to work with you to create thriving, sustainable and resilient communities in Nova Scotia.

Our best regards,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing



Honourable Timothy Halman
Minister of Environment and Climate Change

Additional Resources:

Environmental Goals and Climate Change Reduction

Act: <https://nslegislature.ca/sites/default/files/legc/statutes/environmental%20goals%20and%20climate%20change%20reduction.pdf>

Our Climate, Our Future: Nova Scotia's Climate Change Plan for Clean Growth:

<https://climatechange.novascotia.ca/sites/default/files/uploads/ns-climate-change-plan.pdf>

Weathering What's Ahead: Climate Change Risk and Nova Scotia's Well-being:

<https://climatechange.novascotia.ca/climate-impacts>

More information on the Sustainable Communities Challenge Fund is available at:

<https://nschallengefund.ca/>

More information on Community Climate Capacity Program is available at

<https://cleanfoundation.ca/ccp/>

February 28, 2024

Erin Richard
Director
Town of Stewiacke
Via email – erichard@stewiacke.net

Dear Erin Richard:

Thank you for your Age-Friendly Communities Program Grant application. I am pleased to inform you that your organization, Town of Stewiacke, is awarded a grant from the Nova Scotia Department of Seniors and Long-Term Care (SLTC) in the amount of \$5,000.00.

The grant application you submitted included the objectives and activities of your project. Enclosed is a copy of your approved application, which now becomes the Agreement between your organization and the Department of Seniors and Long-Term Care. Your organization has up to one year to complete the project and submit a final activity report. Seniors and Long-Term Care will provide a final activity report and expenditures template for you to submit when your project is completed. Your expenditures report must include receipts.

The funds identified above will be provided to your organization by cheque or direct deposit over the next couple of weeks. By accepting the grant funding, you agree to complete the project outlined in the attached application, to submit a final report, and abide by the project guidelines. Any failure to comply with this may impact eligibility for future SLTC funding.

We ask that you do not publicize your approval until after the province makes a formal public announcement. We will reach out to you directly to share when you can publicly communicate that your organization has been awarded this grant and to inform you of any announcements or related public events in your local area.

If you have any questions, please contact Jacqueline Campbell at HCC@novascotia.ca. I wish you success with this project. I'm pleased we can support your work to help older Nova Scotians stay active, healthy, and engaged in their communities.

Sincerely,



Kim Silver
Director, Home and Community Care,

Attch: Application

c. Kate Jessome, Manager, Home and Community Care, SLTC

CAO Recruitment Schedule

DATE	PHASE	ACTIVITIES
Prep	Strategy & Planning	- Client kick-off meeting
		- Stakeholder consultation interviews
		- Position description development
		- Advertisement and advertising strategy
	- Candidate briefing package	
	Ad Go Live	March 8, 2024
Week 1-4	Sourcing & Recruitment	- Candidate research and identification
		- Broad market search and outreach
		- Candidate prescreening & Facet interviews
		- Identification short-listed candidates
		Short List Meeting Goal Date:
Week 5-6	Client Interviews	- Confirmation of candidates for interviews
		- Interview strategy/interview guide/logistics
		- Candidate preparation
		- Client interviews
		Interviews Confirmed Goal Date:
Week 7-8	Evaluation, Assessment	- Leadership assessments, references and background checks of top candidate
		- Candidate selection, offer and negotiations
		- Communication to unsuccessful candidates
		Offer Signed Goal Date:

Truro & Colchester
CHAMBER
of Commerce
**SPONSORSHIP
PROPOSAL
2024**



REACH US VIA EMAIL OR PHONE:

OA@TCCHAMBER.CA

1-902-895-6328

Join us for networking, connections and business resources at more than 30 Chamber activities in 2024.

Sponsorship is key to providing an abundant resource program to help our business community grow and thrive.



www.trurocolchesterchamber.com



105B Walker St., Truro, NS

The **Truro & Colchester Chamber of Commerce** has a proud and rich tradition of serving the local business community as a valued partner in business.

Established in 1890, the Truro Board of Trade was formed by a group of local business leaders to advocate for the interests of the local business community.

While the name has changed, the mandate remains the same, to be the principle voice of business for the region on matters of economic political and social importance.



Sherry Patriquin-Martell
Executive Director

*Serving 500 +
Members*

Sponsorship is key to Chamber success

There are many opportunities for corporate sponsorship of the Truro & Colchester Chamber of Commerce's business support program. Activities planned will continue to provide casual networking opportunities, education, connections, advocacy and showcase members businesses.

Without the generous support of our community partners through sponsorship, we could not keep up with the ongoing needs of our members for support and resources.

Since the COVID-19 pandemic, we have adapted our program to include in-person and online events, added additional resources for business and continue to offer more than 30 networking and educational opportunities annually, along with many other business resources. We continue to face pressures of increased costs to host this vital support program in an effort to strengthen our business community.

We listened to feedback about our sponsorship program and have refreshed it to add more value and increase engagement by businesses of all sizes.

We look forward to working with you in 2024.



"There is immense power when a group of people with similar interests gets together to work toward the same goals." -

IDOWU KOYENIKAN

SPONSORSHIP LEVELS



Chamber Champion

Leadership Partner

Impact Partner

Connector

Selecting any of these packages will showcase your business over 30 networking events throughout the year 2024.



Lisa Matthews
Office and Membership Co-ordinator

In 2023, there were more than 1,200 opportunities to make a new connection at Chamber-hosted activities

This sponsorship proposal has been curated for your business based on your level of support in past years, along with event participation. We have identified several added-value items such as complementary tickets to events, increased promotion and each proposal contains a clear outline of benefits associated with each sponsorship level.

We are committed to supporting and growing our membership by offering productive, business-focused networking activities.

Sponsorship may be used to assist in covering program costs such as room rentals, guest speaker fees, audio-visual equipment, projectors, marketing, food and refreshments, door prizes, etc.

Exclusively

FOR YOU!

INCLUDED IN PROPOSAL

SMALL BUSINESS AWARDS - October 2024

A distinguished sponsor of one of our Small Business Week Awards. Your sponsorship secures four seats at the annual luncheon, your banner displayed in the event space, and exclusive photo opportunities with the award recipient. An invitation to present the award, amplifying the Town of Stewiacke's recognition. Your logo will feature prominently on all marketing materials, ensuring your support is acknowledged and celebrated throughout this prestigious event.



2024 EXPLORE CENTRAL GUIDE

Full Page Ad Space

Elevate an attraction, event, or town with a visually captivating promotion, and draw crowds with a visually stunning showcase. Maximize exposure among locals and visitors, establishing a lasting presence.



Exclusive Explore Central Ad Upgrade Offer! Elevate your presence from one full-page ad to two commanding full-page ads for just \$600

GOLF HOLE SPONSORSHIP

The Town of Stewiacke logo is placed on a golf hole, mentioned in the program, and the logo on tournament marketing materials.



The Chamber Leadership Package, tailored for Town of Stewiacke, encompasses these three exclusive opportunities, along with a comprehensive list of promotions and event access detailed on the subsequent page.

The complete proposal is priced at \$3,000.

LEADERSHIP PARTNER

\$3,000

Proposal overall value is \$4,850 including exclusive recognition, marketing and event admission

Promotion and Marketing INCLUDED

Logo Prominent on "Chamber Partners" banner displayed at 30+ events
Logo on event marketing materials, media posts, table programs, advertisements

Chamber Website
Advertising placed on Directory and Event pages 6 months of the year and on dedicated page recognizing sponsoring Chamber "Partners"

Full page ad Explore Central NS guide book
25,000 copies of printed guide, also downloadable and ad on Explore central Website "Featured Chamber Member" section

Chamber E-news Newsletter
24 weekly ads, distribution to 900+ emails

Member Profile in e-newsletter
Photo and min. 100-word write up in the Member News section



Value \$ 3,750

Networking Benefits INCLUDED

Small Business Awards
table of 4 seats

Lunch and Learns & Breakfasts
6 seats to be used at any event*
*Ticket price less than \$35+Hst

Golf Tournament
Team of 4 players, green fees, cart and meals

Gala and Awards
Table of 4 seats



Value \$ 1,100

Exclusively

FOR YOU!

INCLUDED IN PROPOSAL

SMALL BUSINESS AWARDS - October 2024

A distinguished sponsor of one of our Small Business Week Awards. Your sponsorship secures two seats at the annual luncheon, your banner displayed in the event space, and exclusive photo opportunities with the award recipient. An invitation to present the award, amplifying the Town of Stewiacke's recognition. Your logo will feature prominently on all marketing materials, ensuring your support is acknowledged and celebrated throughout this prestigious event.



2024 EXPLORE CENTRAL GUIDE

Half Page Ad Space

Elevate an attraction, event, or town with a visually captivating promotion, and draw crowds with a visually stunning showcase. Maximize exposure among locals and visitors, establishing a lasting presence.



GOLF HOLE SPONSORSHIP

The Town of Stewiacke logo is placed on a golf hole, mentioned in the program, and the logo on tournament marketing materials.



The Chamber Impact Partner Package, tailored for Town of Stewiacke, encompasses these three exclusive opportunities, along with a comprehensive list of promotions and event access detailed on the subsequent page.

The complete proposal is priced at \$1,500.

IMPACT PARTNER

\$1,500

Proposal overall value is \$3,250 including exclusive recognition, marketing and event admission

Promotion and Marketing INCLUDED

Logo Prominent on "Chamber Partners" banner displayed at 30+ events

Logo on event marketing materials, media posts, table programs, advertisements

Chamber Website

Advertising placed on Directory and Event pages 3 months of the year and on dedicated page recognizing sponsoring Chamber "Partners"

1/4 page ad Explore Central NS guide book

25,000 copies of printed guide, also downloadable and ad on Explore central Website
"Featured Chamber Member" section

Chamber E-news Newsletter

12 weekly ads, distribution to 900+ emails

Member Profile in e-newsletter

Photo and min. 100-word write up in the Member News section



Value \$ 1,875

Networking Benefits INCLUDED

Small Business Awards
2 seats

Lunch and Learns & Breakfasts
2 seats to be used at any event*
*Ticket price less than \$35+Hst

Golf Tournament
2 players, green fees, cart and meals

Gala and Awards
Table of 2 seats



Value \$ 1,375

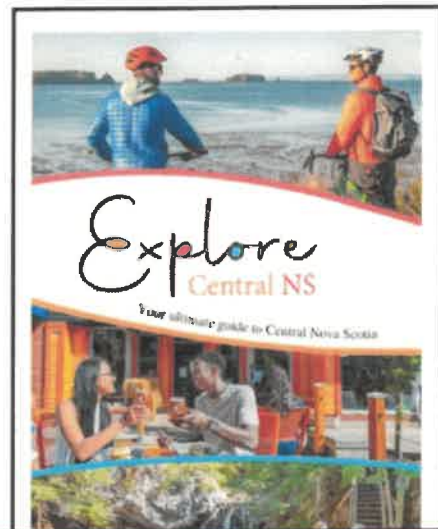
Looking for a bit extra promotion?

Check out our list of Level-Up Sponsorship Opportunities

Opportunity	Details	Cost	# of Offers	✓
Landing page Ad in Chamber Perks App	Newly launched marketing app promoting chamber members	\$1,000	1	
Golf Tournament Putting Green Sponsor	A special game with prizes will be organized at the golf tournament. Includes registration for team of 4	\$1,500	1	
Gala - President's Social Sponsor	Complimentary Wine and Appetizers served pre-gala in venue foyer Includes table of 6	\$2,000	1	
Gala - Entertainment Sponsor	Music played pre gala and during meal Includes table of 6	\$1,500	1	
Gala - Table Treat Sponsor	A take home treat will be placed at each table setting with your logo	\$1,500	1	
Gala - Banner in the room	Individual business banner in gala room, logo in program 2 options	\$500 1 seat inc., or \$1,000 4 seats inc.	Unlimited	
Lunch and learn or Breakfast Sponsor	Individual business banner in the room, logo on marketing material, one seat	\$500	unlimited	
Women in Business Spring	Individual business banner in the room, logo on marketing material, one seat	\$500, 1 seat inc. or \$1,000 4 seats inc.	unlimited	
Women in Business Fall	Individual business banner in the room, logo on marketing material, one seat	\$500, 1 seat inc. or \$1,000 4 seats inc.	unlimited	

Explore Central NS

YOUR ULTIMATE GUIDE TO
CENTRAL NOVA SCOTIA



ADVERTISING OPPORTUNITY

We are offering you the opportunity to maximize your visibility in the thriving tourism market by featuring your business or event in the 2024 Explore Central NS Visitor Guide.

This comprehensive guide will reach audiences across the province through both print and interactive digital formats.

Ensure your ad stands out by submitting it print-ready in jpeg, pdf, or png format. Don't have a digital ad? No worries!

The Chamber offers ad creation services for your business at an additional fee of \$50. Don't miss this opportunity to showcase your business to a wider audience – reserve your space today!

RATES & SERVICE

**plus HST*

Full Page 5.375" x 8.375" \$650*

Half Page 5.375" x 4.187" \$350*

Quarter Page 2.687" x 4.187" \$200*

Ad Creation Fee \$50

To secure your spot or for any inquiries, contact Lisa.

Email - oa@tcchamber.ca

Phone - (902) 895-6328

Act fast – the booking deadline is March 25th.

Payment is due before the guide goes to print.



Request for Decision

Submitted By: Kevin Matheson, Interim CAO
Date: March 5, 2024
Subject: Establishment of New Police Advisory Board

ORIGIN

The Town has received Notice dated January 10, 2024 from the N.S. Department of Justice that we must form our own Police Advisory Board (PAB) replacing the Joint PAB that we previously partnered with Colchester County. The new PAB is to be established on or before September 1, 2024. The Joint PAB is required to remain in force until that time.

RECOMMENDATION

Staff respectfully recommend:

That Committee of the Whole recommend to Town Council that the Town of Stewiacke start the implementation process for its own five member Police Advisory Board, and further that the Town request permission from the Minister of Justice to extend the deadline to December 31st, 2024 following the 2024 Municipal elections.

BACKGROUND

The Town had already appealed to have the existing PAB continue, which was not granted. My information as to why the Joint PAB didn't continue is anecdotal. It appears that it would relate to the relative number of RCMP members and coverage areas compared to the equal representation on the Joint PAB. The County's RCMP budget for 2023-24 is \$6,156,000 versus \$209,000 for the Town.

DISCUSSION

For a Town as small as Stewiacke, it would not be appropriate to select a seven-member PAB that would be larger than Council itself.

IMPLICATIONS

Financial/Budget

There should be no additional financial obligations as the meetings will be held in Stewiacke.

Legal

Excerpts from the relevant sections of the *Police Act* and its Regulations are attached.

Strategic Priorities/Workload

The Town currently only funds 1.5 positions for the RCMP to provide Policing to the Town. Strategic priority setting is quite constrained within this budget reality.

OPTIONS

Council has the following options to consider:

- a. Establish a seven-member PAB; or
- b. Establish a five-member PAB.

COMMUNICATIONS

ATTACHMENTS

(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 84 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.

(5A) Notwithstanding subsection (1), where two or more municipalities have common issues respecting policing in their municipalities and are

policed by the Royal Canadian Mounted Police, they may, with the Minister's approval, establish a joint advisory board by entering into an agreement to do so.

(5B) A joint advisory board established pursuant to subsection (5A) consists of

- (a) two members from each 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; 2014, c. 55, s. 3.

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~~

69 *repealed 2021, c. 8, s. 24.*

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.

Advisory Boards

Advisory board member selection process

- 82** (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 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

- 83** (1) To be a candidate for appointment as an advisory board member under Section 82, a person must demonstrate all of 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.

Code of conduct for advisory board members

84 (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;
- (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* (~~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.

- (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.