

MUNICIPALITY OF THE DISTRICT OF CHESTER

TERMS OF REFERENCE

POLICE SERVICES ADVISORY COMMITTEE (PSAC)

“H” DIVISION

PURPOSE

To provide a line of communication between the Municipality of the District of Chester and the Officer/N.C.O. in charge of Chester Detachment.

MANDATE

The Police Services Advisory Committee (PSAC) will:

- (1) Provide a forum where Municipal council may gain a better understanding of the policing services being provided by Chester Detachment through discussion, statistical data, and special reports.
- (2) Act in an advisory capacity to Municipal Council in matters pertaining to the provision of policing services within the Detachment boundaries of Chester.
- (3) Provide a forum for Municipal Council to liaise with Chester Detachment on community concerns in relation to enforcement priorities in accordance with adopted policing plans and practices.
- (4) Aid in coordinating policing services with the programs of other local agencies and community groups to ensure the most effective use of policing resources in the community.
- (5) Provide a forum by which residents, taxpayers, businessmen, concerned citizens or groups may present either in camera or in an open meeting, their complaints, concerns , or frustrations to not only the RCMP but also Municipal Council.
- (6) Provide a forum for Municipal Council to liaise with the RCMP with respect to the treatment of provincial or municipal infractions occurring within the Municipality.

COMPOSITION OF COMMITTEE

The PSAC shall be comprised of the Warden, the Chief Administrative Officer or delegate, two other Council members, the officer/NCO in charge of Chester Detachment, and a Committee Clerk Secretary. The Chair shall alternate between council members.

TERM OF OFFICE

The term of membership is for one year from the date of appointment at the Inaugural Meeting of the Municipal Council. The RCMP and administrative members of the Committee are as

designated by position.

QUORUM

A quorum shall consist of four (4) committee members.

AUTHORITY

The PSAC shall have authority to make recommendations to Council for endorsement and ratification only. The PSAC does not have the authority to direct police or municipal staff to take action except and unless the specific issue has been assigned by council concluding action. The Committee merely makes recommendations to Council which may or may not be dealt with in camera or in an open meeting assembled by Council at their discretion.

Legal opinion may be sought from the Municipal solicitor to assist in the consideration of certain issues.

CITIZEN DELEGATION

Citizen participation shall be encouraged. Citizens should be made aware of the procedures necessary to have an item placed on the PSAC agenda.

Any item that a citizen delegation wishes to bring before the PSAC must be a police matter. Subject to the item being approved by the Chair for inclusion on the agenda by verifying that the content is within the mandate of the PSAC, the Chair shall determine an appropriate agenda date.

The delegation must submit their brief three weeks (21 days) in advance of the meeting, except where it is appropriate to waive this requirement at the discretion of the Chair, being careful to include in the brief their reasons for appearing, the subject matter, and the action they wish taken.

OBSERVER STATUS

Any Municipal Councillor or RCMP member may attend the PSAC meetings as an observer only.

MEETINGS

The Committee shall meet a minimum of three (3) times per year and further meetings may be called, depending on the need, at the request of the Chair.

AGENDA

An agenda will be provided by the PSAC Secretary one week prior to each meeting. Committee members may suggest items for the Agenda to the Chairperson who may then direct that the item be scheduled.

APPROVED BY COUNCIL

February 26, 1996 Council Meeting held in Chester, NS.

COMMITTEE MEMBERS

:

Allen Webber, Warden

:

Barry K. Lenihan, Municipal Clerk

:

Gail I. H. Smith, Council Member

:

Robert Myra, Council Member

:

Mary A. Eldridge, Clerk Secretary

Dated: February 26, 1996

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R. A. Douthwright, NCO Chester Detachment