

POLICE ADVISORY BOARD POLICY	
Effective Date 2016-04-20	Revision Date

1 PURPOSE

- 1.1 The Police Advisory Board is established in accordance with the Police Act, and provides advice to council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the town.
- 1.2 Legislative Authority:
 - 1.2.1 Sub-section 23(1)(c) of the *Municipal Government Act* states that council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds.
 - 1.2.2 Sub-section 57(1) of the *Police Act* states that a municipality receiving policing services in whole or in part from the Royal Canadian Mounted Police shall establish a Police Advisory Board. Sections 57-68 describe the composition, conduct, functions and responsibilities of the board.

2 COMPOSITION

- 2.1 Total number of board members
 - 2.1.1 In accordance with the *Police Act*, the advisory board shall consist of seven (7) members:
 - Three (3) members of council;
 - Three (3) members appointed by council who are not council members or employees;
 - One (1) member appointed by the Minister of Justice.
- 2.2 Eligibility requirements and expertise
 - 2.2.1 All members, including councillors, must provide a clear criminal record check upon appointment to the Police Advisory Board, and every two (2) years thereafter, or at the start of a new term, whichever comes first. Members must also immediately disclose any new charges or convictions.

- 2.2.2 If a member appointed by council is unable to carry out their duties by reason of illness, absence or other reason, council may appoint another person to be a member of the advisory board in their place.
 - 2.2.3 Members must be free from conflicts of interest that would interfere with the performance of their duties.
 - 2.2.4 Members must be able to commit to regular meetings, training, and participation requirements.
 - 2.2.5 Citizen members must be a resident of the Town of Middleton, be at least 18 years of age, and not be an employee of the Town.
- 2.3 Recruitment for citizen members
- 2.3.1 There should be a fair, transparent, and consistent process for the recruitment and appointment of citizen members to the Police Advisory Board (PAB), ensuring that the Board reflects the community and is composed of individuals capable of contributing to effective governance and oversight.
 - 2.3.2 Vacancies for citizen members shall be publicly advertised by the Town. The recruitment process will be open and accessible, encouraging applications from a broad range of residents.
 - 2.3.3 Applicants shall be required to complete an application form, which will include questions designed to assess the applicant's interest, experience, understanding of governance, and ability to contribute to the work of the Board.
 - 2.3.4 The Town shall make reasonable efforts to promote diversity and inclusion in recruitment and encourage applications from individuals of varied backgrounds, experiences, and perspectives.
- 2.4 Appointment and term of citizen members
- 2.4.1 Staff will review applications and make appointment recommendations to Council based on:
 - The skills, knowledge, and experience of applicants
 - The ability to represent the broader community
 - The need for a balanced and effective Board composition
 - Representation reflective of the diversity of the community
 - 2.4.2 Citizen members shall be appointed by Council

2.4.3 Citizen members shall be appointed for a term of one (1) year, unless otherwise determined by Council, and may be eligible for reappointment.

2.5 Quorum

2.5.1 The standard measure for quorum shall be 50% plus 1 of the total number of board members unless otherwise defined in this policy.

3 FREQUENCY OF MEETINGS

3.1 The board shall meet at least every three (3) months at such time and place as directed by the chairperson, or board at a preceding meeting, by providing notice of all such meetings to all board members at least five (5) business days in advance of the meeting. This five-day notice provision does not apply to re-scheduled meetings due to weather, lack of a quorum at a meeting, or another deemed emergency need for a meeting by the chairperson.

3.2 All approved meeting minutes, and records of the board shall be open to the public except as expressly prohibited by law, or not yet approved by the board.

3.3 Meetings shall be open to the public, but all matters relating to discipline, personnel conduct, contract negotiations and security of police operations may be conducted in private. (in accordance with Police Act)

3.4 The Chief Administrative Officer of the Town and the Chief Officer for Annapolis District RCMP shall receive notice of the meetings of the board and are entitled to attend but not entitled to vote.

4 DUTIES, RESPONSIBILITIES, APPLICABLE LEGISLATIVE REQUIREMENTS

4.1 The function of the Police 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 town. The Board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

4.2 Specifically, the Police Advisory Board shall:

4.2.1 Determine, in consultation with the chief officer or the chief officer's designate, priorities, objectives and goals respecting police services in the community;

4.2.2 Ensure the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;

- 4.2.3 Ensure there is a mechanism in place for the chief officer to report on the progress of the priorities, objectives and goals respecting police services to the board at least yearly;
 - 4.2.4 Ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
 - 4.2.5 Ensure that police services are delivered in a manner consistent with community values, needs and expectations;
 - 4.2.6 Act as a conduit between the community and the police department;
 - 4.2.7 Recommend policies, administrative and organizational direction for the effective management of the police department; and
 - 4.2.8 Review with the chief officer or the chief officer's designate information provided by the chief officer respecting complaints and internal discipline.
- 4.3 Receive and review information from council and its committees, and make recommendations, as requested.
- 4.3.1 In the event the Police Advisory Board fails to provide a report or recommendation to council within any set deadline established by council; council may proceed with a decision regarding a matter without awaiting the board's report or recommendation.

5 WORKING GROUPS

- 5.1 The board may establish working groups to explore specific issues related to community safety, policing, and/or to other responsibilities. A working group may include additional members from the community who are not Advisory Board members.
- 5.2 The Chair of a working group must be a member of the Police Advisory Board.

I, Ashley Crocker, Chief Administrative Officer of the Town of Middleton, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 20th day of April 2026.

Ashley Crocker
Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	April 10, 2026
Date of Approval	April 20, 2026