



Protective Services Advisory Committee

Terms of Reference

Purpose

The Protective Services Advisory Committee is committed to collaborating with and advising Council and relevant stakeholders regarding issues of safety, health, and welfare of people and the protection of people and property.

Definitions

“**CAO**” means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

“**Committee**” means the Protective Services Advisory Committee.

“**Council**” means the duly elected officers of the Municipality of Crowsnest Pass.

“**Manager of Protective Services**” means the manager and liaison, appointed by the Municipality, for Protective Services in the Municipality of Crowsnest Pass.

“**Municipality**” means the Municipality of Crowsnest Pass.

“**Peace Officer**” means a member of the Royal Canadian Mounted Police, a Community Peace Officer appointed by the Municipality, a Bylaw Enforcement Officer appointed to enforce Municipal Bylaws, or any peace officer appointed under the *Peace Officer Act*.

“**Protective Services**” means the RCMP, Fire, Rescue and Community Peace Officer Services for the Municipality.

“**Youth**” means a person 18 years of age or less, and who is still enrolled in high school.

Board Membership

1. The Committee shall consist of up to seven (7) members, all of which are appointed by Council. These seven (7) members shall be comprised of one (1) Municipal Councillor and six (6) members-at-large. Of those members-at-large, one (1) member shall be a Youth member.

2. Each member of the Committee shall hold office for a term. The following terms of appointment shall apply: five (5) positions for a three (3) year term, the Youth member shall hold office for a one (1) year term, and the Municipal Councillor shall hold office for a one (1) year term. These terms will commence on January 1st of the appropriate year, except where a member appointment has been made to fill a vacancy for the balance of a term. In such instances the term will commence immediately upon member appointment.
3. The Community Peace Officer, RCMP member, Fire Chief, Rescue Chief (or their designate) will attend meetings as non-voting advisory members.

Offices

4. At the first meeting of the Committee in each year, a Chairperson and Vice-Chairperson shall be chosen from its members by majority vote of the Committee for a term of one (1) year.
5. Should a Chairperson or Vice-Chairperson position become vacant prior to the expiry of his/her one (1) year term of office, another member shall be appointed to the applicable Office by majority vote of the Committee.
6. The Chairperson shall preside at all meetings of the Committee when present. He/She will be responsible for supervising the conduct of the Committee members in the performance of their duties and bring such matters to the attention of the Committee as warranted.
7. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence, as well as such other duties as directed by the Committee.
8. Clerical and minute taking assistance will be provided by appointed staff of the Municipality.

Vacancies

9. The Committee shall advise the CAO when a mid-term vacancy occurs on the Committee.
10. The Municipality will advertise any current and impending vacancies of the Committee, and applicants shall be forwarded to Council for appointment. When more than one application is received for a vacancy, applications will be forwarded to the Committee to provide a recommendation to Council in reference to the appointment of a member.
11. The outgoing Committee members are entitled to reapply.

Dismissal & Resignation

12. Any member of the Committee may resign at any time by forwarding written notice to that effect to the Chairperson and/or CAO.
13. Council may revoke the appointment of a member of the Committee, if a member fails to adhere to these Terms of Reference, and appoint a successor to fill the vacancy for the remainder of the term.

Disqualification

14. A member may cease to be a member of the Committee when he or she:
 - (i) Fails to attend three (3) consecutive regular meetings of the Committee, unless such absence is due to illness or authorization by resolution of the Committee.
 - (ii) In the case of members-at-large appointed from the Municipality, ceases to be a resident of the Municipality.
 - (iii) In the case of Youth members, ceases to be enrolled in high school.
 - (iv) In the case of the Municipal Councillor, ceases to be a member of Council.
 - (v) Is hired in any capacity with the Royal Canadian Mounted Police or by the Attorney General's Office.
 - (vi) Is hired in any capacity by the Municipality.

Meetings

15. Regular meetings shall be held every month unless otherwise decided by the Committee, provided that a minimum of six (6) regular meetings are held each year.
16. Special Meetings of the Committee may be called by the Chairperson or any three (3) members of the Committee by giving at least twenty-four (24) hours notice prior to such meetings, and stating the time, place, and date of the meeting, as well as outlining the nature of the business to be transacted.
17. Meetings shall take place at a time and place so designated by the Committee.
18. Notice for meetings of the Committee will be advertised, at a minimum, on the Municipal website.

Voting

19. All Committee members shall vote on all questions before the Committee, except for Committee members that abstain due to a personal conflict.
20. A simple majority vote of present Committee members shall determine the outcome of motions. In the event of a tie vote, the motion shall be defeated.

Quorum

21. A quorum of the Committee shall be the majority of members at that time, not including vacant positions.

Powers and Responsibilities

22. The Committee shall adopt such rules of procedure as its members may agree upon, provided they do no conflict with these Terms of Reference.
23. The Committee shall, with respect to the Municipality:
 - (a) Act in an advisory capacity to the Manager of Protective Services, representing the interests of the public.
 - (b) The Committee, should it deem desirable, may request a person or persons to attend its meeting in an advisory capacity, but such person or persons shall not be members of the Committee and shall not have a vote thereon.
 - (c) Make reports to Council as required and upon Council request. The Committee shall provide reports and recommendations to Council on matters such as planning, policy, goals, progress reports, and substantive changes to service levels in related Protective Services areas.
 - (d) Keep a minute book in which minutes of all meeting shall be recorded by the Secretary of the Committee. Copies of all minutes shall be filed with the Municipality of Crowsnest Pass.
 - (e) No member of the Committee shall have the power to pledge the credit of the Municipality in connection with any matter whatsoever, nor shall the Committee or any member thereof, have any power to authorize any expenditure to be charged against the Municipality of Crowsnest Pass.
 - (f) The Committee shall advise Council on all policy matters relating to the administrative direction, organization, and policy required to maintain efficient and adequate Protective Services for the Municipality of Crowsnest Pass, and make recommendations generally regarding the maintenance of Protective Services in the Municipality.
 - (g) The Committee shall perform on behalf of Council such functions as Council may by resolution assign to it from time to time.
 - (h) All persons appointed to the Protective Services Advisory Committee shall complete the attached Confidentiality Agreement.