

**BRIDGEWATER
BOARD OF POLICE
COMMISSIONERS**



Subject: Board of Police Commissioners

By-Law #: 20-002

Approval Date: March 7, 2020

Resolution # 19-115

1	ENACTMENT	This By-Law made subsequent to the <i>Police Act of Nova Scotia</i> , has been enacted by Council for the Town of Bridgewater
2	DEFINITIONS	<p>2 a. "Board" means the Board of Police Commissioners for the Town of Bridgewater</p> <p>2 b. "Bridgewater Police" means the Chief and members of the municipal police for the Town of Bridgewater</p> <p>2 c. "Chief of Police" means the Chief of Police for the Town of Bridgewater</p> <p>2 d. "Council" means the Municipal Council for the Town of Bridgewater</p> <p>2 e. "Minister" means the Minister of Justice for the Province of Nova Scotia</p> <p>2. f "Police Act" means the <i>Police Act of Nova Scotia</i> (Chapter 31 OF the Acts of 2004 as amended by 2007, c. 10, s. 5; 2010, c. 12, s. 2; 2010, c. 68; 2011, c. 69; 2014, cc. 25, 55, 56)</p>
3	MEMBERSHIP <i>Appointment</i>	<p>3 a. The Council establishes the Board which shall consist of seven members.</p> <p>3.b. The members shall be appointed as follows: (i) Three members of Council appointed by resolution of Council, effective November first of each calendar year (ii) Three residents as appointed by resolution of Council who are neither members of Council nor employees of the Town of Bridgewater (iii) one member appointed by the Minister of Justice</p> <p>3 c. Resident appointments shall be appointed for a term of three (3) years and may be eligible for reappointment for a maximum of three (3) consecutive three (3) year terms</p> <p>3 d. Council appointments shall be made by resolution at the last meeting of Council in October of each year to fill the Board vacancies, or in the event of an election, the appointment of Board members shall be made at the first meeting of Council</p>

	<i>Election of Chair</i>	3 e. At the first meeting of January of every new year, the Board shall elect a Chairperson and a Vice Chairperson
4	MEETINGS	
	<i>Public Notice</i>	4 a. The Board shall hold regular public meetings at least once every three months
	<i>Quorum</i>	4 b. The Board shall determine the time, place and date, and shall advertise the public meeting with at least 48 hours' notice
	<i>In-Camera</i>	4 c. A majority of members shall constitute a Quorum
		4 d. The Board may meet in-camera at any time with 24 hours' notice of the Chairperson or with any two members with unanimous consent of all members
		4 e. The Chief of Police, Deputy Chief of Police, or their designate shall, whenever practicable, attend meetings of the Board whether public or in-camera
5	FINANCIAL	
	<i>Collective Agreements</i>	5 a. The Board shall submit to Council all proposed union or collective agreements prior to execution, for Council's approval of all financial matters contained therein.
	<i>Capital equipment not in Budget</i>	5 b. The Chief Administration Officer for the Town of Bridgewater and the Chief shall be members of any committee appointed for the negotiation of a collective agreement with any union representing the members of the Bridgewater Police.
	<i>Remuneration</i>	5 c. All capital equipment proposed to be purchased by the Board, not provided for in its budget as approved by Council, shall be submitted to Council for its consideration, with a written recommendation of the Board.
	<i>Expenses</i>	5 d. Board members are not entitled to remuneration for their role as a Board member.
		5 e. Board members may be entitled to reimbursement for reasonable expenses incurred while on business of the Board, or for training, as per the expense reimbursement policy of the Town of Bridgewater.
	APPOINTMENT OF OFFICERS	
		6 a. The position of Chief of Police shall be appointed, promoted, suspended and dismissed by Council, with recommendations from the Board
		6 b. The Position of Deputy Chief shall be appointed, promoted, suspended and dismissed by the Board.
		6 c. The officers and other employees of the Bridgewater Police shall be appointed, promoted, suspended, dismissed or reinstated by the

		Chief of Police within the financial resources allocated by Council.
	APPROVAL	Approved: March 7, 2020 Reviewed: Revised:
	CONTACT:	BPC@bridgewaterpolice.ca

Appendix A: CODE OF CONDUCT

The *Nova Scotia Police Act* Regulations are made under subsection 97 (1). Section 79 of these Regulations provides for Board of Police Commission Code of Conduct. The Bridgewater Police Commission shall adhere to the requirements of this Regulation, as noted:

- 79 (1)** A 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 board;
 - (b) unless they have a reasonable excuse, attend every board meeting;
 - (b) 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 a board meeting;
 - (e) not claim to speak on behalf of the board unless authorized by the chair of the board to do so;
 - (f) discharge their duties loyally, faithfully, impartially and according to the *Act*, any other Act and any regulation, rule or by-law;
 - (g) 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*;
 - (h) 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;
 - (i) immediately resign from the board if applying for employment with a police department, including employment on contract or on fee for service;
 - (j) refrain from engaging in professional or personal conduct that could discredit or compromise the integrity of the board or the police department;
 - (k) if their conduct or performance is the subject of investigation or inquiry, temporarily withdraw from all board activities and duties as a member of the board until the completion of the investigation or inquiry.
- (2)** If the chair or the majority of the board determines that a board member has breached the code of conduct for board members, the board must record that determination in its minutes.
- (3)** On determining that a board member has breached the code of conduct for board members, the board may take one or more of the following actions:
- a) issue a reprimand to the board member;
 - (b) order a period of suspension for the board member;
 - (c) recommend to the Minister or the council that the board member be dismissed under subsection 44(7) of the *Act*.