



Brant North Community Safety Group

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CONSTITUTION GUIDELINES OF BRANT NORTH COMMUNITY SAFETY GROUP

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Brant North Community Safety Group - Constitution

- 1. Nature of Brant North Community Safety Group/Reporting and Functional Relationships**
 - 1.1.** The Brant North Community Safety Group (BNCSG) is a volunteer Group established by the Brant County Ontario Provincial Police and is supported by the Brant County Police Services Board and the County of Brant. This covers the area of Ward 1, including St. George, Glen Morris & Harrisburg

- 2. Mission/Mandate**
 - 2.1.** To facilitate, maintain and work with partnerships between the Ontario Provincial Police, the Police Services Board, the citizens of Brant County, community groups and businesses which may involve identifying issues as well as areas of concern and brainstorming solutions on a proactive basis, where possible
 - 2.2.** To encourage a sense of pride and a strong commitment to improve and maintain the quality of life in the Brant North region of the County of Brant while being sensitive to the concerns of the community

- 3. County of Brant Community Safety Group Composition /Term**
 - 3.1.** The group shall be composed of volunteers. There will be the following Executive positions: Chairperson, Vice-chairperson, Secretary and Treasurer as well as two members at large with a preference for members residing in the Brant North jurisdiction. Quorum will serve as 50% of the Executive (including members at large) plus one (4 is quorum)
 - 3.2.** Members will attend a minimum of 3 meetings/events in order to have voting privileges at meetings; Executive will have the power to grant voting rights to those who show interest in being more involved but have not yet attended 3 meetings
 - 3.3.** The Executive will be selected by the voting process at the Annual General Meeting held at the November meeting. The executive will hold their office for a two (2) year term
 - 3.4.** Each member of the Group shall be entitled to only one vote. When present, the OPP member and the candidate member of Council will be in an advisory role and will have no voting rights
 - 3.5.** No person may serve for more than two consecutive terms in any one position
 - 3.6.** Election format shall follow Roberts Rules of Order
 - 3.7.** Schedule "A" sets out the duties and responsibilities of members of the BNCSG

- 4. Budget & Financial Reporting**
 - 4.1.** BNCSG shall be responsible for short/long term strategic planning, budgeting and undertaking in the Brant North jurisdiction of the County of Brant. This will be consistent with the Mission/Mandate Statement. BNCSG shall also provide open lines of communication among, BNCSG, The Ontario Provincial Police, The Brant County Police Services Board and the County of Brant



4.2. BNCSG shall submit a project budget request through either the Community Grants Process or the Police Services Board to Brant County for funding. Other funding and grant options may be sought out and applied for as deemed applicable.

5. Appointment Process/Criteria for Selection

5.1. The BNCSG Executive vacancies will be advertised. This may but is not required to include advertisement in local newspapers, on the County of Brant website, and on Social Media platforms. Interested individuals will apply to the Executive

5.2. In the event of several applications, a vote will be held on the floor of the Annual General Meeting

5.3. Successful applicants must submit a satisfactory, current Vulnerable Sector Criminal Record Check or letter of support from the Brant County OPP Detachment, confirming a prior background check.

5.4. The fiscal year will run from November 1 to October 31.

6. Roles & Responsibilities (See Schedule "A")

6.1. The BNCSG shall have the following positions:

1. Chairperson
2. Vice-chairperson
3. Secretary
4. Treasurer

6.2. The Group shall also include two members at large

6.3. Members will be elected to serve on the executive for a term of two years

6.4. Elections shall be held at the November meeting and those elected will take office at the following meeting for a two year term

6.5. Each member of the Group shall be entitled to only one vote. When present, OPP member and the candidate member of Council shall not vote

6.6. A person may serve for no more than two consecutive terms in any one position. Election format shall follow Roberts Rules of Procedures

6.7. The roles of Chairperson and Treasurer will change on even years and the roles of Vice-Chairperson and Secretary will change on odd years

7. Resignation

7.1. If any group member is absent from three consecutive meetings, without justification, the chair, in consultation with the executive, will ask the member whether or not they wish to attend meetings and remain on the Group or resign

7.2. BNCSG Executive members wishing to resign their appointment shall submit a letter of resignation which shall be forwarded as soon as possible to the secretary of the group. The resignation shall be noted on the minutes



8. Insurance:

8.1. Members of the BNCSG are covered for any liability under the insurance of the Ontario Provincial Police. This could be such things as attending meetings, assisting with a “Lock It or Lose It”, any fundraisers etc.

9. Disclosure of Conflict of Interest

9.1. The BNCSG shall ask members to advise of conflict of interest prior to the review of applicable agenda items

10. Schedule of Meetings

10.1. BNCSG shall plan 3 to 5 public meetings, aiming for the months of February, April and October. Exec/Work meetings may be held on alternate months. There are no meetings in July, August or December unless specifically arranged. The schedule can be modified as agreed to by the Exec.

10.2. Special BNCSG meetings may be held at the call of the Chair.

11. Brant North Community Safety Group Access to Meetings

11.1. Except as provided in this Section, all meetings shall be open to the public

11.2. The Chair or other presiding Officer in his/her stead may expel any person for improper conduct at a meeting

11.3. Meeting attendees/visitors may be asked to wear name tags and identify their location/residence/affiliation (i.e. business, news group, environmental group, etc.)

12. Meeting Structure, Agenda and Minute Formats

12.1. Attendance at all meetings shall be recorded. Executive and members at large shall notify the secretary if they are unable to attend

12.2. Minutes of BNCSG meetings shall be taken by secretary. Agendas and minutes for each meeting will be distributed by the secretary

12.3. Agendas and minutes shall be available upon request

12.4. At the discretion of the BNCSG chair, Agendas for the BNCSG Exec/Work meetings may include any or all/but not be limited to the following components:

1. Call to Order and Attendance
2. Review and Approve Agenda
3. Approval of Minutes
4. State Conflict of Interest
5. Review Open Actions
6. Presentations
7. Correspondence
8. Treasurer Report
9. OPP Statistical Report
10. Other Business / General Announcements
11. Open Discussion
12. Next meeting



13. Adjournment

12.5. At the discretion of the BNCSG chair, Agendas for the BNCSG Public meetings may include any or all/but not be limited to the following components:

1. Call to Order and Attendance
2. Guest Speaker Presentation (10 to 20 mins)
3. OPP Statistical Report & Update (10 mins)
4. Open Discussion (10 to 15 mins)
5. BNCSG Exec Update (5 min)
6. Next meeting
7. Adjournment

12.6. Minutes will briefly outline the substance of each of the agenda items discussed during the meeting, including recommendations and actions to be taken

12.7. In the event a quorum is not present within fifteen minutes after the appointed time of the meeting, the meeting will have the option to be postponed or continue with a discussions only format

12.8. Notification of meetings shall be in the form of emails containing an agenda with supporting documents and minutes from the previous meeting. The package will be delivered by email the Friday prior to the meeting

12.9. BNCSG will seek to achieve consensus on decisions. Recommendations are "Carried" if supported by a simple majority. Only resolutions as they appear in the adopted minutes may be considered as officially representing the position of BNCSG

12.10. Voting on operating matters shall be carried out by a show of hands, unless otherwise indicated by the Chair.

12.11. In the absence of the Chair, the Vice-Chair shall conduct the meeting. If neither is present, BNCSG shall appoint Acting Chair from amongst the executive members present

13. Remuneration and Personal Expenses

13.1. Members of BNCSG shall not be remunerated for their time and personal expenses incurred while carrying out BNCSG activities/duties

13.2. Expenses incurred by members in relation to BNCSG business can be submitted and reviewed at BNCSG meetings. If approved by members present, a cheque for reimbursement will be provided and details will be recorded in the minutes.

14. Dissolution of BNCSG

14.1. In the event the BNCSG or County of Brant Council seek to dissolve BNCSG and adequate time for dissolution of the group and winding down of projects in progress is not, those parties seeking dissolution and referred to in this terms of reference shall be responsible for all approved project expenditures started, and committed to as of the date of the notice of termination of the group. A minimum three month notice of the intention to dissolve the BNCSG is required to avoid the aforementioned in this section



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14.2. On dissolution of the group the executive and members at large will determine the disposition of available funds not specifically received by the budget allocation from Brant County or grant applications



Schedule “A”

Roles and Responsibilities of members of BNCSG and the members at large

The **Chair** shall:

- Facilitate the meeting by following Robert’s Rules
- Review and approve the agenda before distribution
- Participate as an active, voting member, encouraging participation by all Group Members
- Maintain decorum and ensure fairness and accountability
- Call on the Vice-Chair to fill his/her place as Char in order to take part in debate, until he/she resumes the Chair
- Be the point of contact with BNCSG, Brant County Council, the OPP, and any media relations, and
- Attend any training sessions offered by the County
- Assist with the duties of the Vice Chair/Treasurer as necessary

The **Vice Chair** shall:

- Assume the position of the Chairperson in the Chairperson’s absence
- Be a member of the Executive and perform any functions assigned by the Executive
- Assume the position of Chairperson if a vacancy occurs in that office, until an election can be held.
- Follow up with members who have resigned and/or stopped attending meetings and report back to Executive
- Other duties as required

The **Secretary** shall:

- Be responsible for recording minutes of meetings and will make available a copy of same to all members
- Keep a calendar of Group events
- Be responsible for counting and recording all balloting in any vote
- Write all correspondence for the Executive upon request
- Other duties as required

The **Treasurer** shall:

- Withdrawal signatures of two of the following: Treasurer, and either Chairperson or Secretary
- Present a monthly statement of finances at the request of the Group
- Assign 2 people from outside the group to review the books and sign a letter of certification



- Other duties as required

EXECUTIVE:

The Executive:

- Shall consist of the Chairperson, Vice-Chairperson, Secretary and Treasurer or Secretary-Treasurer
- May declare a position of membership vacant if the member is absent for more than three consecutive meetings

Members At Large:

- There will be 2 elected positions
- Will serve as part of quorum
- Will serve a period of one year, not exceeding three years

GENERAL

- The Constitution will be reviewed annually by the Executive. Proposed changes must be carried by a two-thirds majority vote of attending members.
- Public Relations assignments will be delegated as needed