

Codiac Regional Policing Authority

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Category: Authority Affairs
Subject: CRP Authority Nominations Process
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Framework

Police Act and Municipal Agreement

Members are appointed to the CRP Authority in accordance with s. 17.01(2) of the *Police Act* and the provisions contained in the Agreement between the City of Moncton, the City of Dieppe and the Town of Riverview establishing the Codiac Regional Policing Authority (CRPA) dated April 9, 2011, as amended (the Municipal Agreement). Specifically,

- (a) Moncton appoints seven (7) members, at least one of which must be a member of council and all of whom must be and remain ordinarily resident in the City of Moncton
- (b) Riverview appoints two (2) members, at least one of which must be a member of council and all of whom must be and remain ordinarily resident in the Town of Riverview
- (c) Dieppe appoints two (2) members, at least one of which must be a member of council and all of whom must be and remain ordinarily resident in the City of Dieppe, and
- (d) The Minister of Public Safety appoints one (1) member to the Authority who shall be ordinarily resident within the boundaries of the Region.

Municipal Agreement

Article 6(5) of the 2001 agreement between the three municipalities to establish the Codiac Regional Policing Authority (CRP Authority) provides that the “Authority may adopt by-laws and policies to govern and regulate its activities.”

CRPA Procedural By-laws

Section 4 of the CRP Authority’s Procedural By-laws (May 2019) sets out the basic procedural requirements for the nomination and appointment of CRP Authority members. This policy supplements the by-laws and in the event of a conflict between the two documents, the by-laws shall govern.

Policy

(a) Notice to Appointing Authority

Where a vacancy exists on the CRP Authority or is scheduled to exist based upon a term which is scheduled to end on May 30th of any given year, the CRP Authority shall, by March 31st of said year, provide notice to the Minister, in the case of a person appointed by the Minister, or to the Mayor of the municipality in the case of a Member appointed by a Municipality, that an appointment will be required in order to fill a vacancy on the CRP Authority.

Where a vacancy arises on the CRP Authority during the period between June 1st and February 28th of any given year, the CRP Authority will provide notice to the relevant appointing authority that an appointment is required to fill a vacancy on the Authority.

(b) Recruitment and Nomination Process

The skills and competencies of CRP Authority members are crucial to the ability of the Board to fulfill its stewardship responsibilities as identified in the CRP Authority Charter (Policy G-005).

The nomination process for new CRP Authority appointments starts with the identification of upcoming vacancies and the assessment of skills gaps on the Authority (see below for discussion of competency matrix). This will enable the CRP Authority Governance Committee to identify precisely what competencies are needed on the Authority, and which ones should be the focus of the next round of recruitment.

The Governance Committee and the CRP Authority Chair then identify potential recruits and may also issue a call for expressions of interest in the role. The CRP Authority Chair or the Chair of the Governance Committee will hold exploratory discussions with potential candidates. If shortlisted candidates are interested in being nominated to the CRP Authority, they will be asked to:

- a) Complete a Candidate Profile and Declaration as part of the due diligence process – this includes information about a candidate's background, disclosure of potential conflicts of interest, a declaration acknowledging general responsibilities to the organization, questions about personal integrity and public accountability and finally a list of personal references
- b) Make application for a criminal record check through the Codiac Regional Police Service (see Policy G-1003 on this topic).

Once the CRP Authority Chair and Governance Committee are satisfied with the appropriateness of a particular candidate, the CRP Authority Chair will meet with the relevant appointing authority (e.g. Mayor or Minister) to discuss the possible nomination(s). The Mayor or Minister may accept or reject the suggested

candidate(s). If accepted, the municipal council or Minister will formally nominate the person by written nomination to CRP Authority. If rejected, the CRP Authority Chair and Governance Committee will seek to identify additional candidates for consideration until a person who is acceptable to both the CRP Authority and the appointing authority is identified.

[See Appointment Guidelines Governing Boards – p. 10/40 for Candidate Profile and Declaration; also p.11/40 for good process. Resource located on CPGA website in resources section.]

(c) Competency Matrix

The member composition of the CRP Authority is important as the skills and competencies of the Board are crucial to the ability of the Authority to effectively manage the role of governance.

Ideally, CRP Authority members should collectively possess the personal attributes and competencies to support the Authority's fulfillment of its stewardship responsibilities as described in CRP Authority Policy G-005 – CRP Authority Charter. Collectively, CRP Authority members should have experience in a broad range of subjects such as business, law, finance, communications, community involvement, education, etc. Members should also have the personal attributes necessary to function as part of a board and be representative of the community they serve.

The CRP Authority's competency matrix is found in CRPA Template T-1001 and is a companion piece to this Policy. It should be reviewed and updated at the beginning of each new round of CRP Authority member recruitment. When vacancies arise on the CRP Authority, the Governance Committee will use the matrix to determine gaps in skills and competencies that should be addressed in the upcoming round of recruitment and nomination for CRP Authority members.