

# Codiac Regional Policing Authority

**Policy #:** G-1006  
**Category:** Authority Affairs  
**Subject:** Position Description - Chairperson  
**Date:** Insert  
**Review Cycle:** Year 5/5  
**Review Date:** 2025

## Framework

### Police Act

Section 17.01(2) of the *Police Act* requires that any agreement between municipalities creating a regional policing authority must make provision for selecting a chairperson for the authority.

### Municipal Agreement

The Agreement between the City of Moncton, the Town of Riverview and the City (then Town) of Dieppe dated April 9, 2001 (the Municipal Agreement) provides that the Chairperson, Vice-Chairperson and the Secretary of the Authority shall be elected by the Codiac Regional Policing Authority (CRP Authority) members (s. 2(3)).

Article 6(5) of the Municipal Agreement provides that the “Authority may adopt by-laws and policies to govern and regulate its activities.”

### CRPA Procedural By-laws

Section 6 of the CRP Authority Procedural By-laws set out the duties of the Chairperson as follows:

#### 6.1 The Chairperson shall:

- a) Preside at all meetings of the CRP Authority as the Presiding Officer, except as provided otherwise in this By-law
- b) Provide leadership to the CRP Authority
- c) Communicate information and recommend actions to the CRP Authority for the improvement of the CRP Authority’s finances, administration and government
- d) Speak on issues of concern to the Officer in Charge (OIC) on behalf of the CRP Authority
- e) Perform any other duties conferred upon him or her by this By-law or any Act or by the CRP Authority; and
- f) Be a signing officer for the CRP Authority and sit on the Executive Committee.

The duties of the Presiding Officer are specified in Section 11 of the CRP Authority

Procedural By-law.

Regional Police Services Agreement (RPSA)

The RPSA between the CRP Authority and the Government of Canada specifies that the Chairperson (referred to as the Chief Executive Officer or CEO in the RPSA) will:

- Identify, discuss and possibly agree to alternative means by which the Codiac Regional Police Service (CRPS) would cease to perform any of the duties or perform any of the services identified in the Agreement (s. 2.3(c)).
- Engage in prior consultation with the Federal Minister before the CRP Authority and Canada add or delete any other duties or functions of the CRPS as they were on March 31, 2012 (s. 4.1)
- Give a written request for an increased number of members in the CRPS and confirmation of the corresponding financial commitment (s. 5.1)
- Give a written request for a decrease in the number of members and receive response from the Federal Minister (s. 5.2)
- Set the objectives, priorities and goals of the CRPS that are not inconsistent with those of the Provincial Minister and document those objectives, priorities and goals no more frequently than annually, in concert with the annual RCMP planning cycle (s. 6.1)
- Determine, in consultation with the RCMP Commissioner, the level of policing service to be provided by the CRPS (s. 6.3)
- Direct the OIC (or designate another person to direct the OIC) in the administration of justice and law enforcement (s. 7.1)
- Receive reports from the OIC on the matter of law enforcement in the region and on the implementation of the objectives, priorities and goals set by CEO/Chair (s. 7.2)
- Be consulted by the Commanding Officer and possibly request that the community be consulted before the appointment of the OIC (s. 7.3)
- Forward a written request on behalf of the CRP Authority for the removal of any particular Member of the CRPS (s. 7.4)
- Receive annual statements and make reasonable requests for additional statements from the OIC regarding the composition of the CRPS (s. 8.1)
- Give approval in principle by June 1 each year for the number of members required in the next fiscal year to maintain the level of policing services determined under 6.3 above (8.2)
- Request and receive additional information, to the extent possible, relating to human resources and organizational planning of the CRPS (s. 8.3)
- Be consulted by the Commanding Officer before up to 10% of the CPRS members are withdrawn to deal with an emergency or special event (s. 9.1)
- Be consulted by the Commanding Officer if such redeployment extends for more than 30 consecutive days (s. 9.2)
- Request the amortization of equipment costs (s. 11.2 and 11.3)
- Receive information from the OIC regarding incremental costs incurred at the request of the CRP Authority when the scope and duration of a search and rescue operation is extended beyond when the OIC considers to be

- appropriate in the circumstances (11.9(d))
- Receive any notices from the Commanding Officer that the accommodations for use of the CRPS and Support Staff are deficient (s. 12.3)
  - Agree to other payment methods with the RCMP commissioner (s. 16.1)
  - Exchange information with the OIC that is necessary for the RCMP to prepare the projected multi-year financial plan for the CRPS (s. 17.1(a) and (c))
  - Determine whether the multi-year financial plan will cover 3 or 5 fiscal years (s. 17.1(b))
  - Receive on or before June 1 of each year, the multi-year financial plan from the OIC (s. 17.1(d))
  - Provide to the OIC on or before June 15 each year the projected annual budget for the CRPS for the next fiscal year, as well as the projected budgets, if available, for the balance of the multi-year financial plan (s. 17.01(e))
  - To the extent they become available, provide the OIC with updates of the projected annual budget for the next fiscal year for the CRPS (s. 17.01(f))
  - At the conclusion of the CRP Authority budget process for each fiscal year, provide to the OIC: (i) a written statement indicating the approved annual budget for the CRPS for that fiscal year, and (ii) if available, a written statement indicating any changes to the projected annual budgets for the then current multi-year financial plan
  - Approve any changes proposed to the approved annual budget by the OIC (s. 17.2(b))
  - Receive from the OIC at mutually agreeable intervals during the fiscal year, in a standardized format, details of year-to-date (YTD) expenditures together with forecasted expenditures for the remainder of the Fiscal year including explanations for material variances from the approved annual budget (s. 17.3(a))
  - Receive from the OIC at mutually agreeable intervals during the fiscal year, in a standardized format, proposed changes or updates to the CRPS' multi-year infrastructure and equipment plans (s. 17.3(b))
  - Receive from the OIC no later than three months following each fiscal year, in a standardized format, an accurate, detailed accounting of all actual expenditures of the CRPS, together with an explanation of material variances from the approved annual budget (s. 17.4)
  - Approving requests from the OIC to purchase Equipment-Type A over \$150,000 (s. 17.5)
  - Receive from the OIC annually a copy of the current RCMP's Chart of Accounts used to record financial transactions (s. 17.6)
  - Request from the OIC with reasonable notice and receive additional information reasonably relating to the financial implications of the CRPS (s. 17.7)
  - Undertake with the OIC reviews of matters arising out of the provision of the CRPS; consider undertaking such reviews before initiating any disputes under Section 20 of the Municipal Agreement (s. 18.1)
  - Reach agreement with the OIC regarding the frequency, scope and subject matter to be reviewed (s. 18.2)
  - Propose a matter for review or receive the OIC's proposal for a review (s.

18.3)

- Respond to an OIC proposal for a review by either agreeing with it or counter-proposing, with full written details (s. 18.4)
- Consult with the OIC and attempt to resolve in good faith any issue, matter of general concern or dispute (s. 20.1-20.2)
- Provide the OIC with a written notice of a dispute and a request for a meeting (s. 20.3)
- Resolve disputes relating to an invoice pursuant to s. 20.4 of the RPSA
- Refer any dispute arising from the RPSA to the Federal and Provincial Minister, or their Deputy Minister, for consultation and resolution at any time and in any manner (s. 20.5)
- Receive any correspondence between the parties to the RPSA (s. 21.2)

In carrying out these activities, the Chair is not acting on an individual or unilateral basis but rather is representing or carrying out the will of the CRP Authority on these issues.

## **Policy**

### ***(a) Other Responsibilities***

In addition to the foregoing, the Chairperson is responsible for:

- Modeling good governance and assuring the integrity and fulfillment of the CRP Authority's process
- Fostering active engagement and teamwork among CRP Authority members
- Solving problems and resolving conflict
- Ensuring that CRP Authority policies (including Conflict of Interest) are followed
- Representing and speaking on behalf of the CRP Authority when official representation is required
- Supporting and counselling the OIC as required, through a collegial partnership
- Reviewing draft minutes of meetings for accuracy before they are shared with the CRP Authority for approval
- On behalf of the CRP Authority, cultivating and maintaining an effective working relationship with the responsible Minister (s) and key stakeholder representatives
- Being evaluated as part of the CRP Authority's annual evaluation process and demonstrating a commitment to continuous improvement in his/her effectiveness as Chair

### ***(b) General Expectations***

The CRP Authority has the following expectations for the Chairperson:

#### During Meetings:

- Encourage participation and diversity of perspectives
- Manage the meeting to stay on time and on topic
- Maintain good focus of discussion
- Set the state and provide context or additional information
- Maintain appropriate neutrality
- Express his/her perspective without trying to persuade people to subscribe to it
- Be fair to everyone
- Ensure that everyone has a chance to contribute to the discussion
- Identify and summarize key points of consensus
- Be familiar with the CRP Authority's rules of procedure
- Be adept at resolving conflicts

#### Between meetings:

- Ongoing communication with the OIC and the Director – Strategic Planning and Police Support Services (SPPSS)
- Represent the CRP Authority as required
- Plan the agendas for CRP Authority meetings with the OIC and CRP Authority-appointed Secretary
- Review CRP Authority packages before they are distributed to ensure their relevance and comprehensiveness
- Act as principal spokesperson for the CRP Authority
- Keep CRP Authority members informed of significant matters between meetings
- Speak to CRP Authority members if their behaviours are unproductive; provide coaching to members regarding boardroom performance
- Be available and accessible to CRP Authority members, as required
- Attend committee meetings where possible
- Represent the CRP Authority in dealings with government and other stakeholders

#### Interactions with Contracted Personnel:

- Maintain effective and professional working relationships
- Respect the responsibilities of the CRP Authority and contracted personnel
- Be a sounding board and advisor to the OIC
- Maintain a 'no surprises' rule regarding ongoing communication

#### Professional Development:

- Develop a good working knowledge of rules of procedure
- Stay abreast of developments affecting the governance of policing in Canada
- Develop a working familiarity with the computer and communications

systems used by the CRP Authority

***(c) Desired Skills and Attributes***

Given the important leadership role of the Chair (and in his/her absence the Vice-Chair), the following personal characteristics should be considered in nominating a CRP Authority member to those roles:

- Integrity
- Empathy
- Intellectual capacity to understand complex problems and potential solutions
- Motivation and capacity to establish work plans with clear objectives
- Political skills and the capacity to use his/her authority
- Ability to chair productive meetings
- Solid facilitation and conflict resolution skills
- Clear strategic vision
- Experience or training in media relations
- Solid communication skills
- Understanding of the necessity to establish performance standards or norms and to monitor them effectively
- Ability to recognize and manage the natural tension between the CRP Authority and the OIC
- Ability to question points of view and opinions and the knowledge necessary to do so
- Ability to establish priorities and to focus on what is important
- Ability to deal with people who have strong personalities
- Ideally bilingual