

Codiac Regional Policing Authority

Policy #: G-1010
Category: Authority Affairs
Subject: Position Description – Members
Date: Insert
Review Cycle: Year 5/5
Review Date: 2025

Framework

Municipal Agreement

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

CRP Authority Procedural By-laws

Section 12 of the CRP Authority Procedural By-laws set out the duties of Members as follows:

12.1 All Members shall represent the perspective and needs of the regional community as a whole rather than a particular element or, in the case of councilors, a particular constituency within the region.

12.2 A Member shall:

- a) Consider the welfare and interests of the entire community when making decisions
- b) Bring to the attention of the CRP Authority matters that may promote the welfare or interests of the community in relation to policing
- c) Participate in developing and evaluating the policies and programs of the CRP Authority
- d) Participate in Meetings of the CRP Authority, Committees and any other body to which he or she is appointed by the CRP Authority
- e) Be a member of at least one Committee
- f) Perform any other duties conferred upon him or her by Act or by-law

12.3 A code of conduct setting out general standards for acceptable conduct by Members in performance of their duties may be established by the CRP Authority or a Committee established for this purpose from time to time. (See G-101 – Code of Conduct for CRP Authority Members)

Policy

This policy supplements the Procedural By-law regarding the expectations of CRP Authority members.

(a) General Expectations

Members are expected to meet the following group norms in their service on the CRP Authority:

During Board Meetings:

- Attend (and understand that their CRP Authority meeting attendance record will be published on the CRPA website)
- Be punctual and demonstrate a commitment to arrive on time and to stay for the full duration
- Focus on issues related to strategy, policy and results rather than issues related to day-to-day management and operations
- Be prepared to contribute to the discussion having read the materials
- Be respectful of others and their opinions
- Participate and offer their perspectives during discussion
- Stay focused and on topic – avoid repetition
- Demonstrate active listening
- Demonstrate collegiality and foster trust
- Declare conflicts of interest
- Demonstrate open-mindedness
- Offer perspective and not representation – act in the best interests of the CRP Authority versus particular stakeholders
- Share their experiences, background and motivations to help others understand their perspectives
- Be constructive and solution-oriented
- Help the CRP Authority make effective and informed decisions that promote the achievement of the CRP Authority's mission, vision and goals
- Support the Chairperson in his/her role
- Work with the other CRP Authority members to ensure that the Authority functions as a unit – this does not mean that consensus needs to be achieved but it should mean that there has been a full debate and Members accept the decision of the majority
- Avoid use of distracting telecommunications devices during meetings

Between meetings:

- Respect the confidentiality of in camera CRP Authority business
- Prepare for meeting by reading CRP Authority packages
- Follow-up on commitments
- Be responsive to Authority-related communications in a timely manner
- Avoid conflicts of interest

- Refrain from any interference with CPRS operational decisions and responsibilities
- Engage in informal communication with the CRP Authority Chair
- Advise the Chairperson or Officer in Charge (OIC) of any substantive issues that could arise at a board meeting – i.e. operate on a ‘no surprises’ basis
- Support the outcomes of the CRP Authority’s decision-making
- Advise the Chairperson if he/she is unable to attend a meeting
- Attend as many CRP Authority-related events as possible
- Act as a positive ambassador for the organization

Relationship with contracted personnel:

- Respect reporting relationships

Professional development:

- Participate in CRP Authority orientation/onboarding and ongoing training
- Familiarize themselves with the CRP Authority’s legislative and contractual framework, its by-laws and policies
- Stay abreast of developments relating to policing
- Maintain a general awareness of evolving governance trends and best practices
- Develop an understanding of basic rules of procedure
- Attend relevant police governance conferences approved by the CRP Authority

(b) Desired Skills and Attributes

All Members are expected to demonstrate the following skills and attributes:

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| ● Commitment | ● Objective and open-minded decision-making |
| ● Strategic perspective | ● Discretion and good judgment |
| ● Ethics and values-based judgment | ● Effective listening skills |
| ● Motivation | ● Communication and interpersonal skills |
| ● Financial acumen | ● Commitment to learning to improve their effectiveness as members |
| ● A commitment to continuous improvement | ● Concern and care for their community |
| ● Knowledge of police governance, public safety or law enforcement issues | ● Risk-aware |
| ● Knowledge of the social, cultural and political environments within the region | ● Previous governance experience |
| ● Ability to meet the time commitments of the role | ● Ordinarily resident in the Codiac Region |

- Willing to consent to a criminal reference check

(c) Time commitment

A significant time commitment is required from each member of the CRP Authority. In addition to six regularly scheduled meetings during the year, there are additional committee meetings and community meetings. There are also numerous other events that CRP Authority members are invited to attend such as recruit swearing in ceremonies, police-community award ceremonies, media conferences, and other types of meetings or events.

Many of the committee meetings occur during the day. There is also time required to review materials in preparation for CRP Authority or committee meetings. While the time commitment required will vary for each CRP Authority member depending on individual level of participation, what committees they serve on, a CRP Authority member can expect to spend a minimum of 6 to 8 hours per month on CRP Authority business.