

Codiac Regional Policing Authority

Policy #: G-1011
Category: Authority Affairs
Subject: Annual Work Plan for the CRP Authority and Committees
Date: Insert
Review Cycle: Year 5/5
Review Date: 2025

Framework

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.”

Policy

To assist the CRP Authority in planning its activities and ensuring it is fulfilling its responsibilities, the CRP Authority will establish a yearly work plan for the Authority and each of its four (4) standing committees. The annual work plan consists of three elements:

- a) The CRP Authority’s Macro Agenda
- b) The CRP Authority’s annual priorities
- c) The CRP Authority’s policy review cycle

(a) The CRP Authority’s Macro Agenda

In order to ensure that the CRP Authority systematically addresses the stewardship responsibilities described in the CRP Authority Terms of Reference (Policy G-005 – CRP Authority Charter) over the course of its six (6) regular meetings each year, the CRP Authority’s agenda planning will be guided by the following Macro Agenda for the year.

Meeting	Main Topics
September	<ul style="list-style-type: none">● Final approval of APP and related budget for the following fiscal year● Annual risk oversight ‘deep dive’● Quality assurance systems of contractors - overview● Review/revision of the CRP Authority communications policy; discussion of communications and stakeholder relations priorities and plans for the year● Review of annual Official Languages report from OIC (Policy G-801)● Review and confirm compliance and accountability

	<ul style="list-style-type: none"> requirements for CRP Authority Review Q2 financial and progress report from OIC Review KPI report Review risk report
November	<ul style="list-style-type: none"> Confirmation of submission of approved annual budget to the Minister of Environment and Local Government and the Officer in Charge Semi-annual update on progress against strategic plan Review of RCMP's annual planning process/cycle by OIC Review of values and ethics-related policies and related accountability reports from OIC Review metrics for evaluating quality of policing Review of HR annual reports from two major contractors (Policy G-701) Preliminary discussion re upcoming vacancies and skills gaps Review Q3 financial and progress report from OIC Review KPI report Review risk report
January	<ul style="list-style-type: none"> Community and municipal input into regional policing priorities CRP Authority input into regional policing priorities Develop desired content for CRP Authority Annual Report and assign responsibility for the preparation of a draft Review of annual asset report (Policy G-502) Review Q4 financial and progress report from OIC Review KPI report Review risk report
March	<ul style="list-style-type: none"> Receive year-end annual report of achievements against APP/budget from the OIC Consideration of proposed Multi-Year Financial Plan Consideration of proposed Annual Performance Plan (APP) and related budget Review and revise KPIs based on proposed APP Review financial and progress report from OIC Review KPI report Closed session – OIC performance review Review risk report Nominations update
May	<ul style="list-style-type: none"> Semi-annual update on progress against strategic plan Approval in principle of proposed APP and related budget Review board evaluation results and establish CRP Authority and committee priorities for the current fiscal year Approval of annual audited financial statements

	<ul style="list-style-type: none"> • Approval of the CRP Authority Annual Report • Review Q1 financial and progress report from OIC • Review KPI report • Review risk report
Organizational meeting post-June AGM	<ul style="list-style-type: none"> • Election of officers • Approval of committee membership slates • Approval of annual work plan for the CRP Authority and committees

(b) Annual Priorities

To assist the CRP Authority in pursuing a commitment to continual improvement in its performance, the annual work plan will include a review of the CRP Authority's performance. The process will be as follows:

1. The annual CRP Authority evaluation process will take place in March each year.
2. In April of each year, the Governance Committee will consider the results of the CRP Authority evaluation process and will develop CRP Authority priorities for the current fiscal year. In establishing those priorities, the Governance Committee will define:
 - The priority
 - The desired outcome
 - The desired timeline for accomplishing the priority
 - Which CRP Authority committee will be responsible for advancing the priority
3. The Governance Committee will bring forward a CRP Authority work plan for the coming year that includes the macro agenda items and the identified CRP Authority priorities.
4. At its May meeting, the CRP Authority will review the results of the evaluation and will review and approve the proposed priorities and work plan for the year.
5. Work plans for the CRP Authority's four standing committees will flow out of the Authority's work plan.
6. The work plans will include periodic reviews of CRP Authority policies according to the review cycle outlined in Policy G-1112 – CRP Authority By-laws and Policies.

(c) The CRP Authority's Policy Review Cycle

See CRPA Policy G-1014 – CRP Authority By-laws and Policies.

(d) Committee Annual Work Plans

Each CRP Authority standing committee is expected to develop an annual work plan to guide its activities. Each committee has approved Terms of Reference that include an annual macro agenda. This is the starting point for planning the annual work of the

Committee. In addition, the committees will factor in:

- a) The CRP Authority's annual priorities that have been delegated to the committee
- b) The CRP Authority's policy review cycle and the policies that have been delegated to the committee for review in the coming year

The annual work plans for the committees will be approved by the Committee at the first meeting following June 30th of each year and will be shared with the CRP Authority for information.