

Codiac Regional Policing Authority

Policy #: G-1012
Category: Authority Affairs
Subject: Orientation and Training for Board Members
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

It is imperative that all CRP Authority members receive orientation with regard to their role and responsibilities as members of the Authority. The CRP Authority Chair will arrange for new members to swear an Oath of Office, in the form prescribed, and to sign a confidentiality agreement.

As soon as is practicable after appointments, the CRP Authority Chair and the Chair of the Governance Committee will ensure that each new member receives an orientation prior to attend at the member’s first meeting. Prior to the orientation session, each new member will receive the following materials:

- CRP Authority Orientation Manual
- CRP Authority Procedural By-law 2019
- CRP Authority Policy Manual
- A copy of the current *Police Act* and *RCMP Act*
- Agreements related to the establishment of the Authority and the contract policing services provided to it by the RCMP
- CRP Authority’s current strategic plan and annual performance plan/budget

The orientation session will include an overview of:

- The CRP Authority’s context including its role within the justice system, its relationship with the Province and the three municipal funding partners and the Codiac Regional Police Service (CRPS)
- The *Police Act*
- Provincial directives, policies and guidelines applicable to the CRP Authority
- The *RCMP Act*
- The agreements to which the CRP Authority is a party including the *Regional Police Services Agreement*

- The CRP Authority's governance system and policies, including the position description for a CRP Authority member
- The CRP Authority's strategic priorities and annual community consultation processes
- The Codiac Regional Police Services – e.g. staffing structure and employers, labour relations, budget, equipment, physical plant
- The *Right to Information and Protection of Privacy Act*
- Such other topics as considered appropriate.

Orientation will continue over several months, and new CRP Authority members will be given the opportunity to participate in some of the following activities:

- Get acquainted sessions with the Officer in Charge (OIC), the Director – Strategic Planning and Police Support Services (SPPSS) and other senior CRPS leadership
- Attend CRP Authority member orientation sessions provided by the CRPS, as appropriate, and
- Take part in a ride along with a member of the CRPS, as appropriate.

Members of the CRP Authority are expected to avail themselves of training or to attend related conferences that enhance their understanding of policing and community safety and security and their contribution to the CRP Authority. Applications for reimbursement of the estimated costs for attendance at such conferences will be approved by the CRP Authority, prior to a member attending the training or related conference.

CRP Authority training may also take place through inviting guest speakers to make presentations or deliver workshops on issues pertinent to governance, Authority responsibilities or emerging trends in policing, with emphasis placed on issues of a strategic nature.

At the end of each fiscal year, the CRP Authority will prepare a report on Education/Training that includes individual CRP Authority member training and CRP Authority training as a whole. The Executive Co-ordinator will be responsible for keeping track of all such education and training.