

Codiac Regional Policing Authority

Policy #: G-1014
Category: Authority Affairs
Subject: CRP Authority By-laws and Policies
Date: Insert
Review Cycle: Year 5/5
Review Date: 2025

Framework

Police Act

Section 17.05(13) of the *Police Act* provides that the Codiac Regional Policing Authority (CRP Authority) may make rules consistent with the Act and the regulations for the purpose of performing its responsibilities under the Act and shall file each rule with the New Brunswick Police Commission.

‘Rule’ is not defined in the Act; according to the Merriam-Webster Online Dictionary it means ‘a regulation or bylaw governing procedure or controlling conduct’ or ‘a prescribed guide for conduct or action.’ The word ‘policy’ is also used in the Police Act. However, there is no requirement on a regional policing authority to file its policies with the Commission.

Section 17.05 (14) of the *Police Act* provides that any rule made under subsection (13) may be inspected at and a copy obtained from the office of the CRP Authority or of the Commission.

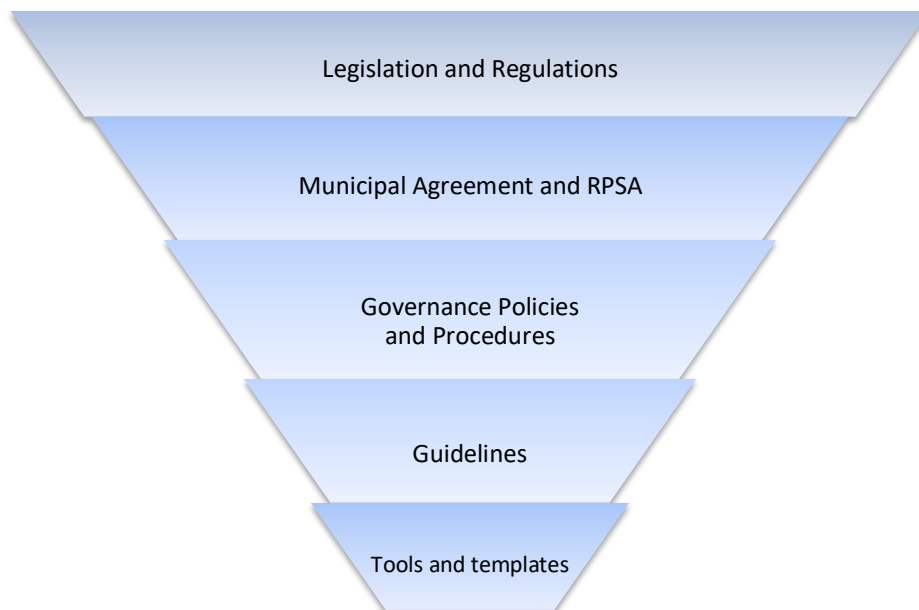
Municipal Agreement

The Agreement between the City of Moncton, the Town of Riverview and the City (Town of) Dieppe dated April 9, 2001 (the Municipal Agreement) provides that the CRP Authority may adopt by-laws and policies to govern and regulate its activities (s. 6(5)).

Policy

(a) Document Hierarchy

The CRP Authority will be guided by the following hierarchy of documents:



(b) Bylaws

The CRP Authority By-laws must be consistent with the *Police Act* and its regulations; they must also be consistent with the terms of the Municipal Agreement.

The CRP Authority By-laws will be reviewed at least once every five (5) years unless a regulatory requirement or a risk assessment requires an earlier review. The Governance Committee will make recommendations to the CRP Authority regarding by-law amendments.

The CRP Authority By-laws may be amended by a majority vote of the CRP Authority.

The Authority's Secretary will ensure that a current copy of the CRP Authority by-laws is on file with the New Brunswick Police Commission and will ensure that copies of any amendments are forwarded to the Commission by the Executive Co-ordinator.

(c) Governance Policies

The CRP Authority may also develop and approve governance policies to provide guidance and continuity of 'corporate memory' to current and future generations of CRP Authority members. These policies supplement the by-laws and must be consistent with them, as well as the provisions of the *Police Act*, its regulations, the Municipal Agreement and the Regional Police Services Agreement (RPSA).

Unless a regulatory requirement or risk assessment requires an earlier review, the CRP Authority will review its governance policies on a 5-year cycle as follows:

Review Cycle	Governance Policies (by series)
Year 1	G-000 Mission, Vision and Philosophy G-100 – Values and Ethics
Year 2	G-200 – Corporate Planning and Performance G-300 – CRP Authority-OIC Relationship
Year 3	G-400 – Financial Oversight G-500 – Risk Oversight
Year 4	G-600 – Quality Oversight G-700 – Human Resources Oversight G-800 – Communications and Stakeholder Relations G-900 – Accountability
Year 5	G-1000 – Authority Affairs

This review cycle allows for a reasonable frequency of policy review and a manageable workload for the CRP Authority and its committees. For the initial transition to this cycle, Year 1 will be 2021 and so on with Year 5 being 2025. The cycle will then repeat itself indefinitely.

In May/June, the CRP Authority Chair will initiate an annual check-in with legal counsel to determine if there have been any new laws or regulations introduced, or new case law, that may impact how the CRP Authority carries out its work. This legal advice will be shared with the CRP Authority and may indicate the need for new or revised policies.

Each year in June, the Authority Secretary will identify those governance policies to be reviewed during the upcoming board year and will advise the CRP Authority Chair, the Vice-Chair and the Chairs of the Authority's standing committees accordingly. The CRP Authority Chair (and/or the Vice-Chair) will consult with the Committee Chairs and then incorporate a review of the policies into the CRP Authority's macro agenda for the year. The Vice-Chair will then coordinate with the Committee Chairs to ensure that committee work plans accommodate the CRP Authority's macro agenda as it relates to policy review.

(d) Outcome of the Review Process

The review process may yield recommendations that:

- No changes be made
- Editorial changes be made (e.g. housekeeping changes such as clarifications, updating contracts or links, changing position names, typos, etc.)
- Minor amendments be made (e.g. not affecting the general meaning, scope, purpose or intent of the document; can usually be made without broad consultation)

- Major amendments be made (e.g. significant changes to the content of a Policy or Procedure; usually requires somewhat broader consultation within the CRP Authority or with key stakeholders)
- The Policy be repealed as it is no longer required.

(e) Roles and Responsibilities

The **CRP Authority** is responsible for approval of all governance policies. The **standing committees** are responsible to study and recommend to the Authority new or revised policies in areas that fall within their mandates.

The CRP Authority **Secretary** will ensure that the **Executive Co-ordinator** is maintaining a current and up-to-date control sheet for all policies, procedures and guidelines. The Authority Secretary is also responsible for identifying those policies scheduled for review in any given year.