

Codiac Regional Policing Authority

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Framework

Police Act

Under s. 1.1(1) of the *Police Act*, the Minister of Justice and Public Safety shall (a) promote the preservation of peace, the prevention of crime, the efficiency of police services and the development of effective policing, and (b) coordinate the work and efforts of police forces and the RCMP within the Province.

Section 1.1(2) of the *Act* provides that the Minister may provide to boards, councils, police forces, a regional policing authority and the RCMP:

- (i) information and advice respecting the management and operation of police forces and the RCMP in handling special problems, and
- (ii) such other information as the Minister considers to be of assistance.

Finally, Section 1.1 (3) provides that subject to the *Act* and regulations, the Minister may issue guidelines and directives to any police force within the Province for the attainment of the purposes in s. 1.1(1) above.

Governance Guidelines

In 2011, the Department of Public Safety issued the Police Governance and Oversight in New Brunswick Policy Guidelines (“Governance Guidelines”). These Guidelines apply to a regional policing authority, as well as to other models of police governance in use in New Brunswick. The Guidelines say that Boards are “encouraged to establish and maintain standing and ad hoc committees (as required).” They suggest that a Board may wish to consider establishing the following committees:

- Executive Committee
- Policy and Governance Committee
- Finance Committee
- Quality of Policing Committee
- Negotiating Committee

The Guidelines further state that:

“The function of board committees is to assist the Board with its tasks in the exercise of its authority and responsibilities. The Board may establish standing or ad hoc committees to inquire into and report on any matter within the jurisdiction of the board.

The Board will define the committee mandate and appoint the committee membership.

Each committee shall obtain direction from the Board for its activity or mandate and shall report back on its activities on a regular basis. The Board may also delegate tasks and projects to the committees.

On approval of the Board or civic authority, non-serving members of the Board may be appointed to a committee as ad-hoc members where there is a need for special and temporary expertise. An ad hoc member of a committee may not serve as chair of the committee and the majority of members of a committee must be members of the Board.

No committee may bind nor represent the Board. In addition, Board committees may not speak or act for the Board except where formally given such authority.”

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.”

CRP Authority Procedural By-laws

Section 28 of the CRP Authority Procedural By-law sets out minimum requirements for Authority Committees. It provides that the CRP Authority may by by-law or resolution create standing committees and shall establish generally or in detail the duties and responsibility, composition and duration of a committee established. The CRP Authority may also appoint a time-limited Special Committee to consider and report on a specific subject, project or undertaking.

The following standing committees are mandated: (1) Executive Committee, (2) Finance Committee, (3) Governance Committee and (4) Quality of Policing Committee.

The role of the Committees is generally to make recommendations to the CRP Authority on matters that are in their jurisdiction.

The CRP Authority determines the appropriate number of Committees, their membership, mandate and reporting practices. Each committee appoints a Chair of the Committee. The Chairperson is an ex officio member of all standing and special

committees with full voting privileges. However, the Chairperson does not count in determining quorum.

Policy

This policy supplements the CRP Authority Procedural By-laws regarding committees.

(a) Committee Membership

Membership on CRP Authority committees and external committees shall be reviewed annually by the CRP Authority Chair and the Chair of the Governance Committee. Committee memberships will be approved annually by the CRP Authority at the first meeting of the year.

On approval of the CRP Authority pursuant to a recommendation from a Standing Committee, non-members of the CRP Authority may be appointed at any time to a committee as external members where the CRP Authority determines there is a need for special and temporary expertise. An external member of a committee may not serve as chair of the committee and the majority of members of a committee must be members of the CRP Authority.

External committee members will be required to complete a security check and to sign a conflict of interest and confidentiality agreement.

(b) Committee Mandates

The function of a CRP Authority committee is to assist the Authority with its tasks in the exercise of its authority and responsibilities. The CRP Authority directs the mandate and priorities of the Committee, not vice versa. Expectations and authority will be clearly defined in approved terms of reference.

The CRP Authority approves the Terms of Reference for any committee established by the Authority. Thereafter, standing committees will review their Terms of Reference on an annual basis and bring forward any recommendations for changes to the CRP Authority for approval. This review will be part of the Committee's annual work plan.

(c) Committee Accountability to the CRP Authority

Each Committee established by the CRP Authority is accountable to the Authority for the fulfilment of its Terms of Reference. The Committee will, through its Chair, report to the CRP Authority in writing on its activities and recommendations as soon as practical in advance of each regular CRP Authority meeting when appropriate.

No committee may bind nor represent the CRP Authority. In addition, Authority committees may not speak or act for the CRP Authority except where formally given such authority.

(d) Duties of Committee Chairs

The Chair of a Committee:

- a) Presides at all meetings of the committee or designates a member of the Committee to act in his/her place in the event of an unanticipated absence
- b) Develops the Committee's annual work plan for the Committee's approval in accordance with Policy G-1011; shares the approved work plan with the CRP Authority
- c) Ensures that a calendar of committee meetings is established at the beginning of the committee's annual cycle
- d) Plans the agenda for each meeting according to the Committee's annual work plan
- e) Ensures that minutes of Committee meetings are kept and approves those minutes for accuracy prior to any presentation of them to the CRP Authority
- f) Prepares and submits written committee reports to the CRP Authority that clearly indicate if their content is 'for information' or 'for decision' of the CRP Authority
- g) Includes the form of any proposed resolution being recommended to the CRP Authority in the committee's report
- h) Keeps the CRP Authority Chair up-to-date on the work of the Committee and raises red-flags regarding the Committee's ability to meet pre-assigned timelines for its deliverables
- i) If the CRP Authority Chair does not regularly attend Committee meetings, invites the CRP Authority Chair to attend Committee meetings where substantive issues that are on their way to the Board for approval are being discussed; this is to help the CRP Authority Chair manage the issue through the Authority's decision-making process
- j) Is available to the members of the Committee and to the CRP Authority Chair for advice and counsel