

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: Executive Committee, Finance Committee, Governance Committee and Quality of Policing Committee.

Section 28.2 and 28.3 of the CRP Authority Procedural By-laws state:

“28.2 The CRP Authority shall determine the appropriate number of Committees, their membership, mandate and reporting practices.

28.3 There shall be struck an Executive Committee, which is a standing committee on which the Chairperson, Vice-Chairperson, Treasurer and

Secretary sit. Meetings of the Executive Committee may be called by the Chairperson whenever he/she considers it necessary.”

Policy

This Policy sets out the Terms of Reference for the Executive Committee.

(a) General Purpose

The Executive Committee supports the CRP Authority in the fulfilment of its stewardship responsibilities in the following areas: (a) execution of contracts, (b) expense approvals, (c) issues or crisis management, (d) stakeholder relations and (e) human resources oversight.

(b) Specific Responsibilities

The Executive Committee has the following specific responsibilities:

- a) In urgent situations, the Executive Committee has the delegated authority to make decisions on behalf of the CRP Authority on time-sensitive business or legal matters but must inform the CRP Authority of its actions for ratification no later than the next CRP Authority meeting.
- b) The CRP Authority, by resolution, may also from time to time delegate specific additional tasks or actions to the Executive Committee.
- c) Provide effective and timely advice to the Chairperson on emerging, time-sensitive issues arising between meetings of the CRP Authority
- d) Monitor the quality of relationships between the CRP Authority and its key stakeholders
- e) Receive and review reports from the CRPS under the CRP Authority’s human resources oversight policies
- f) Support the Chair’s implementation of the annual OIC performance feedback process (see Policy G-301 – CRP Authority-OIC Relationship)
- g) Review and recommend to the CRP Authority for approval an annual work plan for the Authority

Members of the Committee also have the delegated authority to:

- h) Execute contracts approved by the CRP Authority in accordance with CRP Authority policy
- i) Review and approve conference and travel expense reimbursement claims
- j) Review and approve such other matters as delegated to them through CRP Authority policy

(c) Membership, Quorum and Voting

- a) The members of the Executive Committee are the Chairperson, Vice-Chairperson, Treasurer and Secretary.

- b) A majority of the Committee constitutes a quorum for a meeting of the Committee.
- c) If the event that any Committee member declares a conflict of interest with regard to any one or more matters under consideration by the Committee, such Committee member will not attend that portion of the meeting dealing with such matter(s) and the foregoing quorum requirement will be reduced by one (1) with regards to any decision or recommendation with respect to such matters.
- d) Committee members are expected to make every reasonable attempt to attend and participate in meeting in person; however, where this is not possible due to personal circumstances or inclement weather, the member may participate in the meeting virtually provided that all participants in the meeting can hear each other and participate in the discussion and debate.
- e) A matter put to a vote at a meeting of the Committee shall be decided by a majority of the votes cast by Committee members.

(d) Meetings and Organization

- a) The Executive Committee will meet at the discretion of the CRP Authority Chair at least four (4) times per year to complete the items on the Committee's annual macro agenda attached as Appendix A.
- b) If circumstances and time permit, a written agenda for each meeting of the Executive Committee will be distributed to Committee members in advance of the meeting date, together with any related materials.
- c) The Chair may invite persons who possess information that would be useful to the Committee in carrying out its duties to attend any meeting of the Committee.
- d) Subject to the CPR Authority Procedural By-laws or the CRP Authority Policies, the Chair shall determine the procedure at and conduct of meetings of the Committee.

(e) Minutes and Reporting Responsibilities

- a) The Chair will ensure that minutes of the Committee are kept and will review them for accuracy before they are approved by the Committee or shared with the CRP Authority for information. A copy of all minutes will be sent to the Executive Co-ordinator for filing and safekeeping.
- b) The CRP Authority Chair, in his/her capacity as Chair of the Executive Committee, will provide a written report to the CRP Authority on the activities, actions and recommendations of the Executive Committee at least seven (7) days in advance of regular CRP Authority meetings.
- c) The Committee's report will clearly indicate items for (a) information, (b) ratification or (c) decision/approval of the CRP Authority and will include the suggested resolution(s) to be approved by the CRP Authority.

(f) Confidentiality

All deliberations of the Committee, and all records, material and information pertaining to CRP Authority or CRPS obtained by a member of the Committee shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access. At no time will any Committee member use or disclose or divulge any confidential personal information for personal gain or for the benefit of others.

(g) Other

The Executive Committee will:

- a) Annually review its Terms of Reference and makes any recommendations for changes to the CRP Authority for approval
- b) Annually assess its performance in carrying out its duties with the objective of continuous improvement
- c) Provide an orientation to new Committee members
- d) May engage outside advisors, including counsel, independent consultants and other experts, as needed, to deal with any matter under its responsibility.

Appendix A - Annual Work Plan – Executive Committee

Meeting	Agenda Items
Early September	<ul style="list-style-type: none"> <input type="checkbox"/> Review CRP Authority policies on communications and stakeholder relations and recommend any changes to the CRP Authority <input type="checkbox"/> Discuss the quality of the CRP Authority's relationships with its key stakeholders and develop strategies to recommend to the CRP Authority for improving same <input type="checkbox"/> Review the annual Official Languages Report from the OIC <input type="checkbox"/> Such additional items as the Committee Chair determines
Early November	<ul style="list-style-type: none"> <input type="checkbox"/> Review the reports from CRPS under the CRP Authority's human resources oversight policies <input type="checkbox"/> Plan for the annual OIC performance feedback process <input type="checkbox"/> Such additional items as the Committee Chair determines
March/ April	<ul style="list-style-type: none"> <input type="checkbox"/> Review the Committee's Terms of Reference and recommend changes to the CRP Authority <input type="checkbox"/> Evaluate the Committee's performance over the past year using a simple "done well/do better" assessment <input type="checkbox"/> Such additional items as the Committee Chair determines
June	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare and recommend to the CRP Authority an annual work plan for the Authority for the coming year <input type="checkbox"/> Orient new Executive Committee members <input type="checkbox"/> Such additional items as the Committee Chair determines

Additional meetings as required at the Chairperson's discretion.