

Codiac Regional Policing Authority

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Category: Authority Affairs
Subject: Quality of Policing Committee – Terms of Reference
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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 Board Committees. The following standing committees are mandated: Executive Committee, Finance Committee, Governance Committee and Quality of Policing Committee.

The CRP Authority determines the appropriate number of Committees, their membership, mandate and reporting practices. The role of the Committees is generally to make recommendations to the CRP Authority on matters that are in their jurisdiction.

Policy

This Policy sets out the Terms of Reference for the Quality of Policing Committee.

Purpose

The purpose of the Quality of Policing Committee is to assist the CRP Authority in fulfilling its responsibilities in the areas of (a) strategic planning, (b) quality oversight

and (c) monitoring the adequacy of policing services in the region.

Specific Responsibilities

1. Review and monitor the implementation of the CRP Authority's policy on strategic planning.
2. Review semi-annual updates from the Officer in Charge (OIC) of the Codiak Regional Police Service (CPRS) on the progress against strategic objectives and goals/targets; provide recommendations to the CRP Authority on any 'mid-course' changes required to the approved Strategic Plan.
3. Ensure that the CRP Authority understands the Quality Assurance and Quality Control processes that its two major contractors have in place to ensure that CRPS policing standards meet or exceed comparable policing standards and procedures for all other police services in the Province.
4. Review reports from the OIC under CRPA Policy G-501 Quality Oversight.
5. Review the proposed questionnaire for the annual community survey to ensure that key issues relating to quality and adequacy of policing are included.
6. Annually evaluate the appropriateness and relevance of Key Performance Indicators proposed to measure and monitor the CRPR' progress against the priorities, objectives and goals defined by the CRP Authority.
7. Review regular KPI reports from the CPRS and highlight results requiring further discussion or monitoring by the CRP Authority.
8. Monitor any provincial developments regarding the definition of "adequacy" of policing services under the *Police Act*.
9. Monitor the evolving field of quality assurance and performance measurement/reporting in Canadian police services and make recommendations to the CRPA for new/revised policies or procedures regarding same.
10. Annually consider and document potential improvements to the RPSA for use when the Agreement opens up for review.

(c) Membership, Quorum and Voting

1. The Committee will consist of three CRP Authority members approved by the CRPA Authority.
2. A majority of the Committee constitutes a quorum for a meeting of the Committee.
3. 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.
4. 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.

5. 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

1. The Committee shall hold at least four (4) regularly scheduled meetings each year to complete the items on the Committee's annual macro agenda attached as Appendix A.
2. The Committee may hold additional special meetings at the call of the Committee Chair, or by agreement of the Committee.
3. The Committee Chair will prepare a written agenda for each meeting that will be distributed to Committee members, together with any related materials.
4. 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.
5. The Committee Chair will consult with relevant contracted personnel on the agenda development, preparation and distribution of meeting materials and maintaining a record of the meetings.
6. The Committee Chair may invite such CRP Authority members and outside parties, and in consultation with the Officer in Charge (OIC), such employees as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the Committee.

(e) Minutes and Reporting Responsibilities

1. The Committee 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.
2. The Committee Chair will provide a written report to the CRP Authority on the activities, actions and recommendations of the Committee at least seven (7) days in advance of regular CRP Authority meetings.
3. 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 CRPA 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 Quality of Policing 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, subject to budgetary approval by the CRP Authority.

Appendix A - Annual Work Plan – Quality of Policing Committee

Meeting	Agenda Items
Early September	<ul style="list-style-type: none"> <input type="checkbox"/> Review the CRP Authority policy on strategic planning and determine if a new planning cycle is due to be started early in the next calendar year <input type="checkbox"/> Check-in on any new provincial guidelines or directives regarding the quality or adequacy of policing <input type="checkbox"/> Receive an overview from the OIC and the Director – SPPSS regarding the QA systems in place within the RCMP and the City of Moncton pertaining to the CRPS <input type="checkbox"/> Orient new Committee members <input type="checkbox"/> Review the results of any internal audits of the CRPS and share high level results with the Board <input type="checkbox"/> Review the regular KPI report from CPRS <input type="checkbox"/> Such additional items as the Committee Chair determines
Early November	<ul style="list-style-type: none"> <input type="checkbox"/> Review semi-annual updates from OIC regarding progress against approved strategic plan <input type="checkbox"/> Review an annual report from the OIC regarding complaints and compliments regarding the individual action of officers, civilian staff, and quality of service of CRPS <input type="checkbox"/> Review the proposed annual community survey questionnaire <input type="checkbox"/> Plan the annual workshop between the CRP Authority, municipal councils and CPRS <input type="checkbox"/> Consider what should be included in a CRP Authority Annual Report to Stakeholders concerning the quality and adequacy of policing in the region <input type="checkbox"/> Review and discuss metrics for evaluating quality of policing based upon research by Committee members (using CAPG materials for example);

	<p>prepare an overview on quality metrics for the CRP Authority</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the results of any internal audits of the CRPS and share high level results with the CRP Authority <input type="checkbox"/> Review the regular KPI report from CPRS <input type="checkbox"/> Such additional items as the Committee Chair determines
February/ March	<ul style="list-style-type: none"> <input type="checkbox"/> Review the discuss the results of the annual community survey <input type="checkbox"/> Discuss the short, medium- and longer-term quality and adequacy goals and priorities for the CPRS – review these with the CRP Authority <input type="checkbox"/> In light of a new proposed APP for the following fiscal year, review the list of Key Performance Indicators (KPIs) used to monitor the CRPS's performance; recommend any changes to the CRP Authority <input type="checkbox"/> Review the results of any internal audits of the CRPS and share high level results with the CRP Authority <input type="checkbox"/> Review the regular KPI report from CPRS <input type="checkbox"/> Such additional items as the Committee Chair determines
May	<ul style="list-style-type: none"> <input type="checkbox"/> Review semi-annual report from OIC regarding progress against approved the CRP Authority strategic plan <input type="checkbox"/> Monitor the evolving field of QA and performance measurement/reporting for Canadian policy services – make recommendations to the Board regarding new/revised policies regarding same <input type="checkbox"/> Identify and review with the Board (in camera) potential improvements to the RPSA when the Agreement opens up for review <input type="checkbox"/> Review the Committee's Terms of Reference and recommend changes to the Board

- ☐ Evaluate the Committee’s performance over the past year using a simple “done well/do better’ assessment
- ☐ Review the results of any internal audits of the CRPS and share high level results with the CRP Authority
- ☐ Review the regular KPI report from CPRS
- ☐ Such additional items as the Committee Chair determines

Additional meetings at the Committee Chair’s discretion