



## Authority to Create Board Policies

Original Implementation Date		Approved by	
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

### **1 - Title**

Authority to Create Board Policies

### **2 - Purpose**

This policy outlines the legal authority, scope and effect of policies adopted by the Board.

### **3 - Scope**

The Halifax Board of Police Commissioners is established as an independent authority pursuant to the *Police Act*. The Board has dual roles: provide civilian governance to the Halifax Regional Police (HRP) on behalf of Halifax Regional Council (Council) (s. 55) and function as a Police Advisory Board regarding the Royal Canadian Mounted Police (RCMP) in its role as a contractual policing service with the Halifax Regional Municipality. (s. 68(1)).

### **4- Definitions**

In the context of this document:

**Police Act** means the *Police Act*, S.N.S. 2004, c. 31 as amended

**Board** means the Halifax Board of Police Commissioners

**Chief of Police** means the Chief of Police of Halifax Regional Police

**Chief Superintendent** means the Chief Superintendent of the RCMP, Halifax District

**Chiefs** means the Chief of Police of HRP and the Chief Superintendent of the RCMP

**Council** means Halifax Regional Council

**HRM** means the Halifax Regional Municipality

**HRP** means the Halifax Regional Police

**Member(s)** means a member of the Halifax Board of Police Commissioners

**RCMP** means the Royal Canadian Mounted Police Halifax District

## **5 - Distribution**

Policies may be distributed to all Board of Police Commissioners, CAO, Municipal Clerk, HRM Councillors, the Chiefs and their respective departments, Nova Scotia Association of Police Governance and posted on HRM website with link to HRP website. This list may be expanded as required.

## **6 – Board of Police Commission Authority**

1. The Board is created by the *Police Act*.
2. The Board has responsibility to provide Halifax Regional Police “the administrative direction, organization and policy required to maintain an adequate, effective and efficient police department” per s. 55(1)(b) of the *Police Act*.
3. The Board may from time to time adopt policy per s. 55(1)(b) of the *Police Act*, and the Chief of Police shall cause that policy to be posted as an HRP to all sworn and unsworn members.
4. The Board shall adopt policy regarding extra-duty and off-duty employment as per s. 56 of the *Police Act* and the Chief of Police shall cause that policy to be posted as an HRP Departmental Order to all sworn and unsworn members.
5. The Board is, with respect to HRP, additionally responsible to provide direction as outlined in s. 55 of the *Police Act* and to determine, in consultation with the Chief of Police, priorities, objectives and goals respecting police services in the community and to recommend or provide policies, administrative and organizational direction for the effective management of the police department.
6. The Board is, with respect to RCMP, additionally responsible to provide advice to the RCMP, and, as outlined in s. 68 of the *Police Act*, to determine, in consultation with the Chief Superintendent priorities, objectives and goals respecting police services in the community and to recommend policies, administrative and organizational direction for the effective management of the police department.
7. The Board may from time to time recommend the Chiefs adopt policy per the *Police Act* s. 55(3)(f) and/or s. 68(3)(f) and if the recommendation is accepted the policy may be posted for HRP and RCMP officers to all sworn and unsworn members.
8. The Board may from time to time adopt policy regarding any other duty and responsibility outlined for the Board in the *Police Act*.

## **7 - Effective Date**

Date adopted.

## **8 - Policy Review**

This policy should be reviewed every four years and when the *Act* is amended.

## **9 - Contact**

Office of the Municipal Clerk

## **10 – Attachment**

None

## Board Roles and Responsibilities

Original Implementation Date		Approved by	
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

### **1 - Title**

Board Roles and Responsibilities

### **2 - Purpose**

The policy provides direction to the Halifax Regional Police (HRP) and Royal Canadian Mounted Police Halifax District (RCMP) regarding role and governance functions of the Halifax Board of Police Commissioners.

### **3 - Scope**

The Halifax Board of Police Commissioners is established as an independent authority pursuant to the *Police Act*. The Board has dual roles: provide civilian governance to the Halifax Regional Police (HRP) on behalf of Halifax Regional Council (Council) (s. 55) and function as a Police Advisory Board regarding the Royal Canadian Mounted Police (RCMP) in its role as a contractual policing service with the Halifax Regional Municipality. (s. 68(1)).

### **4 - Definitions**

In the context of this document:

**Police Act** means the *Police Act*, S.N.S. 2004, c. 31 as amended

**Board** means the Halifax Board of Police Commissioners

**Chiefs** means the Chief of Police of HRP and the Chief Superintendent of the RCMP

**Chief of Police** means the Chief of Police of Halifax Regional Police

**Chief Superintendent** means the Chief Superintendent of the RCMP, Halifax District

**Council** means Halifax Regional Council

**HRM** means the Halifax Regional Municipality

**HRP** means the Halifax Regional Police

**Member(s)** means a member of the Board of Police Commissioners

**RCMP** means the Royal Canadian Mounted Police Halifax District

## **5 - Distribution**

Policies may be distributed to all Board of Police Commissioners, CAO, Municipal Clerk, HRM Councillors, the Chiefs and their respective departments, Nova Scotia Association of Police Governance and posted on HRM website with link to HRP website. This list may be expanded as required.

## **6 - Roles and Responsibilities**

### **Legislative Authority of the Board**

1. The Halifax Board of Police Commissioners (the Board) is established as an independent authority pursuant to the *Police Act*. The Board has dual roles: to provide civilian governance to the Halifax Regional Police (HRP) on behalf of Halifax Regional Council (Council) (s. 55) and function as a Police Advisory Board regarding the Royal Canadian Mounted Police (RCMP) in its role as a contractual policing service with the Halifax Regional Municipality. (s. 68(1)).
2. The *Police Act* establishes six main governance functions:
  - a. The Board provides, with respect to HRP, civilian governance on behalf of the council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, and provides the administrative direction, organization and policy required to maintain an adequate, effective and efficient police department, and ensures it is implemented. The Board also determines, in consultation with the Chief of Police, priorities, objectives and goals respecting police services in the community.
  - b. The Board, with respect to the RCMP, determines in consultation with the Chief Superintendent, priorities, objectives and goals respecting police services in the community.
  - c. The Board engages with the community to ensure that the goals and strategies of the police services reflect the community values, needs and expectations.
  - d. The Board provides written direction to the Chief of Police by resolution passed by the Board or adoption of policy by the Board.
  - e. The Board is responsible to cause the Chief of Police to prepare a budget for the HRP and for presenting the budget to Regional Council.
  - f. The Board Chair is responsible to evaluate the performance of the Chief of Police in conjunction with board members and in consultation with the Chief Administrative Officer of HRM. (Process for hiring Chief HRP attached)
  - g. The Chair may offer to contribute insight regarding the performance of the Chief Superintendent with regards to her/his role, responsibilities and relationship to the Board.
  - h. The Board has an oversight role in responding to complaints, discipline or personnel conduct relating to the Chief of Police.
3. Under the *Police Act* (s.55(3)(a)-(g) & 68(3)(a)-(g)) the Board is responsible to provide the following direction to both the HRP and RCMP, specifically to :

- a. determine, in consultation with the Chief of Police and the Chief Superintendent, or a designate, the priorities, objectives and goals respecting police services in the community;
  - b. ensure the Chiefs establish programs and strategies to implement the priorities, objectives and goals respecting the police services;
  - c. ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
  - d. ensure that police services are delivered in a manner consistent with community values, needs and expectations;
  - e. act as a conduit between the community and the police services;
  - f. recommend policies, administrative and organizational direction for the effective management of the police services;
  - g. review with the Chiefs information provided by the Chiefs respecting complaints and internal discipline; and
  - h. In the case of HRP, pursuant to s. 52 of the *Police Act*, on behalf of the board, the board chair or the chair's delegate may give advice or direction, in writing, to the Chief of Police on any matter within the jurisdiction of the Board under this *Act*, but not to other members of the police service and, for greater certainty, no other member of the board shall give advice or direction to a member of the police services.
  - i. In the case of RCMP, pursuant to s. 66 of the *Police Act*, on behalf of the board, the board chair or the chair's delegate may give advice in writing to the Chief Superintendent, but not to other members of the police service and, for greater certainty, no other member of the board shall give advice or direction to a member of the police department.
4. With respect to the Halifax Regional Police the Board is responsible for the following (s. 54(1)-(3), s. 55 (1)(b), s. 55 (3)(h)-(i)):
- a. The Board shall annually cause the Chief of Police to prepare a budget for the Halifax Regional Police; (budget timeline attached)
  - b. The budget shall be submitted to Halifax Regional Council by the Board;
  - c. The Board shall provide the administrative direction, organization and policy required to maintain an adequate, effective and efficient police department, subject to the *Police Act* and the municipal Bylaw P-100;
  - d. The Board shall ensure a strategic plan and business plan is in place; and
  - e. The Board shall ensure the department is managed by the Chief of Police according to best practices and that it operates effectively and efficiently.
5. With respect to the HRP, the Board shall not exercise jurisdiction relating to (s. 55(1)(c)-(e)):
- a. complaints, discipline or personnel conduct, except in respect to the Chief of Police;
  - b. a specific prosecution or investigation; or
  - c. the actual day-to-day direction of the police department.
6. With respect to the RCMP, the Board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the RCMP (s. 68(1)).

## **Board Mission, Vision and Guiding Principles**

1. The Board's Mission is to provide independent civilian oversight, governance, and strategic leadership to the HRP and the RCMP within Halifax, reflecting the needs, values and diversity of Halifax's communities.
2. The Board shall review its mission, vision, guiding principles and strategic plan annually.
3. The Board shall be guided by a Strategic Plan which reflects its future goals and objectives and which the Board updates regularly.
4. The Board shall create an annual work plan no later than April 1 of each year.

## **Independence and Jurisdiction Policy of Police Board**

1. The Board's purpose is, in part, to preserve policing independence from political interference while ensuring civilian oversight of the extraordinary powers of the police.
2. The Board of Police Commissioners is an entity that the *Police Act* states must be created by any municipality that establishes a municipal police department. The *Police Act* states a Police Advisory Board must be created by any municipality receiving policing services in whole or in part from the Royal Canadian Mounted Police or the Provincial Police.
3. As Council elects to share responsibility for policing between HRP and the RCMP, the Board has a dual role. Firstly, it acts as a governing board for HRP. Secondly it acts as a Police Advisory Board to the RCMP pursuant to s. 57 (1) of the *Police Act*.
4. The Board has a unique relationship with the municipal council and it exists, in part, to insulate the police services from the political decision making process. The Police Board is responsible for ensuring that the police provide effective and efficient services. The municipal council provides the police department with an annual budget to achieve these objectives.
5. The RCMP follows policy and governance established by the Federal government and is not subject to civilian oversight. Therefore the Board acts primarily in an advisory capacity.
6. The Board ensures the independence of the operation of policing in Halifax, but HRP is also functionally a department of the municipality. The municipality's non-policing policies apply to HRP, such as finance, procurement, and human resources.
7. While the Board approves the operating budget of HRP, the CAO and the municipality provide and are responsible for day to day oversight, financial controls, and finance and audit for HRP. HRM, through the Board, is to assure that sufficient resources are provided and/or contracted to provide adequate, effective and efficient police services to HRM.
8. The work of the police services necessitates confidentiality and adherence to security protocols and, to that end, the Board will adopt regulations and procedures to closely restrict access to, and disclosure of, information under the authority of the police services. Board's independent status is achieved by ensuring accountability for oversight of the police services and their employees.

9. The Board is responsible for ensuring that the security and confidentiality interests of the police services, and the safety interests of the public and Department are protected. Advancing of joint ventures or shared services with municipal council or any other agency can only occur where the Board is satisfied that confidentiality and security issues have been properly addressed.

### **Composition of Board, Selection and Appointments**

1. The *Police Act*, in sections 44(4) & 57(4) requires that the Board consist of seven members: three members of council appointed by resolution of the council; three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and one member appointed by the Provincial Minister of Justice.
2. The Board will consider the composite skills it requires to meet its responsibilities and maximize its success, and the elements it requests with respect to tenure and the rotation of members, and communicate those to Council as recommendations or requests when vacancies arise on the Board.
3. The Board strives to reflect the diversity and make-up of the HRM population and seeks to include members representing diverse communities.

### **Board Governance Style and Commitment**

1. As a statutory governance body, the Board must be and be seen to be:
  - a. operating in all ways mindful of its civic trusteeship obligation to the public and accountability for the governance and/or advising the police services;
  - b. independent of the police service administration and management, political affiliation and interest groups;
  - c. subject to the needs of confidentiality and security, open, transparent, and accessible to both the public and the police services; and
  - d. responsive to the community.
2. The Board shall govern collaboratively and in a way that emphasizes outward vision. It shall encourage strategic leadership rather than administrative detail and shall maintain a clear distinction between Board governance and the Chiefs' roles as chief executive officer or superintendent of the police services.
3. Attendance at all regular meetings by all Commissioners is preferred in order to ensure quorum is met. Commissioners have the obligation to inform the Chair if they are not able to attend a meeting in person.
4. The Chair, Vice Chair and the Chiefs or their designates will meet no later than five (5) days in advance of the regularly scheduled meeting to establish the agenda and confirm the agenda and to plan the upcoming meeting agenda so that agenda setting is established in advance.
5. The Board and Chiefs shall commit to the following guiding principles with respect to their relationship and responsibilities:

- a. acknowledge the importance of goodwill between each other;
  - b. respect each other's roles, interests and accountabilities;
  - c. give each other the benefit of the doubt, accept honest mistakes and seek explanations before reacting;
  - d. recognize and respect each other's decision-making processes and lines of authority;
  - e. acknowledge that the Board's mandate is summarized as general oversight and setting of policing policy; and
  - f. recognize that the Chiefs are responsible for daily policing and all operational matters.
6. Communications between the Board and Chiefs shall:
    - a. promote common understanding
    - b. promote quick and effective resolution of issues, and
    - c. build stronger relationships; information shall be shared to the fullest extent possible and be undertaken in an atmosphere that promotes clarity, transparency, openness and trust.
  7. The Board and its members shall be responsible for excellence in governing. The Board itself shall be an initiator of policy, in addition to responding to policy initiatives from staff. The Board shall use the expertise of individual Board Members to enhance the performance of the Board as a body.
  8. The Board shall direct, control and motivate the organization through the careful establishment of broad organizational policies reflecting the community's values.

#### **Delegation to and relations with the Chiefs**

1. The Chiefs have command of their police services, subject to the powers of the Board set out in the *Police Act* and By-law P-100.
2. The Chiefs have general authority to make the operational decisions required to operate the Police Department. The Chief of Police's legislative role and duties are set forth in s. 38 of the *Police Act*.
3. The Board provides direction to the Chief of Police, and advice to the Chief Superintendent, by way of motion and adoption of policy.
4. The Board directs the Chief of Police through approved Board policies, and detailed operational policies are to be developed by the Chief in furtherance of Board policy.
5. Only decisions of the Board acting as a body are binding upon the Chiefs, to the extent authorized by the *Police Act*:
  - a. Decisions or instructions of individual Commissioners or committees are not binding on the Chiefs
  - b. In the case of Commissioners requesting information or assistance without Board authorization, the Chief has the option of bringing such requests to the Board if, in the Chief's judgement, a material amount of staff time or funds are required.

6. The Chiefs shall ensure that his/her actions and those of the police services will not compromise the independence of the Board.
7. The Chiefs may delegate authority to the extent that he/she considers appropriate, but remains personally responsible for all activities of the Department to the extent provided by the *Police Act* and By-law P-100.

### **Confidentiality**

1. Notwithstanding the need for Members to make informed decisions on issues before the Board by obtaining input from internal and external sources, Members are to ensure that information that is normally considered confidential (i.e. financial, legal and personnel issues) is not disclosed to any outside person unless authorized.
2. Halifax Regional Police and municipal police commissions and advisory boards in Nova Scotia are subject to the Freedom of Information and Protection of Privacy provisions of the *Municipal Government Act*. Members have a duty to understand the key sections of this *Act* and must avoid disclosing any verbal or written material that is meant to be confidential concerning the HRP or RCMP, its officers, staff members or clients.
3. Members must not disclose or use confidential information gained by virtue of their association with the Board for personal gain, or to benefit friends, relatives or associates.

### **Board Committees, Panels and Liaison Functions**

1. The Board may create committees by resolution and adopt terms of reference. The terms of reference will define membership, extent of public involvement and participation, mandate, scope of activities, and require the committee to make recommendations to the Board.
2. Any Board member is eligible to attend a committee meeting.
3. The Board may delegate tasks and projects to the committees, including preparing of policy alternatives and implications for Board deliberation.
4. Board committees may not speak or act for the Board.
5. Committee members shall deal directly with the Chiefs, or his/her designate(s), when services are required from a staff of the Department to assist the committee.
6. This policy does not apply to committees formed under the authority of the Chiefs.

### **Board Member Orientation**

1. The Board shall cause a Board orientation toolkit and process to be created no later than September 2018.

## **Travel and Training**

1. Board Members are encouraged to participate in training sessions and conferences of the Nova Scotia Association of Police Governance and Canadian Association of Police Governance, and to take advantage of other training opportunities that will increase their knowledge and capabilities as a Board Member.
2. Board Members are eligible to be reimbursed for all reasonable expenses incurred while on Board business travel or attendance of training sessions, subject to the approval of the Chair in consultation with the CAO and the budget of the Board.
3. A Member's expenses are reimbursed upon the submission of receipts and explanatory expense statements, and must be in accordance with to HRM travel policies and submitted through the CAO's office.
4. Business or training travel of Board Members is authorized by the Chair after consultation with the CAO, if expenses are to be paid by the Board.

## **External Memberships**

1. The Board supports the purpose of the Nova Scotia Association of Police Governance and Canadian Association of Police Governances, and shall be a member of both organizations. Board membership in organizations requires amendment to add them to this list.

## **Board Assessment Process**

1. The Board recognizes the need to assess the governance functions and performance of the Board. The Board shall establish a board assessment review process to assess the board and review the policies and board manual annual, no later than December 2018.

## **7 - Effective Date**

Date adopted.

## **8 - Policy Review**

This policy should be reviewed every four years and when the *Act* is amended.

## **9 - Contact**

Office of the Municipal Clerk

## **10 - Attachment**

Business Plan Budget Review  
Process for hiring Chief, HRP

# Role of Chair, Vice Chair, Meetings, Procedures Policy

Original Implementation Date		Approved by	
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

## **1 - Title**

Role of Chair, Vice Chair, Meetings, Procedures Policy

## **2 - Purpose**

This policy describes the way meetings will be conducted, explains the role and responsibilities of the Chair and Vice Chair as well as the selection and conduct of board members.

## **3 - Scope**

The Halifax Board of Police Commissioners is established as an independent authority pursuant to the *Police Act*. The Board has dual roles: provide civilian governance to the Halifax Regional Police (HRP) on behalf of Halifax Regional Council (Council) (s. 55) and function as a Police Advisory Board regarding the Royal Canadian Mounted Police (RCMP) in its role as a contractual policing service with the Halifax Regional Municipality. (s. 68(1))

## **4 - Definitions**

In the context of this document:

**The Police Act** means the *Police Act* (NS) 2007 as amended

**The Board** means the Halifax Board of Police Commissioners

**Chief of Police** means the Chief of Police of Halifax Regional Police

**Chief Superintendent** means the Chief Superintendent of the RCMP, Halifax District

**The Chiefs** means the Chief of Police of HRP and the Chief Superintendent of the RCMP

**Council** means Halifax Regional Council

**HRM** means the Halifax Regional Municipality

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**Member(s)** means members of the Halifax Board of Police Commissioners

**RCMP** means the Royal Canadian Mounted Police Halifax District

## **5 - Distribution**

Policies may be distributed to all Board of Police Commissioners, CAO, Municipal Clerk, HRM Councillors, the Chiefs and their respective departments, Nova Scotia Association of Police Governance and posted on HRM website with link to HRP website. This list may be expanded as required.

## **6 - Roles and Responsibilities**

### **Role of Chair at Board meetings**

1. The Chair of the Board presides over meetings of the Board. Should the Chair not be present, or vacate the chair temporarily or permanently, the Vice-Chair will act in the Chair's place.
2. Should neither Chair or Vice-Chair be present or available, and if quorum is otherwise obtained, the Board shall elect an Acting Chair for the meeting until such time the Chair or Vice-Chair is available.
3. The duties of the Chair with respect to the Board meetings shall include:
  - a. calling the meeting to order;
  - b. announcing items of business;
  - c. deciding, subject to appeal, all questions of order and procedure; and preserving order and decorum;
  - d. developing the Board meeting agenda, in consultation with the Chiefs;
  - e. managing difficult issues in Board meetings to ensure consensus;
  - f. chairing the meeting following the municipality's Administrative Order One, The Procedure of Council Administrative Order except where noted in this policy, and approved by Council as per the *Police Act*.
4. The Board shall conduct its business according to the procedure established by the Council for the conduct of its business subject to such modifications as may be required to fit the needs of the Board. Those procedures are set out in Administrative Order One. A copy of the relevant sections of Administrative Order One will be attached to this policy as Appendix A.
5. The Chair's primary roles are to:
  - a. To Chair the Board meetings and manage, organize, set agendas for and attend meetings, ensuring that all policies developed by the board are appropriately implemented;
  - b. To develop an operations and policy manual that will assist in the orientation of new appointees and direct acting board members regarding their roles and responsibilities;
  - c. To ensure that board members are informed of matters within the board's jurisdiction;
  - d. To act as the sole spokesperson for the board;

- e. In conjunction with board members and in consultation with the Chief Administration Officer of the municipality, to evaluate the performance of the Chief of Police (HRP) on a yearly basis (preceding sections a-e from *Police Act Regulations* s 78);
  - f. Work closely with the Chief of Police and the Chief Superintendent to ensure effective relations and communications with Board members, the police services, the municipality and the public.
6. The Chair is an ex-officio member of committees where the Chair is not appointed as a full member.
  7. When the Chair is unavailable or absent the Vice-Chair, shall act in his or her place until such time as the Chair returns and is able to resume his/her responsibilities.
  8. While presiding over a meeting of the Board or acting during an absence of the Chair, the Vice-Chair has and may exercise all the same rights, powers, and authority of the Chair.
  9. Per Administrative Order One, the annual regular meeting schedule, agenda, minutes and reports shall be available on the Board website.
  10. The Board may hold some of its meetings in community locations, which will be determined by the Board when setting the annual meeting schedule.

#### **Election of Chair and Vice Chair**

1. The Chair and Vice Chair are elected from the floor at the first meeting in January.
2. The Chair will contact all Board members in December to notify that elections for the positions will take place in January.
3. The Chair may also indicate her/his interest in continuing as Chair at this time.
4. The Chair will also invite Board members to indicate their interest in standing for election. The Chair will provide information about the positions if additional information is requested.
5. At the start of the January meeting the Legislative Assistant will call for nominations for the position as Chair. Once nominations close, Board members will vote. The successful candidate will take Chair the meeting and call for nominations for Vice Chair. Once nominations close, Board members will vote. The Vice Chair will assume her/her role after votes are cast.

#### **Delegations/Presentations to the Board**

1. No Delegation shall address the Board more than twice in a calendar year without prior approval of the Board.
2. Any person or persons (a “delegation”), not being a Member or employee of the Board, wishing to address a regular Meeting of the Board, shall make a request to the Clerk’s Office in writing by noon, one week in advance of the Board meeting, and include the topic that the delegation is

speaking to. There may be no more than four delegations scheduled to appear at a given Board meeting and all speaking topics must meet the criteria in this policy.

3. To ensure meaningful and effective use of the Delegation time, the following criteria shall apply to ascertain appropriate speaking topics. The topic should:
  - a. Relate to police services or policies;
  - b. Affect a segment of the community, as opposed to a single individual;
  - c. Relate to a strategy of policing, as opposed to a single action by an officer(s);
  - d. Relate to the Board's oversight mandate, as opposed to day-to-day police operations;
  - e. Not relate to a conduct complaint within the jurisdiction of the Office of the Police Complaint Commissioner;
  - f. Not be a substantial repeat of information presented by the delegate to the Board within the past 6 months.
4. The Chair shall monitor any delegation that does not adhere to its topic.
5. Speaking time for a delegation shall be limited to a maximum of five minutes. A time extension may be given by agreement of the Board.
6. A written submission by the delegation and a list of persons attending, wherever possible, shall be filed with the Clerk's Office for distribution with the meeting agenda.
7. Board members shall not enter into debate with the delegation upon the completion of their presentation. Board members should only ask questions for clarification and obtaining additional, relevant information.
8. No delegation at either a regular Meeting or Special Meeting of the Board shall: (1) speak disrespectfully of any person; (2) use offensive words or unparliamentary language; (3) speak on any subject other than the subject for which they have received approval to address the Board; or (4) disobey the rules of procedure or a decision of the Chair.
9. The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the delegation shall immediately withdraw.
10. The Board will not hear any delegation concerning a conduct complaint against officers of the police service, but will refer the delegation to the appropriate oversight body, which is the Office of the Police Complaint Commissioner.

### **Board member selection process**

1. The *Police Act* regulations states:

s. 76 The selection process used by a council in appointing a board member to a vacancy on the board, except a board member appointed by the Minister under clause 44(3)(c) of the *Act*, must include all of the following:

- a. the board vacancy must be advertised and applications must be solicited for the vacancy;
  - b. each application must be reviewed by a panel established by the council.
2. The Board shall provide advice and recommendations to Council and the Province with the aim that recruitment of new board members considers the following: necessary skill sets, broad advertising of the position, proactive recruitment, interview process and questions, make-up of the selection committee, appointment process, staggered timelines of appointments, and opportunity for outgoing members to train and orient new members.

### **Board member qualifications**

The *Police Act* regulations states:

s77. (1) To be a candidate for appointment as a Board member under Section 76, a person must demonstrate all of the following qualifications to the satisfaction of the council:

- a. residence in the municipality served by the Board;
- b. knowledge of community issues;
- c. a good character;
- d. the skills and abilities to make the commitment of time and effort required to carry out board responsibilities.

(2) To be a candidate for appointment as a Board member under Section 76, a person must consent to criminal and background checks.

(3) A person must not be appointed as a board member if criminal and background checks show that the person has been convicted of any criminal offence or has been or is the subject of a disciplinary proceeding in any jurisdiction that, in the opinion of the council, would reasonably be expected to have a negative impact on their acting as a board member or on the board generally.

(4) New and prospective Board members will be prepared to participate in at least one three hour Board meeting each month, an additional two hour committee meeting per month, as well as significant reading and preparation for meetings.

### **Code of conduct for Board members**

The *Police Act* regulations states in S 79. (1) A Board member is responsible to:

- a. uphold the letter and spirit of the code of conduct set out in this Section and discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board;
- b. unless they have a reasonable excuse, attend every board meeting;

- c. not interfere with the police department’s operational decisions and responsibilities or with the day-to-day operation of the police department, including the recruitment and promotion of officers;
  - d. keep confidential any information disclosed or discussed at a board meeting;
  - e. not claim to speak on behalf of the Board unless authorized by the Chair to do so;
  - f. discharge their duties loyally, faithfully, impartially and according to the *Act*, any other *Act* and any regulation, rule or by-law;
  - g. discharge their duties in a manner that respects the dignity of individuals and is in accordance with the *Human Rights Act* and the [Canadian] Charter of Rights and Freedoms (Canada);
  - h. not use their position inappropriately to advance their interests or the interests of any person or organization with whom or with which they are associated;
  - i. immediately resign from the Board if applying for employment with a police department, including employment on contract or on fee for service;
  - j. refrain from engaging in professional or personal conduct that could discredit or compromise the integrity of the Board or the police department;
  - k. if their conduct or performance is the subject of investigation or inquiry, temporarily withdraw from all Board activities and duties as a member of the Board until the completion of the investigation or inquiry.
- (2) If the chair or the majority of the Board determines that a Board member has breached the code of conduct for Board members, the Board must record that determination in its minutes.
- (3) On determining that a Board member has breached the code of conduct for Board members, the board may take one or more of the following actions:
- a. issue a reprimand to the Board member;
  - b. order a period of suspension for the Board member;
  - c. recommend to the Minister or the council that the Board member be dismissed under subsection 44(7) of the *Act*.

**7 - Effective Date**

Date adopted.

**8 - Policy Review**

This policy should be reviewed every four years and when the *Act* is amended.

**9 - Contact**

Office of the Municipal Clerk

**10 - Attachment**

Administrative Order One

# Communications and Community Outreach Policy

Original Implementation Date		Approved by	
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

## **1 - Title**

Communications and Community Outreach Policy

## **2 - Purpose**

This policy outlines the commitment to engage with the community as defined by the *Police Act*.

## **3 - Scope**

The Halifax Board of Police Commissioners is established as an independent authority pursuant to the *Police Act*. The Board has dual roles: provide civilian governance to the Halifax Regional Police (HRP) on behalf of Halifax Regional Council (Council) (s. 55) and function as a Police Advisory Board regarding the Royal Canadian Mounted Police (RCMP) in its role as a contractual policing service with the Halifax Regional Municipality. (s 68(1)).

## **4 - Definitions**

In the context of this document:

**Police Act** means the *Police Act* (NS) 2007 as amended

**Board** means the Halifax Board of Police Commissioners

**Council** means Halifax Regional Council

**Chief of Police** means the Chief of Police of Halifax Regional Police

**Chief Superintendent** means the Chief Superintendent of the RCMP, Halifax District

**Chiefs** means the Chief of Police of HRP and the Chief Superintendent of the RCMP

**HRM** means the Halifax Regional Municipality

**HRP** means the Halifax Regional Police

**Member(s)** means members of the Board of Police Commissioners

**RCMP** means the Royal Canadian Mounted Police Halifax District

## **5 - Distribution**

Policies may be distributed to all Board of Police Commissioners, CAO, Municipal Clerk, HRM Councillors, the Chiefs and their respective departments, Nova Scotia Association of Police Governance and posted on HRM website with link to HRP website. This list may be expanded as required.

## **6 – Community Engagement**

### **Consultation and Community Outreach**

1. The Board’s mandate includes the initiation of policies that reflect community need and enhance the effectiveness of the police service. The Board operates within a highly public environment and recognizes that the actions of the police services have a significant public impact. Accordingly, the Board shall:
  - a. Provide opportunities for the community to give input on areas of interest or concern to them, via such mechanisms as Board meetings in the community, invitations to community members and stakeholders to speak at Board meetings and meetings and workshops with stakeholders.
  - b. Provide opportunities at Regular Meetings of the Board for a person or persons to appear as a delegation and present to the Board.
  - c. Provide an Annual report to Council.
  - d. Ensure an accountability, metrics framework is developed through community engagement, polling, and other means to report and measure crime and victimization, police activities and deployment, police resources and trust and confidence aligning with national performance measures.
  - e. Review crime statistical information and crime trends.
  - f. Ensure timely reporting of any other developments that have a significant and material effect on the police services.
  - g. Build relationships with board members of other police services at the provincial and national levels and, where possible, have at least one representative at meetings of the Nova Scotia Association of Police Governance, the Canadian Association of Police Governance, and special consultations with Government.
2. The Board shall, as a part of its annual work plan, create an annual engagement plan that outlines a schedule of public meetings and locations as well as a communications plan for the engagements.
3. The Board may choose to have additional public engagements should circumstances warrant.

### **Internal communications**

1. The Chiefs shall take all reasonable steps to ensure that the Board is fully informed about all major issues that have significant financial, operational, or public interest implications that may be of concern to the community, as soon as is practicable.
2. The Chiefs shall direct that all official media releases be provided to the Board at the time they are released to the media.

3. As a general principle, Board members shall have timely access to information under the control of the police services and shall direct all requests for such information and advice related thereto to the offices of the Chiefs, or as otherwise determined in consultation with the Chiefs.
4. The Chiefs shall attend regularly scheduled meetings of the Board and, as otherwise requested by the Board. Police staff attendance at In Camera Board meetings shall be coordinated with the Chiefs and be at the request of the Board. Information from engagement, surveys, statistical analysis and other means shall be utilized to develop and revise the Board's strategic plan, create and revise policy and provide direction to the Chiefs if warranted.

### **Communicating with Halifax Regional Council**

1. The Board shall approve any formal reports and information tabled with Council or any of its Committees which have significant financial, operational, or public interest implications. This shall not apply to the quarterly financial reviews presented to the Audit and Finance standing committee of the municipality. Board members may attend such presentations and if they so choose they will be briefed accordingly by the Chiefs.
2. Formal communication between the Board and the Council, or Board and administration of the Halifax Regional Municipality, is conducted through the Chair unless otherwise specified by the Board.
3. The Chair shall cause the budget and annual report of the Board to be presented to Council or designated standing committee annually.
4. The Board shall pursue a positive and productive working relationship with Council and promote opportunities for dialogue between the Board and Council.
5. The Chief of Police of HRP has the obligation and authority to meet with and participate in operational discussion with the CAO and HRM staff, as outlined in Bylaw P-100 and Board Policy on Roles and Responsibilities section 16.

### **7 - Effective Date**

Date adopted.

### **8 - Policy Review**

This policy should be reviewed every four years and when the *Act* is amended.

### **9 - Contact**

Office of the Municipal Clerk

### **10- Attachments**

None

## Halifax Regional Police Business Plan/Budget Events Timeline

Police Board Meeting Dates	EVENT (Year 1)	EVENT (Year 2)
July	<b>Operating Budget</b> - Current fiscal year 1st quarter financial report presented to Police Board.	<b>Operating Budget</b> - Current fiscal year 1st quarter financial report presented to Police Board.
September	<b>Business Plan</b> - Generation of the business plan deliverables for Years 1 and 2 of the multi-year business plan and budget process begins. Police Board engagement on strategic deliverables requiring their input and approval.	<b>Business Plan</b> - Reconfirming of Year 2 business plan deliverables developed and approved in principle in Year 1 of Multi-Year Business Plan/Budget Preparation process. Police Board engagement on strategic deliverables requiring their input and approval.
October	<b>Operating Budget</b> - Current fiscal year 2nd quarter financial report presented to Police Board.	<b>Operating Budget</b> - Current fiscal year 2nd quarter financial report presented to Police Board.
	<b>Business Plan</b> - Business plan deliverables presented to Police Board.	<b>Business Plan</b> - Business plan deliverables presented to Police Board.
November	<b>Operating Budget</b> - HRM's Chief Financial Officer provides brief presentation to Police Board on Budget Planning Process and Parameters including a high level overview of HRM's financial situation leading into the next fiscal year.	<b>Operating Budget</b> - HRM's Chief Financial Officer provides brief presentation to Police Board on Budget Planning Process and Parameters for Year 2, including a high level overview of HRM's financial situation leading into the next fiscal year.
		<b>Operating Budget</b> - Review of operating budget (Year 2) already approved in principle by Regional Council as part of the Multi-Year Business Plan and Budget Process.
	<b>Operating Budget</b> - High level discussion on pressures known to date impacting either Years 1 and 2 of the multi-year Budget.	<b>Operating Budget</b> - High level discussion on potential adjustments necessary as a result of developments since the Year 2 Operating Budget was originally approved in principle in Year 1 by Committee of the Whole.
December (Scheduled Meeting)	<b>Operating Budget</b> - (Framework) Identify specific financial implications including (a) pressures identified as a result of new deliverables/initiatives recently identified; (b) contractual obligations and (c) revenue/recovery decreases and increases, etc. for both Years 1 and 2 of the multi-year budget.	<b>Operating Budget</b> - (Framework) Identify specific financial implications not known during the development of the multi-year budget development process in the fall prior to Year 1, including (a) pressures identified as a result of new deliverables/initiatives recently identified; (b) contractual obligations that could only be estimated for Year 2; (c) revenue/recovery decreases and increases, etc.
Late December (Extra, TBD)	<b>Operating Budget</b> - Draft proposed Years 1 and 2 operating budgets presented to Police Board for discussion and approval for Year 1 and approval in principle for Year 2, including detailed analysis reports..."Year over Year" comparison, "5 Year Analysis", etc..	<b>Operating Budget</b> - Draft revised Year 2 operating budget presented to Police Board for discussion and approval in principle, including detailed analysis reports..."Year over Year" comparison, "5 Year Analysis", etc..
	<b>Operating Budget</b> - Year 1 operating budget approval by Police Board.	<b>Operating Budget</b> - Year 2 operating budget approval by Police Board.
	<b>Operating Budget</b> - Current fiscal year 3rd quarter financial report presented to Police Board.	<b>Operating Budget</b> - Current fiscal year 3rd quarter financial report presented to Police Board.
January (TBD)	<b>Presentation to Committee of the Whole</b> - Develop in consultation with the Board, the Business Plan and Budget Presentation to Council and gain approval from Board on presentation content.	<b>Presentation to Committee of the Whole</b> - Develop in consultation with the Board, the Business Plan and Budget Presentation to Council and gain approval from Board on presentation content.
	<b>Presentation to Committee of the Whole</b> - Final Police Board approval of Business Plan and Budget Presentation to Council.	<b>Presentation to Committee of the Whole</b> - Final Police Board approval of Business Plan and Budget Presentation to Council.
February (TBD)	<b>Recommendation to Police Board (if necessary)</b> - In the event that Committee of the Whole does not approve either one or both of the recommended budgets and requests either a higher net budget number or a lower net budget number, the entire draft budget(s) will go back to the Police Board for further analysis and revisions.	<b>Recommendation to Police Board (if necessary)</b> - In the event that Committee of the Whole does not approve the recommended changes to the Year 2 budget and requests either a higher net budget number or a lower net budget number, the entire draft budget will go back to the Police Board for further analysis and revisions.
April	<b>Operating Budget</b> - Prior fiscal year 4th quarter financial report presented to Police Board.	<b>Operating Budget</b> - Prior fiscal year 4th quarter financial report presented to Police Board.