



HALIFAX BOARD OF POLICE COMMISSIONERS

Policy Manual



Introduction

The Halifax Board of Police Commissioners (BOPC) is the civilian board that provides governance and oversight to the Halifax Regional Police (HRP). The Board also functions as a Police Advisory Board to the Royal Canadian Mounted Police (RCMP) Halifax District as it performs contractual policing services for the Halifax Regional Municipality. The Commission is a statutory body created by the *Police Act*, S.N.S. 2004, c. 31. There are seven members of the Board: six are appointed by Halifax Regional Council and the seventh appointed by the Nova Scotia Minister of Justice. Of the six appointed by Regional Council, three of the members are Regional Councillors and three are community members.

The Board is the link between the community and the police service. The Board's authority derives from the Nova Scotia *Police Act* giving the Board the mandate with respect to the HRP to provide:

- (a) civilian governance on behalf of Regional Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality; and
- (b) the administrative direction, organization and policy required to maintain an adequate, effective and efficient police department,

And with respect to the RCMP, to provide advice to the council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality

The relationship between the Board and the police services is unique to Halifax because both the HRP and RCMP provide policing within the boundaries of Halifax. In accordance with the Policing Transformation Study, received by Regional Council and the Board in Spring 2023, the Board is striving toward an integrated operating model between the two police services, subject to the direction of Regional Council.

The policies developed by the Board are intended to guide the Board in its governance role. No policy adopted by the Board is intended to limit or prevent the Chief of HRP from establishing operational policies as per the *Police Act*.

These policies will guide the Halifax Board of Police Commissioners as it establishes its vision, mission, values, strategic planning and work plans to fulfill its mandate.

Supplemental Administrative Policies of the Board

Original Implementation Date	November 2025	Approved by	BOPC
Date of Last Revision	November 12, 2025	Approved by	BOPC
Effective Date of Last Revision	November 13, 2025	Approved by	BOPC

Purpose

This policy builds on the Board's administrative and operational procedures, as outlined in the *Police Act*, *Police Regulations*, *Bylaw P-100*, and *Administrative Policy One*.

Definitions

In the context of this document:

Administrative Policy One means Administrative Policy One, *The Procedures of the Board of Police Commissioners Administrative Policy* approved December 13, 2023

Board means the Halifax Board of Police Commissioners

By-law P-100 means By-law number P-100, Respecting the Board of Police Commissioners for the Halifax Regional Municipality, adopted by Regional Council on October 1, 2024

Chair means Chair of the Board of Police Commissioners

HRD means the Halifax Regional Detachment of the Royal Canadian Mounted Police

HRM and **Municipality** mean the Halifax Regional Municipality

HRP means the Halifax Regional Police

Legislative Assistant means representative of the Municipal Clerk's Office

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

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

Police Regulations means regulations made under subsection 97(1) of the *Police Act*

Regional Council means the main decision-making for the Halifax Regional Municipality. The members are the Mayor and the 16 Councillors.

Policy of the Board

It is the Policy of the Board that:

Board Member Recruitment

1. The Board will provide advice and recommendations to Regional Council with the aim that recruitment of new Board members by Regional Council considers the following: necessary skill sets, including any gaps in competencies, 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. The Board's annual survey of members will help inform the Board of any gaps in competencies.

Board Member Orientation

2. The Board will cause a Board orientation toolkit and process to be created and provided to all new members.

Code of Conduct

3. All work of the Board shall be in alignment with the Code of Conduct, as outlined in s. 79(1) of the [*Police Regulations*](#);

Authority to Create Board Policies

4. In accordance with s. 55(1)(b) of the *Police Act*, the Board may create policies required to maintain an adequate, effective and efficient police department;
5. Prior to any policy being developed, the policy subject area must be adopted as a part of the Board's annual workplan, and/or adopted in a separate vote by the Board;
6. The process to develop a draft policy for the Board's consideration will include research of best practices nationally and internationally, a jurisdictional scan, and if required, collaboration with HRP and HRD staff, as well as collaboration with academics and other individuals with expertise in the subject area, and engagement with impacted parties;
7. If outlined in the policy, policies adopted by the Board will trigger the HRP to implement or update an operational policy that meets the requirements as outlined in the Board policy. Such policies adopted by the Board will cause the HRP to collaborate in producing an Information Report to be brought forward to the Board demonstrating alignment between the Board and HRP policies;
8. If outlined in the policy, policies adopted by the Board will trigger the HRD to review their policies for alignment and integration;

9. New and significantly amended Board policies will follow the following procedure prior to being formally adopted and included in the Board of Police Commissioners' Policy Manual:
 - a. Proposed policies and policy amendments will be presented at a formal meeting of the Board and will be accompanied by a staff report;
 - b. If approved, proposed policies and policy amendments will first be adopted in principle, pending a period of public feedback;
 - c. Policies will be posted on the Board of Police Commissioners' website for a period of no fewer than two weeks;
 - d. Proposed policies and policy amendments will be accompanied by a short description of what's changed since the last revision (if amended) or the key principles (if new);
 - e. All correspondence is to be sent to bopc@halifax.ca;
 - f. Once the period of public comment has closed, all correspondence received related to proposed policies and policy amendments will be circulated to all Commissioners; and
 - g. Following the period of public comment, proposed policies and policy amendments will be brought forward at a Board meeting for formal adoption. Proposed policies and policy amendments will be accompanied by a staff report with a description of the public feedback received and recommended changes, if any.

HRP and HRD Budgets

10. While the Board does not hold the same legislative authority over the HRD budget as it does over the HRP, it is recommended that HRD present their budget to the Board and participate in public engagement.
11. In accordance with the *Police Act*, the Board will annually cause the chief officer to prepare a budget for HRP. The Board will follow a budget schedule that meets the budget timeline as determined by Regional Council. This budget schedule will include the presentation of budgets for HRP and HRD and will include at least one public engagement session. The Community Safety Business Unit will be invited during the budget process to present their budget for information purposes and to identify areas of alignment. The role of the Board is to review and receive public feedback on HRP and HRD's proposed budgets and make recommendations to Regional Council.

Annual Workplan

12. In accordance with 8C(1) in *By-law P-100*, the Board will prepare, adopt, and provide to Regional Council an annual workplan by June 1st of each year, which shall include:
- a.
 - (i) an accountability statement;
 - (ii) a message from the Chair; and
 - (iii) the balanced scorecard (or other similar managerial measurement) results for the fiscal year showing the Board's performance and the metrics used to measure such performance and any new or changed measures to be used to measure performance in the upcoming fiscal year;
 - b. Identify actions taken by the Board, and the associated results, with respect to strategic objectives during the prior fiscal year;
 - c. Identify any new initiatives which the Board proposes to undertake during the upcoming fiscal year and the budget for such initiatives;
 - d. Identify any initiative that are undertaken by the Board and the Municipality cooperatively;
 - e. Provide an overview of the current composition of the Board, the term remaining for each Board member, a plan to address any upcoming vacancies and request competencies, if any, that future Board members should possess that may improve the Board's effectiveness; and
 - f. Identify how the Board will ensure alignment with the annual priorities of the Municipality while taking into consideration the requirements of the Act.
13. To meet the requirements as outlined in 8C(1)(a)(iii) in *By-law P-100*, demonstrating the Board's performance over the past year, all members will complete an annual survey (prepared by Staff and approved by the Chair) to identify potential gaps, which the Board can use to improve its governance and oversight and the overall experience of Board members.

Board Member Remuneration

14. All non-Councillor members of the Board are eligible to receive an honorarium from the Municipality.

External Memberships

15. The Board supports the mandate of the Nova Scotia Association of Police Governance and the Canadian Association of Police Governance and shall be a member of both organizations.

Travel and Training

16. 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.
17. Board Members are eligible to be reimbursed for all reasonable expenses incurred while on Board business travel or attendance at training sessions, subject to the review of the Chair and approval of the Commissioner of Public Safety. Reimbursement for reasonable expenses will follow the HRM Employment Expense Reimbursement Policy.

Review

18. This policy is subject to ongoing review to ensure alignment with changes in provincial and municipal legislation, Board policies, technology, and operational practices.

Communications and Community Outreach Policy

Original Implementation Date	April 2018	Approved by	BOPC
Date of Last Revision	March 4, 2024	Approved by	BOPC
Effective Date of Last Revision	March 5, 2024	Approved by	BOPC

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

Chair means Chair of the Board of Police Commissioners

Chief of Police means the Chief 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

Legislative Assistant means representative of the Municipal Clerk's Office

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 – 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 work 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 - Policy Review

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

8 - Contact

Office of the Municipal Clerk

9 - References

None

Stakeholder Engagement

Original Implementation Date	September 17, 2018	Approved by	BOPC
Date of Last Revision	December 14, 2023	Approved by	BOPC
Effective Date of Last Revision	December 15, 2023	Approved by	BOPC

1 - Title

Stakeholder Engagement Policy

2 - Purpose

This policy outlines how the board will engage with stakeholders both external and internal. This is in support of the board's objectives of being citizen focused, integrated with the RCMP and HRP and collaborative in nature.

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

Chair means Chair of the Board of Police Commissioners

Chief of Police means the Chief 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

Legislative Assistant means representative of the Municipal Clerk's Office

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 Halifax Board of Police Commissioners, CAO, Municipal Clerk, Council, 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 – Scope of Stakeholder Engagement

Background and Purpose

1. The Board objectives include being citizen focused, integrated with the RCMP and HRP and collaborative in nature. As part of these objectives the board recognizes that engagement with stakeholders to create awareness of the board and its purpose is an important component.
2. The purpose of stakeholder engagement is to create awareness of the Board and its role and responsibilities. Engagement is not intended to replace, or assume the responsibility for, existing functions, processes or policies with respect to the Chiefs, Council, HRM, HRP, RCMP or others. The Board will respect the existing framework, and refer topics raised during stakeholder engagement activities to these bodies as appropriate.
3. Stakeholder engagement will be included as part of the Board's Strategic Plan and Annual Work Plan.
4. When participating in stakeholder engagement activities, Board members are acting for the Board and will adhere to all Board legislation, policies, statements, and other directives, such the *Police Act*, Mission, Vision and Guiding Principles and confidentiality requirements.
5. All Members are strongly encouraged to participate in stakeholder engagement activities as part of their role on the Board.

Stakeholders

1. This policy applies to all stakeholders of the Board, both internal and external.
2. Internal stakeholders include HRM, HRP, RCMP, Council, municipal agencies and commissions and other employees of the municipality.
3. External stakeholders include citizens of HRM, and the groups, committees, associations, centers and organizations to which they belong, as well as local, regional and national organizations involved in police governance and policy.

4. The Board will collaborate with internal stakeholders to identify opportunities for Board participation, including, but not limited to, internal meetings, communications (e.g., social media), community events (e.g., parades) and other activities. Attendance or participation by the Board will be by mutual agreement.
5. The Board will look for opportunities to work with external stakeholders through personal and professional networks, existing collaborations, relationships with community groups and its work with similar organizations on a regular basis.

Reporting and Accountability

1. Members will inform the Board of any stakeholder engagement activities they intend to participate in, and provide an update to the Board after participating.
2. Information on stakeholder engagement will be provided to the Board by email, meetings and as part of the annual work plan update. This will enable appropriate tracking and monitoring of stakeholder engagement activities.
3. Board members will not participate, in an official capacity, in any stakeholder engagement the Board or the Board chair determines to be inappropriate for or detrimental to the Board.

7 - Policy Review

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

8 - Contact

Office of the Municipal Clerk

9 - References

None

Community Survey to Measure Trust and Confidence

Original Implementation Date	March 2020	Approved by	BOPC
Date of Last Revision	December 14, 2023	Approved by	BOPC
Effective Date of Last Revision	December 15, 2023	Approved by	BOPC

1 - Title

Community Survey to Measure Trust and Confidence

2 - Purpose

The role of the Board of Police Commissioners (BOPC) is to provide civilian oversight and to reflect the needs and values of the community. Community members need to be consulted *annually* so the BOPC can gain a better understanding of what trust and confidence in police means to community members. The BOPC is committed to gaining a better understanding of community needs and values and recommending policies to enhance trust and confidence. This policy outlines the BOPC commitment to fulfilling its role to reflect the needs and values of the community by working with HRP, RCMP and potentially a research firm to survey the community attitudes to policing services in HRM.

3 - Scope

The Halifax Board of Police Commissioners (the Board) is established as an independent authority pursuant to the *Police Act*, NS 2004, c. 31 as amended. 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 an 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

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5 - Distribution

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6 - Roles and Responsibilities

6. The Board is created by the *Police Act* which gives it the responsibility to provide civilian oversight and to reflect the needs and values of the community.
7. The first step in “reflecting the needs and values of the community” is to conduct research to determine a benchmark and to then continue to measure these categories year after year.
8. The research questions may be designed in collaboration with HRP, RCMP, BOPC and a consultant experienced in conducting community research.
9. Once responses are evaluated and reported to the BOPC, policies may be recommended to respond to the results and if necessary, address concerns raised by the public.
10. The BOPC will add this item to its annual calendar so the research remains a priority and can be reported annually to Council in the BOPC Annual Report.

7 - Policy Review

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

8 - Contact

Office of the Municipal Clerk

9 - References

None

Extra Duty Employment

Original Implementation Date	March 2020	Approved by	BOPC
Date of Last Revision	May 21, 2025	Approved by	BOPC
Effective Date of Last Revision	May 22, 2025	Approved by	BOPC

1 - Title

Extra duty employment

2 - Purpose

The Halifax Board of Police Commissioners is committed to overseeing the delivery of fair, effective, efficient, equitable and accountable policing services in keeping with community values, needs, and expectations of all community members.

The Nova Scotia *Police Act* states that “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.”

3 – Scope

This policy applies to all sworn and unsworn members of HRP as outlined in the Department Order #: 04-09 and to the Chief of HRP.

4 - Definitions

In the context of this document:

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

Extra duty employment means all police-related duty sanctioned by the chief officer other than that normally provided by the Halifax Regional Municipality.

Board means the Halifax Board of Police Commissioners

Chair means Chair of the Board of Police Commissioners

Chief of Police means the Chief 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

Legislative Assistant means representative of the Municipal Clerk's Office

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 - Roles and Responsibilities

General

- 6.1 The chief officer will establish an operational policy with respect to the extra duty employment of HRP's sworn members.

Mission, Vision and Values

- 6.2 The chief officer will ensure that HRP's extra duty employment policy aligns with the mission, vision and values, as outlined in HRP's Strategic Plan, and the Principles of Policing, as outlined the Police Board By-law.

Criteria for Extra Duty Policing

- 6.3 All requests for extra duty employment shall be made to the chief officer.
- 6.4 The chief officer will ensure that a detailed critical assessment is undertaken in consultation with the client to determine whether a sworn police officer is required for any requested extra duty employment assignment.
- 6.5 The chief officer will ensure that this assessment includes considerations of the public safety needs of the wider community, reasonable community expectations of the Halifax Regional Police, and maintaining a positive organizational reputation.
- 6.6 The chief officer will ensure that whenever possible, requests for extra duty employment are backed by verifiable information and statistics.

- 6.7 The chief officer will ensure that members who accept and work an extra duty assignment remain under the exclusive jurisdiction of the HRP.
- 6.8 The chief officer will ensure that any issues or concerns arising from an extra duty assignment are communicated to the watch commander.

Member Eligibility

- 6.9 All members engaged in extra duty assignments shall be in uniform, except where the chief officer determines that plain clothes are required.
- 6.10 The chief officer will ensure that members complete appropriate training related to the extra duty policing policy before being offered extra duty assignments.
- 6.11 The chief officer will ensure rules and guidelines are established, subject to review by the Board, to govern how extra duty work is distributed and offered. Further, the chief officer will ensure such rules do not interfere with regular policing operational requirements including the need and assignment of regular overtime.
- 6.12 The chief officer will ensure that extra duty assignments are equally distributed among those whose name is included on the Extra Duty List.
- 6.13 The chief officer will ensure there is reasonable time between members' work assignments.
- 6.14 The chief officer will consider the health, safety and mental and physical wellness of members when determining the appropriate distribution of work assignments.
- 6.15 The chief officer will ensure that a schedule fee be established for the use of special equipment related to extra duty assignments.

Reporting requirements

- 6.16 By June 1st, the chief officer will annually report to the board the following information:
- a. The total number of extra duty assignments requested by outside parties in the previous fiscal year broken down by patrol division;
 - b. The number of extra duty assignments completed in the previous fiscal year broken down by patrol division;
 - c. The total number of extra duty hours worked in the previous fiscal year;
 - d. The total extra duty earnings in the previous fiscal year, including expenditures and net profit;
 - e. The total number of charges laid by members while completing extra duty assignments in the previous fiscal year;

- f. A client breakdown of extra duty assignments requested and completed, including those related to retail and traffic control;
- g. Any injuries related to extra duty assignments and the impact on HRP;
- h. Any correlation between extra duty time worked and available staffing resources; and
- i. Any other pertinent information.

7 - Policy Review

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

8 - Contact

Office of the Municipal Clerk

9 - References

None

Off Duty Employment

Original Implementation Date	March 2020	Approved by	BOPC
Date of Last Revision	November 20, 2024	Approved by	BOPC
Effective Date of Last Revision	November 21, 2024	Approved by	BOPC

1 - Title

Off duty employment

2 - Purpose

The Halifax Board of Police Commissioners is committed to overseeing the delivery of fair, effective, efficient, equitable and accountable policing services in keeping with community values, needs, and expectations of all community members.

The Nova Scotia *Police Act* states that “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.”

3 – Scope

This policy applies to all sworn and unsworn members of HRP as outlined in the Department Order #: 04-09 and to the Chief of HRP.

4 - Definitions

In the context of this document:

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

Off duty employment, also known as secondary employment/activities means any activity, business, undertaking or calling in which a member participates while not on duty whether or not it involves financial gain or other benefit or consideration. An extra duty assignment is not considered to be off duty employment.

Board means the Halifax Board of Police Commissioners

Chair means Chair of the Board of Police Commissioners

Chief of Police means the Chief 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

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HRP means the Halifax Regional Police

Legislative Assistant means representative of the Municipal Clerk's Office

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 - Roles and Responsibilities

General

- 6.1 The chief officer will establish an operational policy with respect to the off duty employment of HRP's sworn members.

Mission, Vision and Values

- 6.2 The chief officer will ensure that HRP's off duty employment policy aligns with the mission, vision and values, as outlined in HRP's Strategic Plan, and the Principles of Policing, as outlined in the Police Board By-law.

Criteria for Off Duty Employment

- 6.3 Off duty employment is prohibited unless authorized by the chief officer.
- 6.4 The chief officer will prohibit sworn members from being in uniform while engaged in off duty employment.
- 6.5 The chief officer will prohibit sworn members from engaging in off duty employment when on duty.
- 6.6 The chief officer will prohibit the use of HRP equipment, facilities, materials or any other public property toward off duty employment.
- 6.7 The chief officer will ensure that no information obtained as a sworn officer will be used in off duty employment.

- 6.8 The chief officer will develop a list of prohibited off duty employment activities, and this list shall include the engagement in the business of serving civil process documents or in the private investigator or private guard business.
- 6.9 The chief officer will prohibit sworn members from engaging in off duty employment that creates or is likely to create a conflict of interest with their duties as a peace officer.
- 6.10 The chief officer will prohibit sworn members from participating in off duty employment that is obtained as a result of being employed as a member of the HRP.

Member Eligibility

- 6.11 The chief officer will ensure that any request for off duty employment is contingent on a member being and continuing to be in good standing.
- 6.12 The chief officer will ensure that when applying for permission to engage in off duty employment, the applicant will describe the nature of the work, a statement that no conflict of interest is anticipated, and an estimate of the anticipated number of hours per week that the member will be engaged in off duty employment

7 - Policy Review

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

8 - Contact

Office of the Municipal Clerk

9 - References

None

Complaints Against HRP Chief of Police

Original Implementation Date	September 2020	Approved by	BOPC
Date of Last Revision	December 14, 2023	Approved by	BOPC
Effective Date of Last Revision	December 15, 2023	Approved by	BOPC

1 - Title

Complaints Against HRP Chief of Police

2 - Purpose

The Police Act specifies that complaints against the Chief of Police in a municipality are to be reviewed and acted upon by the Board of Police Commissioners (BOPC). This policy outlines the steps that are to be taken if a complaint is received.

3 - Scope

The Halifax Board of Police Commissioners (the Board) is established as an independent authority pursuant to the *Police Act*, NS 2004, c. 31 as amended. 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 an 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)). This policy applies directly to the Chair of the Board, the members and the Chief of Police.

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

Chair means Chair of the Board of Police Commissioners

Chief of Police means the Chief 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

Legislative Assistant means representative of the Municipal Clerk's Office

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 - Roles and Responsibilities

When responding to a complaint against the Chief of Police, the Board and the Chair will comply with the requirements of the Police Act and the Police Regulations.

Once a complaint is received by the Chair, either in writing or by telephone call, the Chair will undertake the following steps:

1. Respond to complainant to confirm complaint has been received
2. Inform the Chief about the complaint
3. Inform the Board in camera so members are aware
4. Inform the Police Complaints Commissioner in writing no later than 30 days after receipt of the complaint
5. Consult with HRM legal affairs to determine the severity of the alleged conduct, the proper steps to follow in the investigation, or any legal concerns
6. Consult external legal advice if there is a perceived conflict with internal HRM advice
7. Consider if an interim suspension from duty pursuant to s. 63 of the Police Regulations would be appropriate

Once informed of the complaint, the Board will undertake the following steps:

8. Attempt to resolve the complaint
9. Appoint a barrister or the Chief Officer of another police department to investigate the complaint and report the results of their investigation to the Board within 60 days of the day the complaint was received
10. Once the report is received, if the complaint is not resolved informally the Board will follow the procedure set out the Police Regulations to make a decision regarding the complaint

Should an interim suspension from duty be imposed by the Chair, the following steps will be taken:

11. The Chair shall immediately inform the Complaints Commissioner and the Board of his or her decision to impose an interim suspension from duty
12. The Board shall meet within 72 hours of the Chair's decision to either confirm or lift that suspension

7 - Policy Review

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

8 - Contact

Office of the Municipal Clerk

9 - References

None

Matters of Immediate Strategic Significance (Critical Point)

Original Implementation Date	June 2025	Approved by	BOPC
Date of Last Revision	June 4, 2025	Approved by	BOPC
Effective Date of Last Revision	June 5, 2025	Approved by	BOPC

1 - Title

Matters of Immediate Strategic Significance (Critical Point)

2 - Purpose

The Halifax Board of Police Commissioners is committed to overseeing the delivery of fair, effective, efficient, equitable and accountable policing services in keeping with community values, needs, and expectations of all community members.

The timely and accurate receipt of such information positions the Board to respond to public, and/or media inquiries and demands, and helps to inform the Board's assessment of the Matter of Immediate Strategic Significance, as well as any Board decisions that follow from that assessment.

3 – Scope

This policy applies to all sworn and unsworn members of HRP as outlined in the Department Order #: 04-09 and to the Chief of HRP.

4 - Definitions

In the context of this document:

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

Matter of Immediate Strategic Significance means a major issue that rapidly elevates the operational, financial, reputational or other enterprise risk to Halifax Regional Police, and therefore calls for the Board's immediate attention and/or preparedness to take action prior to the next regularly scheduled meeting.

Board means the Halifax Board of Police Commissioners

Chair means Chair of the Board of Police Commissioners

Chief Officer means the Chief 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

HRD means the Halifax Regional Detachment of the Royal Canadian Mounted Police

HRM means the Halifax Regional Municipality

HRP means the Halifax Regional Police

Legislative Assistant means representative of the Municipal Clerk's Office

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

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

General

- 6.1 The timely and accurate receipt of information regarding Matters of Immediate Strategic Significance positions the Board to respond to public, and/or media inquiries and demands, and helps to inform the Board's assessment of the Matter of Immediate Strategic Significance, as well as any Board decisions that follow from that assessment.
- 6.2 Examples of Matters of Immediate Strategic Significance include but are not limited to:
 - a. Major incidents resulting in mass casualties;
 - b. Incidents where the Serious Incident Response Team (SiRT) has invoked its mandate in response to a death or life-threatening injuries;
 - c. Incidents involving senior police officers or civilian directors, board members or senior public officials that are likely to draw significant media attention;
 - d. In the event that HRP becomes aware of a cyber security incident impacting a police information system, including any loss, destruction, theft, unauthorized or unlawful access, use or modification of, or unauthorized or unlawful disclosure of, any confidential information;
 - e. Any incident that warrants a special media conference involving the chief officer or designate.
 - f. Any incident that places or is likely to place a significant and abnormal strain on police resources.
- 6.3 The chief officer or designate shall ensure that, to the extent possible, policies are in place relating to incidents or operations with a greater potential of becoming a Matter of Immediate Strategic Significance, including, but not limited to, the deployment of the Public Safety Unit, and major incidents.

Mission, Vision and Values

- 6.4 The chief officer shall ensure that the policies of Halifax Regional Police regarding potential matters of immediate strategic significance align with the mission, vision and values, as outlined in HRP's Strategic Plan,¹ and the Principles of Policing, as outlined in the Police Board By-law.

Notification Requirements for Matters of Immediate Strategic Significance

- 6.5 Any written electronic communication regarding a Matter of Immediate Strategic Significance shall be transmitted and received using HRM enterprise email services.
- 6.6 The chief officer will notify the Board Chair or designate of Matters of Immediate Strategic Significance as soon as practicable, either verbally or in writing, and provide updates as the chief officer deems necessary, subject to the following qualifications as determined by the chief officer on the basis of security or other operational concerns:
- a. The timing of the provision of information;
 - b. The level of that information;
 - c. The security level of that information;
 - d. The forum or method in which the information is provided;
 - e. The extent of the distribution of the information to Board members or the public;
 - f. The exclusion of any information protected by privacy legislation; and
 - g. The possibility that no information can be provided due to security or other operational concerns
- 6.7 In instances where information is withheld due to security or other operational concerns, the chief officer will notify the Board of the information, once, as determined by the chief officer, those security or other operational concerns are determined to no longer exist
- 6.8 Upon notification from the chief officer or designate, the Board Chair or designate may, following consultation with the chief officer, as appropriate, consult with the majority of the members of the Board of Police Commissioners.
- 6.9 On behalf of the Board, the Board Chair or designate may give advice, in writing, to the chief officer or designate on any Matter of Immediate Strategic Significance within jurisdiction of the board.
- 6.10 Notwithstanding any advice or guidance provided to the chief officer by the Board Chair, the chief officer maintains autonomy to make and execute operational decisions.

¹ About Halifax Regional Police, accessed May 26, 2025, <https://www.halifax.ca/safety-security/police/about-halifax-regional-police>

Formal Debriefing Following a Matter of Immediate Strategic Significance

- 6.11 Following a Matter of Immediate Strategic Significance and where appropriate, the chief officer shall ensure that a formal debriefing is held.
- a. The debriefing shall be led by senior officers and provide an opportunity for attendees to openly discuss the events in question.
 - b. The chief officer shall ensure that officers are given the opportunity to provide input in the event anonymously.
 - c. Subject to security or operational concerns, the chief officer shall report the content of the debriefing and lessons learned to the Board of Police Commissioners.
 - d. Subject to s. 51 of the *Police Act*, the report on debriefings may be held in camera.
 - e. Following any debriefing, the Board of Police Commissioners shall review its policies, procedures and practices and determine if any changes are necessary.

Halifax Regional Detachment

- 6.12 The Halifax Regional Detachment (HRD) shall review this policy for alignment and integration.

7 - Policy Review

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

8 - Contact

Office of the Municipal Clerk

9 - References

None

Armoured Rescue Vehicle

Original Implementation Date	June 2025	Approved by	BOPC
Date of Last Revision	June 4, 2025	Approved by	BOPC
Effective Date of Last Revision	June 5, 2025	Approved by	BOPC

1 - Title

Armoured Rescue Vehicle

2 - Purpose

The Halifax Board of Police Commissioners is committed to overseeing the delivery of fair, effective, efficient, equitable and accountable policing services in keeping with community values, needs, and expectations of all community members.

3 – Scope

This policy applies to all sworn and unsworn members of HRP as outlined in the Department Order #: 04-09 and to the Chief of HRP.

4 - Definitions

In the context of this document:

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

Armoured Rescue Vehicle (ARV) means a specialized, heavily fortified vehicle used by law enforcement agencies to safely transport personnel, evacuate injured or endangered individuals, and respond to high-risk incidents such as active shooter situations, hostage rescues, or other similar incidents. Designed to provide ballistic protection and withstand hostile environments, an ARV is typically equipped with reinforced armor, bullet-resistant glass, tactical communication systems, and may include medical or extraction tools to support rescue and tactical operations.

Board means the Halifax Board of Police Commissioners

Critical Incident Commander (CIC) means an HRP sworn officer who has successfully completed the Canadian Police College's Critical Incident Commanders Level II course and maintains valid accreditation. The CIC's role is to command, assess, coordinate, and manage critical incident program resources in response to a Critical Incident.

Chair means Chair of the Board of Police Commissioners

Chief Officer means the Chief 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

HRD means the Halifax Regional Detachment of the Royal Canadian Mounted Police

HRM means the Halifax Regional Municipality

HRP means the Halifax Regional Police

Legislative Assistant means representative of the Municipal Clerk's Office

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

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

General

- 6.3 The chief officer shall establish a policy with respect to the Halifax Regional Police's use of an Armoured Rescue Vehicle. This policy shall align with the mission, vision and values, as outlined in HRP's Strategic Plan, and the Principles of Policing, as outlined in the Police Board By-law.
- 6.4 The chief officer shall ensure that the ARV is only used when necessary to ensure the safety of the public and sworn members.

Mission, Vision and Values

- 6.5 The chief officer shall ensure that HRP's policies regarding an Armoured Rescue Vehicle align with the mission, vision and values, as outlined in HRP's Strategic Plan², and the Principles of Policing, as outlined in HRM's Police Board By-law P-100.

Deployment

- 6.6 The chief officer shall ensure that the operational deployment of the ARV requires the approval and on scene oversight of a qualified Critical Incident Commander. Any request for deployment shall include the date, time, location, and reason for the deployment.

²About Halifax Regional Police, accessed May 26, 2025, <https://www.halifax.ca/safety-security/police/about-halifax-regional-police>

6.7 The chief officer shall ensure the ARV is operated with a duty of care to the general public.

Approved Uses

6.8 The chief officer shall ensure that a list is created of approved and non-approved uses for the ARV.

Training

6.9 The chief officer shall ensure authorized ARV operators successfully complete an approved ARV operator qualification program. To maintain valid ARV operator qualification, all authorized ARV operators must participate in regular training and exercising to ensure proficiency in ARV operations. This training shall include regular training and exercising with the RCMP to ensure effective interoperability between the HRP and RCMP.

Use by Other Police Services

6.10 The chief officer shall ensure that the policy includes a process to determine whether requests for use of the ARV by other police services will be considered, and if so, under what conditions such requests will be accepted.

Maintenance and Storage

6.11 The chief officer shall ensure that the ARV is regularly inspected and maintained to ensure it is in proper working condition. Any issues shall be reported and addressed promptly.

6.12 The chief officer shall, where possible, ensure that planned scheduled maintenance of the ARV does not conflict with planned, scheduled maintenance of the RCMP Tactical Armoured Vehicle.

6.13 The chief officer shall ensure the ARV is stored in an access controlled, secure location that protects the structural integrity of the ARV platform to optimize ARV operational response and readiness.

Reporting Requirements

6.14 The chief officer shall report biannually to the board the following information:

- g. The total number of deployments since the last reporting period;
- h. The location, rationale, and outcome of each deployment; and
- i. Any use of the ARV that does not comply with the principles set out in this policy or any related policy established by the chief officer.

Public Posting of Policy

6.13 The chief officer will make available a copy of the chief's relevant policy documents to the Chair, as well as any updates or revisions to that policy, as they become officially released or issued.

7 - Policy Review

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

8 - Contact

Office of the Municipal Clerk

9 - References

None

Policing Encampments

Original Implementation Date	September 2025	Approved by	BOPC
Date of Last Revision	September 3, 2025	Approved by	BOPC
Effective Date of Last Revision	September 4, 2025	Approved by	BOPC

Purpose

The Halifax Board of Police Commissioners is committed to overseeing the delivery of fair, effective, efficient, equitable and accountable policing services in keeping with community values, needs, and expectations to the community members, including unhoused persons.

Homelessness takes many forms. Due to insufficient housing, a lack of healthcare, as well as the lack of indoor sheltering options and associated supports or wrap around services, there are people forced to shelter outside, many who do so in Encampments within municipal parks.

Any Encampment response must not lose sight of the fact that human beings who are involved and impacted may have long histories of trauma, and the closure of an Encampment presents another potentially traumatic incident. The Halifax Board of Police Commissioners therefore adopts the following guiding principles, as outlined in Regional Council's Framework to Address Homelessness in the Halifax Regional Municipality:³

1. HUMAN RIGHT

The 1948 United Nations Universal Declaration of Human Rights recognizes adequate housing as part of the right to an adequate standard of living.

2. PARTICIPATION:

The persons whose decisions and actions will impact must be involved in developing policies and work plans. We support the mantra of "Nothing About Us Without Us."

3. ADMINISTRATION OF THE LAW

The municipality administers and enforces the laws, regulations, and bylaws enacted by Regional Council, the Province of Nova Scotia, and the Government of Canada. This includes building, general safety, and fire codes. The municipality expects all its partners and citizens to comply with the law.

4. PERSON-CENTERED

Ensure that people's preferences, needs, and values guide clinical decisions, providing care and support that is respectful of and responsive to them. It is important to remember people who shelter outside have strengths, and those must be recognized, respected, and leveraged.

5. HOUSING FIRST

A *Housing First* approach focuses on moving people experiencing homelessness quickly from a shelter or sleeping rough to safe, sustainable, and supportive housing. Stable housing is essential to deliver services successfully and supports to persons experiencing homelessness.

³ Framework for Addressing Homelessness, Halifax Regional Municipality, accessed May 23, 2025, <https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/230221rc1515.pdf>

6. RELATIONSHIPS

Relationship building, learning, education, and voluntary compliance are always preferred over involuntary compliance action.

7. TRANSPARENCY

Transparency and ongoing communication are essential for the development of trust. Strong, productive relationships between all levels of government, service providers, and the community cannot exist without trust and transparency.

8. COOPERATION

Housing and homelessness are complex problems, with no order of government nor single community agency able to solve them independently. The municipality is committed to working in close partnership with others to reduce homelessness and increase the availability of affordable and deeply affordable housing.

Whenever possible, the municipality should avoid duplicating the work of service providers and other levels of government and instead support them in their efforts to serve all residents better.

9. CIVILIAN LED RESPONSE

Responses to homelessness issues should, whenever possible, be led by a coalition of Street Navigators, service providers, and health professionals. Halifax Regional Police (HRP) or the Royal Canadian Mounted Police (RCMP) primarily focus on the prevention and resolution of crime and will be involved when / as required.

10. TRAUMA-INFORMED

Trauma is often closely tied to substance use, mental illness, stigma, healthcare access barriers, and other challenges. Trauma-informed practice means recognizing this link and ensuring that people feel safe and are not re-traumatized by their current experiences.

In addition, the Halifax Board of Police Commissioners acknowledges the distinct needs of Indigenous people, Black and other racialized people, women, 2SLGBTQIA+ people, youth, seniors, and people with disabilities. The Board of Police Commissioners also acknowledges the distinct relationship that Indigenous people have with their land and the right to live on that land in the cultural, historical and spiritual manner they wish.

Definitions

In the context of this document:

Board means the Halifax Board of Police Commissioners

Chair means Chair of the Board of Police Commissioners

Chief officer means the Chief of Halifax Regional Police

Encampment means a temporary outdoor location, often consisting of tents or other structures, used by people as a housing option, on public or privately owned land

HRD means the Halifax Regional Detachment of the Royal Canadian Mounted Police

HRM means the Halifax Regional Municipality

HRP means the Halifax Regional Police

Policy of the Board

It is the Policy of the Board that:

General

1. The chief officer shall establish a policy with respect to the Halifax Regional Police's responses to Encampments that aligns with the stated principles in this policy.
2. The chief officer's policy shall be informed by the knowledge and experience from interested and impacted parties, including HRP officers, Encampment residents, HRM Business Units, representatives from social service agencies that assist the unhoused, and the Board of Police Commissioners.

Mission, Vision and Values

3. The chief officer shall ensure that HRP's policies regarding Encampments align with the mission, vision and values, as outlined in HRP's Strategic Plan⁴, and the Principles of Policing, as outlined in HRM's Police Board By-law P-100.

Inter-agency Cooperation

4. In accordance with the HRM Lived Experience consultation submitted to Regional Council,⁵ the chief officer shall prioritize relationship building with service providers by participating in inter-agency committees and partnerships.

Training

5. The chief officer shall ensure that all HRP staff are familiar and in compliance with the HRP policy on Encampments.
6. The chief officer shall ensure that any changes in the HRM coordinated response protocols involving Encampments are reflected in HRP's policy.
7. The chief officer shall ensure that HRP training for Encampments is reflective of the guiding principles, as outlined in Regional Council's Framework to Address Homelessness in the Halifax

⁴About Halifax Regional Police, accessed May 26, 2025, <https://www.halifax.ca/safety-security/police/about-halifax-regional-police>

⁵ Lived Experience Committee and Consultation, Halifax Regional Municipality, accessed May 23, 2025, <https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/221122rc1519.pdf>

Regional Municipality, acknowledges the distinct needs of Indigenous people, Black and other racialized people, women, 2SLGBTQIA+ people, youth, seniors, and people with disabilities.

8. The chief officer shall ensure that training considers tactics that aim to reduce any re-traumatization, and whenever possible, that this training is informed by organizations that design and facilitate training specifically for homelessness and housing service providers.

HRP's day-to-day involvement with Encampments

9. The chief officer shall ensure that HRP's day-to-day involvement with Encampments includes the following activities:
 - a. Responding to alleged criminal conduct and criminal investigations;
 - b. When the need is identified, refer individuals to appropriate supports and service providers;
 - c. As appropriate, inform service providers of identified needs;
 - d. As appropriate and proportionate to the circumstances of each individual Encampment, provide community policing efforts to ensure the safety and security of those living in Encampments and those living in adjacent communities;
 - e. As appropriate, engaging with other Business Units, including supporting safety assessments, community engagement, and sharing and addressing community safety concerns; and
 - f. In the event that personal property is left behind following the arrest or incarceration of an individual, ensuring that the Housing and Homelessness Team in the Community Safety Business Unit is notified.

HRP's involvement with closing Encampments and reporting requirements

10. When HRP is involved in the closure of an Encampment, the chief officer shall ensure that:
 - a. Property ownership and applicable legislation is determined;
 - b. The authority of the person requesting removal of the encampment is established prior to action being taken;
 - c. Any action taken by HRP to close an Encampment will be in compliance with the applicable legislation; and
 - d. Where appropriate and when available, HRP's response will follow Principle 9, Civilian Led Response, as outlined in Regional Council's Framework to Address Homelessness in the Halifax Regional Municipality.

11. HRP's involvement in the closing of an Encampment is a Matter of Immediate Strategic Significance. As such, subject to security or operational concerns, the chief officer shall report the content of any debriefing or lessons learned following the closing of an Encampment to the Board.

Halifax Regional Detachment

12. The Halifax Regional Detachment (HRD) shall review this policy for alignment and integration.

Public Posting of Policy

13. The chief officer or designate will notify the Chair once HRP's policy is publicly posted and when any revisions to that policy are publicly posted.