

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.