

Codiac Regional Policing Authority

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Framework

Police Act

Under s. 1.1(1) of the *Police Act*, the Minister of Justice and Public Safety shall (a) promote the preservation of peace, the prevention of crime, the efficiency of police services and the development of effective policing, and (b) coordinate the work and efforts of police forces and the RCMP within the Province.

Section 1.1(2) of the *Act* provides that the Minister may provide to boards, councils, police forces, a regional policing authority and the RCMP:

- (i) information and advice respecting the management and operation of police forces and the RCMP in handling special problems, and
- (ii) such other information as the Minister considers to be of assistance.

Section 1.1 (3) provides that subject to the *Act* and regulations, the Minister may issue guidelines and directives to any police force within the Province for the attainment of the purposes in s. 1.1(1) above.

Section 17.06 of the *Act* provides that a regional policing authority must prepare a budget annually which must be forwarded to the parties to the agreement forming the regional policing authority for approval.

Section 17.01(2)(e) provides that an agreement whereby a regional policing authority is established shall make provision for funding the regional policing authority and the provision of policing service by the RCMP. Article 4.2 of the agreement between the City of Moncton, Town of Riverview and City (then Town) of Dieppe dated April 9, 2001 ("the Municipal Agreement") provides that "On or before the 1st day of October each year, the Authority will submit an annual budget to the Municipalities for consideration."

Section 17.06(3) provides that "each year by the 15th day of November, a regional policing authority shall submit to the Minister of Environment and Local Government for the Minister's approval the budget as approved by the parties to the agreement." The Minister may also fix a final budget for a regional policing authority in the event

of disputes between the parties to the Municipal Agreement.

Regional Police Services Agreement (RPSA)

The Regional Police Services Agreement between the Codiac Regional Policing Authority (CRPA) and the Government of Canada also includes provisions that relate to the annual business planning process for CRPA.

Article 6.1 of the RPSA provides that the Chair of the CRPA “may set the objectives, priorities and goals of the Codiac Regional Police Service (CRPS) which are not inconsistent with those of the Provincial Minister and document those objectives, priorities and goals no more frequently than annually, and in concert with the annual RCMP planning cycle.”

Article 8.2 of the RPSA provides that for “the purposes of human resource planning for the next Fiscal Year, the Member in Charge will consult with and obtain approval, or approval in principle, from the CEO [CRPA Chair] on or prior to June 1 of each year for the number of Members required to maintain the level of policing service” determined by the CRPA.

Article 17 of the RPSA deals with financial planning. It provides that the RCMP will prepare a Multi-Year Financial Plan each year that covers 3-5 Fiscal Years. This will be done each year on or before June 1. The CRPA is then required, on or before June 15 to provide the Member in Charge with the projected annual budget for the CRPS for the next Fiscal Year, as well as the projected budgets, if available, for the balance of the Multi-Year Financial Plan. Finally, Article 17.2 provides that at the end of the CRPA’s annual budget process for each Fiscal Year, the Chair will provide to the Member in Charge written confirmation of the annual budget for the upcoming Fiscal Year and any changes to projected budgets under the then current Multi-Year Financial Plan.

Governance Guidelines

Finally, in 2011, the Department of Public Safety issued the Police Governance and Oversight in New Brunswick Policy Guidelines (“Governance Guidelines”). These Guidelines apply to a regional policing authority, as well as to other models of police governance in use in New Brunswick. The Guidelines offer the following suggestions for elements related to annual business planning:

- “The Board shall, at least annually, schedule a session or workshop so that the Council(s), the Board and the Police Force have an opportunity to discuss and understand each other’s current priorities and issues.”

Policy

The purpose of this Policy is to describe the CRP Authority’s approach to annual business planning.

Overview

The CRP Authority approves an 'evergreen' multi-year financial plan and an Annual Performance Plan (APP) with related budget on an annual basis. That budget is also subject to the approval of the three (3) municipalities who are funding partners for the CRPA. In the event of a disagreement relating to the annual budget, the provincial Minister of Environment and Local Government has the final authority to approve the CRP Authority's budget.

This Policy aims for consistency with the legislative and contractual provisions that impact the CRP Authority's annual business planning process.

The regional annual planning process focuses on local community priorities provided they are not inconsistent with those of the Provincial Minister. Strategic priorities for the RCMP nationally may also have an impact on local priorities if approved by the CRP Authority.

Finally, the fiscal year for the RCMP runs from April 1 to March 31. The fiscal year for the municipalities is the calendar year. Under the Local Government Budgets Regulation (2018-71), local governments must adopt by resolution and submit to the Minister of Environment and Local Government for approval local government budgets no later than November 15th each year. If the Minister does not approve them, the local governments must adopt revisions and submit them to the Minister by the third Friday of the month of January in the year for which the budget is prepared.

Roles and Responsibilities

The **Officer in Charge (OIC)**, supported by the **Director of Strategic Planning and Police Support Services (Director-SPPSS)**, is responsible for developing, in consultation with the CRP Authority, a proposed multi-year financial plan and an Annual Performance Plan (APP) with corresponding budget for the CRP Authority's approval. They are also responsible for liaising with provincial government representatives and federal RCMP representatives to understand evolving priorities at a provincial and federal level.

The **CRP Authority** is responsible for developing and approving the annual business planning process. It also approves the multi-year financial plan and the APP with corresponding budget. Through the CRP Authority Chair, the Chair of the Finance Committee and the OIC, the CRP Authority presents the proposed APP and budget to municipal councils in the region for approval.

The **Executive Insight Committee (EIC)** is made up of the City Managers and Chief Financial Officers from each of the funding partner municipalities. It may also include the Mayors from each of the municipalities. The EIC reviews and discusses the proposed APP and budget. The EIC is asked to endorse the proposed APP and budget but that endorsement is not essential to the CRP Authority's annual planning and budgeting

process.

The **municipal councils** in the region approve the CRP Authority's budget as recommended by the CRP Authority.

In the event of any dispute relating to the budget, the provincial **Minister of Environment and Local Government** has final approval rights over the budget.

Annual Planning Process and Timelines

The annual planning process for CRP Authority is as follows:

December/early January – the CRP Authority hosts a planning session involving the Mayors and other municipal representatives to get their perspectives on policing priorities for the Codiac region.

Early January - A summary of results under the previous year's APP – this is presented to the CRP Authority early in each calendar year as context for early stage discussions about priorities for the upcoming year.

January – the OIC and the Director-SPPSS attend a joint planning session in Fredericton involving federal RCMP and provincial Public Safety representatives. The purpose of this session is to share and meld the regional, provincial and federal priorities for contract policing services in New Brunswick.

Late January/Early February – the CRPS receives J Division's (New Brunswick's RCMP Division) priorities based on the integration of federal and provincial contract policing priorities.

February – With the benefit of the results of community survey(s), the OIC and the Director-SPPSS develop a draft multi-year financial forecast and an APP with related draft budget with the main components being staff and infrastructure. This is shared with the CRP Authority for discussion.

March/April – the multi-year forecast, and the APP/budget are revised based on the input of the CRP Authority. The revised plans/budgets are shared with the CRP Authority again and are generally 'approved in principle' by the end of April each year.

May – the CRP Authority then meets with the Executive Insight Committee (EIC) to review and discuss the proposed APP and budget.

August/September – the CRPS finalizes its APP and budget for the following fiscal year with firm numbers for rent, capital purchases, etc. The final APP/budget proposal is reviewed by the CRP Authority's Finance Committee, ***the Executive Insight Committee (EIC)*** and then brought to the CRP Authority for formal approval.

No later than October 15 – the CRP Authority meets with each municipal council to seek their approval for the ***recommended*** annual CRP Authority budget.

No later than October 30 - If one or more of the municipalities does not approve the CRP Authority budget, the dissenting council (s) are required to submit their written objection to the CRP Authority by this date.

No later than November 15 – the CRP Authority will submit a final budget with consideration of the suggestions of the dissenting council(s) for final approval by the Minister. It is noted that municipal councils are required to submit their municipal budgets to the Minister by November 30 each year.

November/December – If required, the Minister will suggest an appropriate budget for the CRPS and the CRP Authority.

The Board may add elements to this basic process at its discretion.

Implementation Monitoring

Once approved, the APP and budget provide a basis for evaluating the performance of the OIC and the Regional Police Service. The CRP Authority monitors implementation through:

- An annual summative evaluation of results under the previous year's APP – this is presented to the CRP Authority by the OIC early in each calendar year as context for early-stage discussions about priorities for the upcoming year
- Annual review and approval of a set of key performance indicators (KPIs)
- Quarterly updates on progress against key milestones and KPIs presented by the OIC to the CRP Authority
- Regular financial reports from the CRPS