

Codiac Regional Policing Authority

Policy #: G-203
Category: Planning and Corporate Performance
Subject: CRPA Calendar of Monitoring Requirements
Date: Insert
Review Cycle: Year 2/5
Review Date: 2022

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 17.05 (2) of the *Act* provides that a regional policing authority shall provide to:

- a) the parties to the agreement establishing the authority, at intervals set by the agreement or upon request of one of the parties after reasonable notice, or
- b) the Minister of Environment and Local Government on request after reasonable notice

a report showing the current financial position of the police service as compared with its budget.

Municipal Agreement

There are no reporting requirements from CRPA set out in the agreement between the City of Moncton, Town of Riverview and City (then Town) of Dieppe dated April 9,

2001 (“the Municipal Agreement”).

Article 6(5) of the Municipal Agreement provides that the Authority may adopt by-laws and policies to govern and regulate its activities.

Regional Police Services Agreement (RPSA)

Under Article 7.2 of the RPSA, the Member in Charge “will report as reasonably required to either the CEO [CRPA Chairperson] or his/her designate on the matter of law enforcement in the Codiac Region and on the implementation of the objectives, priorities and goals” set by the CRPA.

According to Article 8.1 of the RPSA, the “Member in Charge will give to the [CRPA] annual statements, and such additional statements as may reasonably be requested from time to time,... of the composition of the Codiac Regional Police Service...”

Article 8.3 provides that “The Member in Charge, upon receiving reasonable notice, will provide the CEO [CRPA Chairperson] with any additional information, to the extent possible, relating to human resource and organizational planning of the Codiac Regional Police Service.”

Article 17.1 describes the mutual obligations of the Member in Charge and the CRPA to exchange information necessary to prepare the Multi-Year Financial Plan, in the format and schedule agreed by the parties. The CRPA also commits to providing the Member in Charge with updates, to the extent they become available, of the projected annual budget for the next Fiscal Year until the conclusion of the CRPA annual budget process. A final written confirmation of the budget is provided to the Member in Charge by the Chairperson upon the completion of the annual budget process.

Article 17.3 of the RPSA provides that the Member in Charge will at mutually agreeable intervals during the Fiscal Year, and in a standardized format, provide the CRPA (through the Chair) with (a) details of YTD expenditures, forecasted expenditures and explanations of material variances and (b) proposed changes or updates to the CRPS’ multi-year infrastructure and equipment plans.

Under Article 17.4, the Member in Charge will, no later than three months following the conclusion of each Fiscal Year, provide the CEO in a standardized format with an accurate, detailed accounting of all actual expenditures for the CRPS, together with an explanation of any material variances.

Article 17.7 of the RPSA provides that the Member in Charge, “being given reasonable notice, will provide the CEO [CRPA Chairperson] with any additional information reasonably relating to the financial implications” of the CPRS.

Governance Guidelines

In 2011, the Department of Public Safety issued the Police Governance and Oversight in New Brunswick Policy Guidelines (“Governance Guidelines”). These Guidelines apply to a regional policing authority, as well as to other models of police governance in use in New Brunswick. The Guidelines provide that the “Board demonstrates accountability to the public, to the Province and to other stakeholders through periodic reports, meetings, receiving presentations from key stakeholders and other interested persons, and by operating in a transparent manner.”

The Guidelines suggest that boards receive the following types of reports from the police force/service:

- a) Results from community surveys regarding safety and security needs
- b) Reports from the OIC on the implementation of the priorities, goals and objectives of the Police Force
- c) Regular financial reports from the police force/service
- d) Reports from the OIC on law enforcement in the region/community
- e) Reports from the OIC regarding the identification of principal risks and the systems in place to monitor and manage these risks (at in camera sessions)
- f) Various human resource-related reports (see pp. 16-18 of the Guidelines)
- g) Notice of complaints against police or the CRPA Board or its members
- h) Notice of any legal claims or actions against the CRPA or CRPS
- i) Reports on procurement by the CRPA to monitor compliance with CRPA policy
- j) Reports/recommendations on potential awards/rewards
- k) Board Committee reports

Policy

The purpose of this Policy is to summarize the ongoing information requirements of the CRP Authority from the Officer in Charge (OIC) of the Codiac Regional Police Service (CRPS) in order to provide effective stewardship.

The OIC will provide reports to the CRP Authority in accordance with the following calendar.

Codiac Regional Policing Authority

Summary of Annual Reporting Requirements for the Officer in Charge

CRPA Policy	Reporting Requirements	Timing/CRPA Meeting
1. Policy G-100 – CRP Authority Oversight of Values and Ethics	<ul style="list-style-type: none"> Annual report on the policies that are in place to guide the values and ethics of members of the CRPS (see Policy G-100 for details) 	November (Governance Committee and CRP Authority)
2. Policy G- 105 – Complaints Against the CPRS or its Members	<ul style="list-style-type: none"> Annual report on complaints against the CRPS or its members (see Policy G-105 for details) 	November (Governance Committee and CRP Authority)
3. Policy G-106 – CRPS Acceptance of Gifts, Donations, Loans and Sponsorships	<ul style="list-style-type: none"> Annual report on the CRPS's acceptance of gifts, donations loans or sponsorships (see Policy G-106 for details) 	November (Governance Committee and CRP Authority)
4. Policy G-107 – Awards and Rewards	<ul style="list-style-type: none"> Annual report on awards and rewards pursuant to Policy G-107 	November (Governance Committee and CRP Authority)
5. Policy G-201 – Strategic Planning	<ul style="list-style-type: none"> Implementation plan to support strategic plan – identifying the pace and sequencing of major activities to achieve the desired strategic outcomes Scorecard of key performance indicators that will provide the CRP Authority with an objective view of progress against strategic plan Fall and Spring updates to the CRP Authority on progress against key milestones and metrics related to the strategic plan 	Semi-annual updates in November and May (Quality of Policing Committee (QPC) and CRP Authority)
6. Policy G-202 – Annual Business Planning	<ul style="list-style-type: none"> Annual summative evaluation of results under current year's APP Sharing with the CRP Authority the RCMP's annual business planning cycle and process Proposed APP for the next fiscal year reflecting goals of community, CRP Authority, municipal councils and alignment with provincial and federal policing priorities Annual proposal for KPIs for the coming year Quarterly updates to the CRP Authority against key milestones and KPIs Regular financial reports 	March (QPC and CRP Authority) November March (QPC and CRP Authority) March (QPC and CRP Authority)

CRPA Policy	Reporting Requirements	Timing/CRPA Meeting
7. Policy G-301 – CRP Authority-OIC Relationship	<ul style="list-style-type: none"> Completed annual self-assessment form (at same time of year as annual summative evaluation of results under current year's APP) 	March
8. Policy G-302 – Communication and Counsel to CRP Authority	<ul style="list-style-type: none"> Include in reports what consultations, if any, took place Inform the CRP Authority of significant program changes regarding the service delivery model Inform the CRP Authority of any staff changes at the senior officer or equivalent civilian levels on a quarterly basis Ensure the CRP Authority is aware of relevant trends, significant changes in federal, provincial or municipal policies and significant external and internal changes that may impact CRP Authority policies Ensure the CRP Authority Chair is advised of any anticipated adverse media coverage in a time-sensitive manner Advise the CRP Authority if, in the OIC's opinion, the Authority is not complying with its own policies Report any CRPS non-compliance with CRP Authority policies in a timely manner 	Ongoing as part of regular OIC reports
9. Policy G-401 – Financial Oversight	<ul style="list-style-type: none"> Timely and accurate quarterly financial reports, including year-end projections Additional information requested by CRP Authority on cost drivers (e.g. overtime) 	Sept, November, January and May Every meeting
10. Policy G-407 – Budgeting Policy	<ul style="list-style-type: none"> On or prior to June 1, consultation with CRP Authority re the number of Member required for the following Fiscal Year Multi-year Financial Plan Annual budget for the CRPS (RCMP and municipal Support Staff portions – operating and capital) 	March and May
11. Policy G-408 – External Audit Policy	<ul style="list-style-type: none"> Provide input into the workplan for the annual audit Discuss the auditor's findings prior to the filing of an audit report Provide comments on the audit report if desired Quarterly progress reports on the implementation of any recommendations in the audit report 	November Ongoing

CRPA Policy	Reporting Requirements	Timing/CRPA Meeting
12. Policy G-501 – Risk Oversight	<ul style="list-style-type: none"> Regular risk updates to the CRP Authority (see categories listed in Policy g-501) Confirmation that the CRPS and the City of Moncton (as it pertains to Support Staff) have effective risk management systems in place 	Every regular CRP Authority meeting
13. Policy G-502 – Asset Management	<ul style="list-style-type: none"> Annual asset report to the CRP Authority (see Policy G-502 for details – do we want this?) 	January
14. Policy G-601 – Quality Oversight	<ul style="list-style-type: none"> Arrange for an annual (or bi-annual if preferred by CRP Authority) overview presentation on the CRPS' quality assurance program to the CRP Authority or its Quality of Policing Committee Share the results of any internal audits of the CRPS with the CRP Authority (in camera) (including but not limited to financial audits, compliance audits, operational audits, systems-under-development audits, IM/IT audits, forensic audits and control and risk management audit) Report annually on complaints and compliments regarding the individual action of officers, civilian staff, and quality of service of the CRPS Share with the CRP Authority the results of the annual community survey Provide KPI reports at each regular CRP Authority meeting 	<p>September (QPC and CRP Authority)</p> <p>Ongoing</p> <p>November (QPC and CRP Authority)</p> <p>January</p> <p>Ongoing</p>
15. Policy G-701 – HR Oversight	<ul style="list-style-type: none"> Regular reports on HR-related indicators, including sick leave usage, overtime and use of leaves generally Annual confirmation in writing that the CRPS has policies and procedures (including internal audit procedures) in place in the areas of: <ul style="list-style-type: none"> Respectful workplace Outreach and diversity Workplace discrimination and harassment Official languages Salary and benefit administration Performance management Recognition of meritorious service, community service, long service and valor Absence management and support Discipline 	November

	<ul style="list-style-type: none"> • Health and safety (including workplace violence), and • Collective agreement administration • Employee complaints or grievances 	
--	---	--

CRPA Policy	Reporting Requirements	Timing/CRPA Meeting
17. Policy G-701 – HR Oversight	<ul style="list-style-type: none"> • Include in the foregoing report an assessment of the effectiveness of and organizational compliance with those CRPS policies and procedures, highlighting potential changes under consideration • Annually report on the compliance/completion rate and other outcomes of the CPRS performance review program • Ensure that the Director – SPPSS meets similar reporting requirements annually for City of Moncton Support Staff • Annually report on state of labour relations within CPRS including number and type of outstanding grievances, recent or upcoming arbitrations or collective bargaining • Annual succession planning report that identifies (a) “critical” positions within the CRPS and annually confirm to the CRP Authority who are the designated emergency successors for those roles, (b) anticipated retirements or departures of employees in those critical roles and (c) the process that is in place to develop potential successors for these positions 	November
18. Policy G-801 – Communications and Stakeholder Relations	<ul style="list-style-type: none"> • Annual communications plan included with APP and budget • Coordination with CRP Authority Chair on any major issues management • Heads up to CRP Authority Chair on any major CPRS public announcements • Results of annual community survey and from any other forms of public consultation • Work with the CRP Authority on annual planning session with Councils and also regarding annual budget submissions • Prepare draft annual report on the state of policing in the Codiac Region for review by the CRP Authority • Distribute annual report as per Policy G-902 • As part of the annual summative evaluation of results against the current year’s APP, will include the following content: 	<p>March</p> <p>Ongoing</p> <p>January/ongoing</p> <p>November-January</p> <p>March</p> <p>March</p>

	<ul style="list-style-type: none"> • Communications-related objectives and goals and results against those goals • Number and nature of public consultations undertaken by the CPRS over the past year • A summary of major media issues over the past year • Number and nature of presentations/consultations to/with municipal councils by CPRS or CPR Authority over the past year • Any recommendations for future enhancements to CRP Authority or CPRS communications and stakeholder relations • Annual report from the OIC on: <ul style="list-style-type: none"> a) The approach and processes taken to ensure bilingual materials, products and services by the CPRS. b) The number of complaints received about service in each of the official languages. c) The number of bilingual members in the CPRS. 	September (Executive/CRP Authority)
19. Policy G-802 Public Consultation	<ul style="list-style-type: none"> • Annual report on public consultations undertaken by the CRPS, including the range of participants involved and the range of methodologies used to seek input into the priorities and activities of the CRPS 	March (as part of annual summative evaluation) (Executive Committee and CRP Authority)
20. Policy G-901 – Legal Compliance	<ul style="list-style-type: none"> • Ensure that roles and responsibilities for CRP Authority legal compliance monitoring and reporting are clear • Meet any CPRS responsibilities for compliance monitoring and reporting 	Ongoing as per filing deadline requirements
21. Policy G-902 – Annual Report	<ul style="list-style-type: none"> • Contribute to the CRP Authority Annual Report by preparing a summary of results/outcomes against APP priorities, goals and objectives 	January - March