

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.

Finally, 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.

Policing Standards

Contractually, the RCMP under the Provincial Police Services Agreement and the Regional Police Services Agreement are committed to meeting or exceeding the standards of professional policing applicable to all other police forces in the Region (see Policy G-601 for more details).

The New Brunswick Policing Standards issued by the Minister of Public Safety in 2017 provide as follows in RR2 – Statement of Principles:

“Although legislation and the common law define the authority of the police, the ability of the police to perform their duties also depends on the public’s approval, support and willing co-operation.

To be effective, the delivery of policing services must be based on the principles

of partnership, ownership, problem-solving and quality service.”

Other relevant provisions of the Standards pertaining to communications and stakeholder relations include:

RR 8 – Official Languages – “Police force service delivery must adhere to the New Brunswick Official Languages Act. The Act guarantees that members of the public can exercise the right to communicate with all police services in the Official Language of choice.”

ORG 1 – Community Policing – “Community policing – which is based on the principles of partnership, ownership, problem solving and quality service – allows police services to respond to the unique policing needs of the community. Advancing community policing requires ongoing dialogue with the community, taking a collaborative and proactive approach and identifying community needs.”

ORG 1.2 Police forces shall formally consult with the community every four years (at a minimum) to identify community needs, concerns and expectations regarding policing. The process shall address:

- a) The performance of the police force
- b) How police are perceived to conduct themselves while performing their duties
- c) The involvement of police with their community and residents
- d) Public perceptions regarding safety and security in the community
- e) Recommendations for improvement
- f) The level of satisfaction among the public.

ORG 1.3 Police forces shall take appropriate steps to address identified community needs, concerns and expectations.

ORG 1.4 Police forces shall liaise with school officials in support of promoting community-based policing and ensuring that safe school plans are in place

SS 10 Statement – The chief of police/delegate should establish, maintain and promote a professional working relationship with media outlets. Police forces may release information requesting the assistance of the public in advancing police investigations and solving crime. The release of information must not interfere with police operations or portray bias toward any person.

SS 10.1 – The chief of police or delegate shall be responsible for informing the public of investigations and activities undertaken by the police force, having regard to protecting the privacy of all person and the integrity of the investigation.

SS 10.2 – The chief of police or delegate shall act as the media spokesperson, be knowledgeable in the field of media relations and have a working knowledge of policy

and procedure.

SS 10.3 – The chief of police shall have policy that specifically addresses the following:

- a) Confidentiality and *The Right to Information and Protection of Personal Information Act*
- b) Protecting sources of information
- c) Personnel authorized to release information
- d) Nature of information that can be released
- e) Media access to police controlled crime or collision scenes, and
- f) Integrity of investigators.

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 Governance Guidelines deal extensively with communication with stakeholders (see pp. 13-15 of the Guidelines). The Guidelines outline four types of communication:

- 1. Communication which solicits input into the work of the Board
- 2. Communication which provides regular and periodic reports to municipal partner councils, the Province, the public, or other stakeholders
- 3. Emergency communication to relay information on an event or incident
- 4. Ongoing communication with the Chief of Police and members of the Police Force

Regional Police Services Agreement (RPSA)

Article 6.2 provides that the internal management of the CRPS, including the administration and the determination and application of professional policing standards and procedures, will remain under the control of Canada.

The RPSA also outlines the reporting and information-sharing expectations of the Officer in Charge (OIC) (see Policy G-301 for more details).

Article 11.10(b) provides that the CRPS is to provide services to and communicate with the public in a manner consistent with the Official Languages Guidelines established by the Province.

Policy

The Codiac Regional Policing Authority (CRP Authority) represents the public interest on matters of policing and works to ensure that community needs and concerns are factored into the planning and priority-setting for the effective and adequate delivery of police services by the Codiac Regional Police Service (CRPS). To achieve this, the

CRP Authority recognizes the importance of hearing from local groups and residents, and engaging them in ongoing, dynamic dialogue through a strategy of community engagement. This supports evidence-based decision-making by the CRP Authority.

The CRP Authority also recognizes the important role that the media can play in educating and engaging key stakeholders and the community on policing matters, fostering understanding about the Authority and its work, and generating broad support for the CRP Authority's mandate.

The CRP Authority is committed to effective, timely and positive communications with all its community partners and has developed this policy to achieve its communications goals.

A. Serious Incidents in the Tri-Community

As an oversight body to which the Codiac Regional Police Service (CRPS) report, the CRP Authority Chair will be the first to be notified of any serious situation happening in the tri-community area, followed by the Mayors and others deemed necessary by the OIC.

The CRP Authority Chair will attempt, where possible, to coordinate key messages from the Chair and the Mayors to the media in such circumstances.

B. Media Relations

(i) Official Spokespersons

The Officer in Charge (OIC) of the Codiac Regional Police Service (CRPS) is the official spokesperson for the Service.

The Chair of the Codiac Regional Policing Authority (CRP Authority) (or his/her designate) is the official spokesperson for the CRP Authority. Should the Chair be unavailable, the Vice-Chair shall be the spokesperson for the CRP Authority.

Each spokesperson will be careful to speak only on matters within their own jurisdiction and mandate and to avoid speaking about matters that fall under the other's jurisdiction.

The CRP Authority Chair also represents the Authority when the annual budget is presented to councils. The Officer in Charge (OIC) is expected to take all reasonable steps to ensure that the Chair (or other designated Authority representative) is briefed prior to attending scheduled presentations to council or to a committee of council.

(ii) Media Training and Advice

The CRP Authority will provide the Chair and Vice-Chair with access to media training early in their tenure. When faced with a situation requiring a media relations

strategy, the Chair (or in his/her absence, the Vice-Chair) may obtain advice on the matter from a public relations and communications firm.

(iii) Notice of Public Announcements by CRPS

The OIC shall take all reasonable steps to ensure that the CRP Authority Chair is made aware of major public announcements being made by the CRPS prior to the announcements.

(iv) Media Relations

The CRP Authority's Executive Co-ordinator is responsible for informing the local media of the date and time of future Board meetings and news conferences held by the CRP Authority. He/she is also responsible for arranging news conferences and for coordinating joint events with the CPRS Media Relations Section when both the CRP Authority and the Police Service are affected.

(v) Media Releases

Media releases by the CRP Authority shall be approved by the Chairperson (or Vice-Chairperson in his/her absence) prior to release. CRP Authority members shall receive a copy of the release as soon as possible once it has been approved.

If practical and warranted by the significance and seriousness of the matter, the OIC or the Chairperson may consult with the CRP Authority before information is released to ensure public release is appropriate and justified, and to receive advice on the format and tone of the communication.

(vi) News conferences

News conferences on matters within the jurisdiction of the CRP Authority shall be called on at the discretion of the Chair (or the Vice-Chair). Whenever possible, CRP Authority members shall be advised of the event prior to it taking place.

(vii) Issues Management

When issues of public interest emerge, an issues management plan will be developed by the OIC, in consultation with the Chairperson, to assist the CRP Authority or CRPS in communicating appropriate information to stakeholders and the media. When warranted and practical, at the discretion of the CRP Authority Chairperson, the CRP Authority will hold a special private meeting to discuss critical issues of public interest that fall outside the normal capacity of the organization and require arrangements for additional human, financial and physical resources and/or additional funding to obtain such resources.

(viii) CRP Authority Members

CRP Authority members who are asked for public comments or interviews on matters relating to CRP Authority should refer the interested party to the CRP Authority Chair as the official spokesperson for the Authority. To help the Chairperson prepare for any media inquiries, CRP Authority members should also give the Chairperson a 'heads up' that they have received and referred media inquiries to him/her.

CRP Authority members will respect the confidentiality appropriate to issues of a sensitive nature and those items disclosed or discussed in closed meetings.

CRP Authority members are expected to respect the outcome of the Authority's decision-making processes even if they may personally disagree with the outcome. Therefore, CRP Authority members are expected to refrain from publicly disagreeing with a position of the CRP Authority. Further, if a member disagrees with a decision of the CRP Authority members, he/she shall not call into question the CRP Authority's decision-making ability, motives or their fellow CRP Authority members.

C. Community and Stakeholder Relations

The CRP Authority's primary external stakeholders include:

- Municipal Councils and Senior Officials for the City of Moncton, Town of Riverview and the City of Dieppe
- Local media (mainstream and community-based)
- Minister of the Environment and Local Government
- Minister of Public Safety
- RCMP J Division Commander and RCMP Commissioner
- Crime prevention, community safety and affinity groups
- Education system
- Regional health authorities operating in the region
- Business community
- Community service non-profit organizations
- Advocacy groups for minority groups such as new immigrants, LGBTQ community and others
- Residents of the three municipalities

(i) Communications Plan

The Chairperson will ensure that a Communication Plan for the CRP Authority is developed, reviewed on an annual basis as part of the annual business planning process and revisited in its entirety every three years.

The Communication Plan shall consider how the CRP Authority will communicate with various stakeholders who include but are not limited to the community, the media and municipal council.

(ii) Types of Communication

The CRP Authority foresees four (4) types of communication to and from the CRP Authority as follows:

1. Communication that solicits input to the work of the CRP Authority
2. Communication that provides regular and periodic reports to the councils of municipal funding partners, the Province, the public, or other stakeholders
3. Emergency communication to relay information on an event or incident, and
4. Ongoing communication with the OIC and members of the CRPS

1. Communication that solicits input to the work of the CRP Authority

To fulfill its role as the representative of the community, the CRP Authority must identify and seek input to policing strategies from diverse stakeholders and representatives of the community.

To that end:

- a) CRP Authority meetings shall be held in various communities within the Region. This will allow members of those communities to attend CRP Authority meetings. It will demonstrate that CRP Authority represents the three partner communities and, it will enable members of the public to attend a CRP Authority meeting who may be reluctant, for various reasons, to attend a police facility. Holding meetings outside the detachment facilities will also demonstrate the independence of the CRP Authority from the Codiac Regional Police Service (CRPS) for which it provides oversight.
- b) The CRP Authority will annually review the proposed CRPS Annual Performance Plan (APP) and annual budget with the Executive Insight Committee made up of the City Managers and Chief Financial Officers from each of the Moncton, Dieppe and Riverview municipalities.
- c) The CRP Authority will make at least annual presentations to municipal funding partner councils (including presentation of the proposed APP and budget)
- d) The CRP Authority will obtain input from stakeholders and the public when setting the objective, priorities and goals of the Police Service through such means as public forums, designated meetings with the CRP Authority, environmental scans, community outreach and town halls
- e) The CRP Authority will annually schedule a planning session or workshop so that the Municipal Council(s), the CRP Authority and the CRPS have an opportunity to discuss and understand each other's current priorities and issues.

2. Communication that provides regular and periodic reports to municipal funding partner councils, the Province the public or other stakeholders

CRP Authority meetings are be open to the public with in camera sessions only for

matters that the Authority considers would not be in the public interest to discuss in public. Police staff attendance at in camera sessions shall be coordinated with the OC and be at the request of the CRP Authority.

The public and the media have access to the minutes of the public portion of CRP Authority meetings through the registered office of the CRP Authority, or other means such as the website.

The Chair should attend all meetings of the municipal councils when the OIC presents information regarding policing of the municipality or to keep them informed of the work of the CRP Authority.

The CRP Authority Chair (or Authority-appointed Secretary if named) should ensure that, through the Executive Co-ordinator to the CRP Authority, the media is provided with reports of CRP Authority meetings and activities for publication and broadcast.

The *Police Act* requires that the CRP Authority provide an annual report of the state of policing in the Codiac Region. To accomplish this, the OIC will prepare a report which will then be reviewed and approved by the CRP Authority. A copy of the report will be sent to:

- J Division for inclusion in the RCMP Annual Report for the Province of New Brunswick
- The Mayors of the three municipal funding partner councils
- The Minister of Public Safety

The report will also be posted on the CPR Authority's website.

3. Emergency communication to relay information on an event or incident

Following the occurrence of an incident or event which may be of media interest or about which the public should be informed, the OIC and the CRP Authority Chair (or designate) will consult to determine the scope and content of media releases. At times, it may be desirable that the Chair (or designate) and the OIC address the public or the media jointly or separately.

4. Ongoing communication with the OIC and members of the Regional Police Service

The OIC is the conduit for information intended for the Police Service. The OIC shall be consulted regarding any communication intended for the benefit of members of the CRPS.

It is also understood that the Director – Strategic Planning and Police Support Services (SPPSS) is a key support to the effective operation of the CRP Authority and Chair and Committee Chairs or their designate may interact with that office as required.

At times, it may be desirable or necessary for other members of the CRPS to appear

before the CRP Authority. This will occur in the company of, or with the support of, the OIC.

The RPSA provides that the OIC shall report as reasonably required to the CRP Authority on the matter of law enforcement in the Region and on the implementation of objectives, priorities and goals as set by the CRP Authority.

D. Official Languages

The CRP Authority recognizes New Brunswick's two official languages, English and French, and is committed to ensuring that it and the CPRS provide services to the public in the official language of their choice.

The CRP Authority has adopted this policy to clearly articulate its awareness of the importance of the CRP Authority communicating and engaging with stakeholders in both official languages and its commitment to doing so.

The following practices will be adopted by the CRP Authority:

1. CRP Authority members may express themselves in the language of their choice at CRP Authority meetings.
2. The Chairperson will welcome those attending public board meetings in both official languages.
3. Members of the public wishing to address the CRP Authority at its regular meetings may do so in the language of their choice.
4. At CRP Authority-organized stakeholder consultation sessions, participants will be able to communicate in the official language of their choice.
5. The CRP Authority will post information on its website in both official languages.
6. The CRP Authority's Executive Co-ordinator will provide an active offer of service in both official languages when responding to telephone inquiries.
7. When required, the Chairperson may designate a French-speaking member of the CRP Authority to respond to media inquiries.
8. Official communications from the CRP Authority will be in both official languages.
9. The CRP Authority will monitor the CRPS' activities under the provincial Official Languages Guidelines by reviewing an annual report from the OIC on:
 - 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.

E. Reporting Requirements

In addition to the elements specified in the body of this Policy, the OIC, as part of the

annual summative evaluation of results against the current year's APP, will include the following content:

1. Communications-related objectives and goals and results against those goals
2. Number and nature of public consultations undertaken by the CPRS over the past year
3. A summary of major media issues over the past year
4. Number and nature of presentations/consultations to/with municipal councils by CPRS or the CPR Authority over the past year
5. Any recommendations for future enhancements to CRP Authority or CPRS communications and stakeholder relations