



## **Program Administrator Annual Report April 1, 2021 – March 31, 2022**

### **Mission**

To mobilize citizens to work with law enforcement and partners to prevent crime and create a safer environment for all.

### **Goals**

The main goal of the Citizens on Patrol Program is to be on the look-out for any suspicious or criminal activity, to document this activity and, where appropriate, to report such activities to the police. COPP members act as additional “eyes and ears” for their community and the police, which assists in reducing crime.

### **Accompanying Goals**

**Deterrence** - To provide a presence in the community through patrolling by vehicle, by foot, bicycle, or other means, as required.

**Education** – To educate Manitobans about crime prevention

**Awareness** – To increase Manitoba’s awareness on crime prevention.

## **Highlights Project Overview - 2021- 2022**

### **The COVID-19 Pandemic Impact**

The lingering Covid -19 pandemic caused long reaching impact to groups ability to patrol with members outside their household and to gather for meetings. For the safety of our members, we recommend they patrol in pairs.

Media reports from medical sources urging individuals to not venture out unless necessary and stay home further contributed to some groups not regularly patrolling. The demographics of our program members include many individuals in the vulnerable age group and many expressed personal safety concerns in potentially contracting the virus



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and wanting to help flatten the curve. Predictably a few of the smaller groups with aging members found it difficult to sustain patrolling, but are planning to start recruiting more volunteers this year.

As the pandemic continuing into 2022 some groups had started vehicle patrolling using separate vehicles travelling in tandem, staying in communications with each other through mobile phone Bluetooth. The Board supported these groups with additional vehicle signage to allow them more vehicle patrol flexibly.

With the pandemic seemingly coming into better control some groups which were previously stagnant are now restructuring, recruiting new members and more enthusiastic to start full patrols once again as summer approaches. Despite the covid -19 challenges the patrols hours and distance covered by members was very significant creating a visible presence and deterrence to crime in their communities.

The members of the Board attended long virtual meetings slowly transitioning to Hybrid meetings with video conferencing. It proved to be very challenging to have timely meetings as it takes significantly longer to reach a decision. Some of our members also have unstable internet which complicated meetings even more.

Dedicated to having an AGM this was conducted successfully through video conferencing and well attended. In total during this reporting period the Board had ten meetings in a combination of virtual / video- phone conferencing, hybrid and recently in person.

### **Supply Challenges**

Through this past year disruptions affected our equipment purchases. Unprecedented constraints on the global supply chains impacted our vendors ability to supply equipment in a timely manner. We were cautioned our orders may be incompletely received due to insufficient supply. Transportation lanes were in a slow recovery unable to keep up with demand. The reduced manufacturing and labor industry caused long equipment waits for some of our specialty items such as printed magnetic vehicle signs and reflective safety vests.



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Price hikes on our equipment purchases is currently in the 25 - 55% range. We were able to buffer these increases by purchasing in bulk as opposed to more limited quantities of the “Just in Time” method. We expect manufacturing, inflation, reduced labor markets, increased fuel costs to impact our equipment replacements well in to the next year. Careful planning of our bulk essentials acquisitions this year will help minimize the continuing costs increases.

The recent eliminating of covid restrictions has had a major effect on the hospitality industry. Demand for staycations and weekend hotel holidays is causing significant increases to hospitality guest rooms costs we require for meetings. With volunteer Board members from across the Province traveling as much as six hours each way to attend meetings, we are required to supply guest rooms. We are currently seeing costs increases of 40 % on a hotel guest room. Our in-person meetings will cover as much as possible in the Fri- Sat meetings to reduce the frequency of meetings and still meet through video conferencing in-between, but realistically as the governing body will still need to at least meet quarterly.

### **Information Communications**

The MB COPP website contains detailed information to the public about our program and a contact button for obtaining additional details on forming a group or general inquires.

It is designed to function with a regular desktop computer and mobile devices such as smart phones and tablets.

It contains many informational pages in a public site and a private coordinators / board secure portal requiring a personal private password for login. This provides information access to our groups for documents, groups news media, meeting minutes, form downloads, program information including requirements and instructions for operating a local group.

A custom interactive application was designed to track logged patrol information by the groups and the Board. This is proving more convenient and efficient then receiving this information by email or phone from each group. Our secure HTTPS encryption website requires webhost monitoring to ensure it functions correctly and stays secure from malware, hackers and other online security threats.



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Pertinent information program updates are communicated to groups through email notifications as required. A domain email address was recently acquired for the Board executive for increased credibility and general email communications.

### **Resource Council**

Our Law Enforcement resource council members advising the MB COPP Board have continued to provide valuable support and guidance, providing professional advice and support regarding law enforcement and operational matters. Their direction and assistance with patrollers safety, opioid users encounter, patrollers activities on roadways and confrontation avoidance have been extremely valuable.

Detachment RCMP members have also assisted us by providing training in more isolated areas including supportive solutions for new remote COPP groups to form and operate. Group training, equipment distribution to remote areas has logistic and financial challenges.

### **Program Administrator Position**

Funding from the Project Contribution Agreement (PCA) allowed the creation of a vital remunerated administrator position. A Program Administrator position was established with detailed requirements which are essential to achieve the goals, objectives and contractual obligations of the program. The administrator position is advantageous and a benefit to the MB COPP, to assist and provide critical support for the program.

To successfully continue to operate the program on an entirely volunteer basis was proving unachievable. Due to the extensive work load it is unlikely these undertakings could be achieved by volunteers on a permanent basis.

### **Position Portfolio Summary**

The Program Administrator provides administration support for the MB COPP Board. This includes; planning, directing, coordinating, ordering and tracking inventory, shipping and receiving, managing the budget, payments to vendors and MB COPP members, bookkeeping, preparing detailed financial documents, facilitate audits, file CRA Non – Profit Information Tax Returns, maintain Incorporation status and file the required annual Incorporation returns with MB Companies Office, arrange for meeting facilities (Hybrid & in person) including hotel guest rooms, maintaining the website, managing the



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requirements of sponsoring agencies, and submit required documents for renewed funding agreements.

### **Conference and group training**

The COPP annual conference and AGM provides an opportunity for COPP members, trainers and police liaison officers to come together to network, learn and share, recognize the program's volunteers and celebrate the accomplishments of the past year. An annual Conference was again not possible for the second consecutive year due to the uncertain and changing Covid - 19 restrictions.

We had hoped covid restrictions would be reduced to allow a large member training session before March 2022. Unfortunately, this was not possible. The intention was to get more of our members trained to provide formal training sessions, delivering consistent training to ensure safe effective patrolling to new groups and existing groups refresher training.

We are optimistic, and are starting conceptual planning for a modest annual conference with training session in November 2022, subject to available funding. Our last Conference was held in 2019.

### **Board Achievements**

The Board had a very productive busy year despite the challenging circumstances with a total of ten meetings. These were through video conferencing, hybrid video conferencing / in person and in person.

A Vulnerable Youth and Children Policy was created for members who knowingly have direct contact and engage with vulnerable children or youth (persons under 21) participating with MB COPP activities.

The process of our Incorporation Revival from the Manitoba Companies Office was extremely lengthy, complicated with employees working remotely and not reliably receiving their messages. It was completed with the annual return document filed as required.

A Consensus Based Decisions policy was created to ensure proportional representation through collaborative decisions. The consensus process strives to reach the best possible decision for the program.



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Throughout the year we did receive regular inquiries from communities to start new groups, but with the numerous Covid restrictions it has been slow for all of these groups to establish. We did have five new communities start groups.

An outreach engagement was initiated with current groups to confirm they remain active and for them to provide current and new members information for our records.

We learned several groups had left the program some time ago and not notified us or did not have our contact information.

Despite this year's pandemic challenges groups are revitalizing and managing to recruit more members.

### **Future Goals**

Our focus is on supporting existing groups sustainability and for continued growth. Continue to replace groups deteriorated equipment and supply each patroller the safety equipment they require. The Board intends to continue the program focus as a crime prevention initiative which has led to our program success of 31 years.

Use video conferencing technologies for on line special meetings and training sessions as required. Assist potential new groups to establish and follow up with previous inquires.

Streamline our Manitoba regions through amalgamation and adjust from thirteen to eight regions, for more efficient program operations and allow for easier vacancy management.

The Board intends to continue capacity building within the program to effectively deliver the programs mission to have a positive impact, helping create safer communities through out Manitoba.

### **Program Statistics** **Current Groups & Members**

There are currently 49 groups with approximately 515 active members registered with the Manitoba Citizens on Patrol Program.

### **Existing Groups**

Beausejour	Beckville Beach	Bifrost	Brandon	Carberry
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East St Paul	East Transcona	Eden & District	Elie	Evergreen Beach
Flin Flon	Inkster North End	Lac Du Bonnet	Lorette	Louise & Area
Municipality of McCreary	Neepawa	Niverville	North Whiteshell	Oak Bluff
Oak Lake Beach	Oakbank / Springfield	Petersfield	Pierson	Portage La Prairie
Reinfeld	RM of Victoria Beach	Sandpiper (St. Laurent)	Selkirk	Souris
St Ambroise	St Boniface	St Clements	South St Andrews	Stanley
Steinbach	The Pas & Area	West Shores	West St Paul	West Transcona
William Whyte	Winkler	Woodhaven	Woodridge	

### New Groups

Ste Anne	Ste Agathe	Morden
Swan Valley	West Eyes (Western Interlake)	

### Information & Training Sessions

MB COPP received interest from several communities and Law Enforcement agencies throughout Manitoba to form new groups. Over the past year, seven information sessions were presented and five new COPP groups have formed.

#### Information sessions on our program had been requested by the following communities

St Adolph	Inquiry	
Mitchell	Inquiry	
St. Pierre	Inquiry	
Ile Des Chenes	Inquiry	
Falcon Lake / South Whiteshell	Provided	

Grandview	Inquiry	
Cree Nation Grand Rapids	Inquiry	Registration application received
Cree Nation Spilt Lake	Inquiry	
Morden	Provided	group established
Western Interlake	Provided	group established
Ste Agathe	Provided	group established
St Anne	Provided	group established
Swan Valley	Provided	group established
Winnipeg Housing Rehabilitation Corp.	Provided	

### Training Provided / Pending

Ste. Anne	Provided
Ste. Agathe	Provided
Morden	Provided
Western Interlake	Provided
Swan Valley	Provided
Oak Bluff	Provided
Oak Lake Beach	Pending

### Patrols Information

COPP groups have collectively **patrolled over 12290 hours, with combined program volunteering time of more than 16003hours** and travelled **over 77002 KMS**, during the period of April 1, 2021- March 31, 2022.

### Equipment Distribution

Manitoba COPP will provide new and existing groups with support and resources, including the necessary safety equipment (reflective vests, vehicle signage) and training for their COPP groups to operate consistently, safely and effectively.

### Total Equipment Disbursements quantities

Item	Apr 1 to Sep 30	Oct 1 to Mar 31	Annual
Business Cards	120	290	410
COPP Headwear	49	39	86





Community Sign Large	8	12	20
Community Sign Small	47	38	85
COPP Duffle Bag	5	6	11
Evidence Notebook	66	63	129
Pamphlets	380	445	825
Poster	115	171	286
Promotional Pens	175	362	537
Safety Vests	60	93	153
Training Manuals	94	112	206
Vehicle Sign Interior	102	110	212
Vehicle Sign Magnetic	72	106	178

**2021 - 2022 Board Meetings**

<b>Board Meetings – April 1 to Sep 30</b>	<b>Board Meetings – Oct 1 to March 31</b>
May 1/21 AGM Hybrid	November 19/22 -Hybrid
May 1/21 Special Hybrid	November 20/22 - Hybrid
June 5/21 Virtual	March 25/22 - Board Training Meeting
August 11/21 Virtual	March 26/22 - Board Training Meeting
September 24/21 Hybrid	
September 25/21 Hybrid	

*Respectfully Submitted by Detlef Hindemith, Program Administrator*