

## March 16, 2024 Board Briefing

### Agenda correlated – Background Briefing / Documents

#### **Bold numbering used for Agenda reference**

**2. Approval of Previous Meeting Minutes** – received prior to this briefing document. Minutes appendix.

**3. Proposal - New Meeting Minutes format** - A complete agenda and a separate board only information package will continue to be provided. Discontinuation of detailed anecdotal meeting minute reporting and meeting minute summary. Recording precisely what was discussed in the minutes is causing inaccuracies, confusion and misunderstanding. Meeting minutes to include resolutions and decisions without lengthy discussion details. The complete agenda and approved minutes will be available to members on website. **Confidential minutes will be** limited in circulation only to Board for reference, not released to others. The new process should simply the minute taking and approval process.

Together the agenda and minutes provide a long-term or permanent record of the proceedings, both for members and, where appropriate, for those who were not in attendance. This will allow our members the opportunity to correlate the agenda and minutes to gain a comprehensive understanding of the meeting results.

**Note:** The *Freedom of Information and Protection of Privacy Act* (FIPPA) allows members of the public to request access to information under MB COPP records. Minutes of meetings and accompanying documentation can be requested under FIPPA, and with few exceptions, access to these records may be granted. Therefore, in creating minutes the Board needs to be mindful minutes may be made accessible beyond the members.

**4. CCTV update** – Legal review of final CCTV documents is completed. MB COPP is now in a good position to move forward with CCTV. Legal didn't see any issues with the documents and said it was well written; and wouldn't suggest any changes need to be made.

a) ***CCTV Monitoring Patrol Policy and Procedure in appendix #1***

b) ***CCTV Liability Release Waiver & Letter of Agreement in appendix #2***

**5. Swan River CCTV status** - progress update from Sgt. Steve Henson thorough zoom.

**6. Criminal Record Checks** - New computer fillable fee waiver letters have been created to provide clarity for law enforcement agencies. These will be available to coordinators thorough the MB COPP website. There are slight variations to completing the fee

## March 16, 2024 Board Briefing

waiver letter and groups should check with their detachments for details and hours of operation. Some detachments will perform the check on the spot, others will mail it directly to the individual.

**Winnipeg Police Service (WPS)** has a new system, record checks can now be completed online, which is still under construction for volunteers requesting a fee waiver. They will be charged the full charge of approximately \$60 at this time. In the future the WPS online system will allow MB COPP to purchase a fee waiver voucher number for their volunteers for an administration fee of \$5 but this has not been completed.

In person record checks are still available by attending in person to Head Quarters in Winnipeg with the required ID and MB COPP fee waiver letter. This is subject to a nominal administration charge of approximately \$5 which the individual must pay but is reimbursable by MB COPP. Record check results are mailed out to the individual.

RCMP and other Law enforcement agencies will waive the criminal record check fees entirely for COPP volunteers with the fee waiver letter.

### **MB COPP History and Current Criminal Record Check requirements**

Previously MB COPP required all members to receive a Vulnerable Sector Criminal Record Check every two years. It then changed to requiring new members receiving an initial Vulnerable Sector Criminal Record Check followed by a regular criminal record check renewed every two years.

The Vulnerable Record Checks may result in fingerprinting depending on circumstances. The fee waiver letter MB COPP volunteers would take with them to the detachment had separate fields for a new member, an existing member and addressed waiving all fees including fingerprinting.

Our current Criminal Record Search Policy generally only requires an initial Criminal Record Check, unless an individual or a local group is working in areas where volunteers have care, custody or control of either a vulnerable person or person of minority age, then a Vulnerable Sector Search would be required. With a Vulnerable Sector Search fingerprints may be required; not all detachments perform fingerprinting services so an additional fee may also be charged which MB COPP cannot receive a fee exception if it is performed through the commissionaires or Winnipeg Police Service.

## March 16, 2024 Board Briefing

Program Administrator has been contacted several times throughout the year from different RCMP detachment services confused about what type of criminal record check is being requested. Our form was confusing as it requested waiving the criminal record search fee including fingerprinting for new and existing volunteers. Fingerprinting is never required with a criminal record search on its own. It can be required as part of the Vulnerable Sector Search.

New digital waiver letters have been created, which can be electronically fillable or handwritten fillable, clearly indicating the type of check required. Single volunteer, Two volunteers (for couples) and a Vulnerable Sector Search waiver. The new waiver letters created are clear but groups need to check with their local detachments as to the slightly different requirements and procedures. Some detachments complete the search on the spot, others mail it out to the applicants later. ***See Appendix 3a-c***

Several detachments have been contacted about their requirements to waive the record check fee. One was particular about not receiving a handwritten request form and wanted it entirely typed out. They indicated this was due to counterfeit fraudulent waivers being received in the past.

*"Please ensure that the individual's name is typed in the form as well as the date. Essentially the only thing that should be in pen is the original handwritten signature from a board member."*

The other detachments were not as particular as long as it was clear and signed. Below is the general RCMP requirement to waive the search fee for a volunteer received from detachment services.

### **Support Letter Requirements – Volunteers**

The fee can be waived for Volunteer applications accompanied by a letter of support.

This letter:

- Must be on official company letterhead for a not-for-profit organization
- Must be dated and have an original signature - signed by a representative of the organization (photocopies or emailed/printed copies will not be accepted)
- Must include the applicant's name (not a blank space filled out by the applicant themselves)
- Must confirm the applicant is not receiving any payment or remuneration and is providing a service for the not-for-profit organization

## March 16, 2024 Board Briefing

### **ID Requirements**

(2) pieces of valid government issued identification that show name and date of birth, i.e., Driver's Licence, Passport, Manitoba Health Card, Status Card, birth certificate (no social insurance cards will be accepted). Including one with a photo and one piece of identification must have your current physical address on it.

### **Clarification discussion - Policy and Procedure #8 - Criminal Record Searches**

- If a potential COPP member's Criminal Record Search reveals a charge, warrant or conviction, or a pardon for a conviction, the local **law enforcement agency will recommend** whether or not the individual may become a member of the program.
- Where the **PB police liaison has directed** the group coordinator to not permit an individual to become a COPP member, the Group Coordinator shall comply with the decision.

➤ **Administration Comment: Law enforcement may either recommend or direct with regard to the criminal record results.**

### **7. Break 10:30- 10:45**

### **8. RCMP update:**

**Crime Prevention Through Environmental Design (CPTED) training plan**

**RCMP Proceeds of Crime application including MB COPP \$10,000**

**Note:** This fund traditionally not permitted to be used for regular operational costs or salaries.

We don't really require any of our normally supplied equipment at this time so it's best the funds get repurposed for another use.

**Suggestion: Coordinator in service Feb/ March 2025** - Estimate 30 coordinator would attend. Costs: Rent \$600 / Guest Rooms \$6000 / Breakfast \$960 / Breaks \$260 / Departure Meal \$ 600 / Guest speakers \$1000? / \$ 100 Audio/video equip / contingencies \$500 = Est. \$10,020

### **Appendix #4a-c Previous Coordinator Inservice's**

## March 16, 2024 Board Briefing

9. **Conference Oct 25-26, 2024** – *Committee Chairperson Dustin Brown* - update and proposal from conference planning committee

10. **Lunch provided** - in meeting room 12:00- 12:45

11. **Board Terms** - Succession opportunities and awareness – Winnipeg region representative 2<sup>nd</sup> term ends Oct 2024; 2<sup>nd</sup> term Region 6 ends Oct 2025; 1<sup>st</sup> term Region 3 ends Oct 2024; 1<sup>st</sup> term Regions 2,5,7 ends Oct 2025

- a) Each Regional Representative will be elected or appointed for one term equaling three (3) years.
- b) Each Regional Representative may be re-elected or appointed for a second consecutive term.

12. **Group Registration. Formation Process** - Constitution & Organizational structure and operational guidelines:

### **Constitution - Article VI - Structure of COPP Groups**

Sc. 1 - Each registered COPP group will consist of a general membership of individuals as noted in Article V.

Sc. 2 - Each registered COPP group may select one coordinator and one co-coordinator to act as a liaison between the general membership, law enforcement agencies and Manitoba COPP.

Sc. 3 - Each registered COPP group may elect its own executive.

### **By-Law #2**

#### **SECTION 1 - COPP GROUPS AND MEMBERSHIP**

The purpose of establishing a COPP group is for citizens to participate in a community-based crime prevention initiative in cooperation with local law enforcement.

(a) (i) **Group Membership** - Groups interested in participating in the COPP must apply to the Provincial Board through the Program Administrator for acceptance into the program.  
*(This means the registration application)*

(ii) **Individual Membership**– Individuals interested in joining an existing COPP group must apply to the Group Coordinator. Following approval, the individual will sign a Volunteer Letter of Agreement.

(b) **Coordinators and Executive** - Following approval and organization, the group must elect/appoint a coordinator and executive as required to fill the following positions:

- Police Liaison Officer (appointed by law enforcement)

## March 16, 2024 Board Briefing

- Program Coordinator (Chairperson)
- Assistant Coordinator (Vice Chair)
- Secretary
- Treasurer
- Scheduling Coordinator
- Volunteer Coordinator

**\*Note** - A member may be elected to hold more than one position, if required. Groups may modify the executive positions to meet their operational requirements.

- **Administration Comment: A full group executive is not a requirement for registration. Many groups start with the coordinator then recruit additional organizational assistance as it develops.**
- **From our website: Positions and Duties - The following are suggested positions and duties that the groups may consider: (Note: one person can hold more than one position, if required)**

### SECTION 2 - TRAINING AND RESOURCES

To reflect the importance of training in motivating and developing program volunteers, all volunteers and members with the Manitoba COPP will have access to training.

#### **Policy & Procedure #4: Formation of Groups & Status Stages**

Sections 1 and 2 of Provincial Board By-law #2-20 provides for the formation of new COPP groups in Manitoba. Individuals or groups interested in developing a community based COPP group must apply to the Provincial Board for acceptance into the program.

- 1) A representative of the Provincial Board or Regional Representative will forward information to the applicant outlining the COPP standards and procedures.
  - 2) If the applicant is interested, they are required to complete a registration application and return it to the Provincial Board.
  - 3) Upon receipt of the completed registration form, the Provincial Board will approve or decline the application based on set criteria.
    - a. If the application is declined, the Provincial Board will contact the applicant and explain why.
    - b. If the application is approved, the Provincial Board will contact the applicant to advise them of approval and forward the Letter(s) of Agreement for the group and for the volunteers. The signed Letters of Agreement must be returned, finalizing the registration of the COPP group within the COPP Program.
- **Administration Comment: Bylaw #2 Section 1 & 2 outlines the criteria the Board uses to approve or decline registration applications**

### 13. Financial Report: Current Fiscal Expenditures and Preliminary Budget 2024-2025

## March 16, 2024 Board Briefing

**14. In camera – Marg P** to facilitate discussion “confidential privacy matters”

**15. Out of Camera**

**16. Representatives Area updates** – brief Round Table sharing opportunity

**17. Break 2:30- 2:45**

**18. Conference 2023 workgroup survey** – Rod B to facilitate Review and discuss working group responses on policy

**19. In camera: “Personnel”** – DH facilitate - program administrator data - Succession Plan options: - Start transition to new PA incl full bookkeeping by Jan 1, 2025 & suggest Board to create ad hoc committee for recruitment / hiring process.

### **Position Summary**

The Program Administrator provides broad range administration support for MB COPP. 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 of annual Incorporation returns with MB Companies Office, arrange for meeting facilities (Hybrid & In person) including hotel guest rooms, maintaining the website, daily program correspondence, managing the requirements of contributing agencies, and meeting obligations for funding contributions.

Additional details to follow and / or be presented.

**20. Out of Camera**

**21. Future meetings: Sep 2024 Canad Inns / Oct 26 AGM & Special meeting (post conference)**