

**Agenda – Background Briefing / Documents**

**Bold numbering used for Agenda reference**

**3. Draft -Patrolling Methods Policy and Procedure # 14**

**MB COPP PROVINCIAL  
BOARD**

**Policies and Procedures  
Subject: Patrolling Methods  
Date Issued: September 16, 2023**

**Groups have several patrolling method options available; some methods may be seasonal; they will depend on each area’s circumstances and their members voluntary participation of the different approaches. Groups may include more than one patrolling method. Advantages of using this multi approach strategy include providing additional patrolling opportunities to help enhance safety in their communities.**

1. Patrolling methods will include: Foot Patrol, Vehicle Patrol, Bike Patrol, ATV and Snowmobile Patrol, Boat Patrol and Closed-circuit Television Monitoring Patrol (CCTV). Acceptable CCTV cameras are security cameras monitoring of public places in order to deter or monitor for crime to enhancing safety in the area.
2. Guidance on the methods will be made available to each group, included in the training session / supplementary sessions and / or print information.
3. CCTV patrol participation will be subject to an additional policy procedure and an agreement letter outlining directives for COPP participation with the monitoring program organization, including Release of Liability protection for the participating COPP group and Manitoba Citizens on Patrol Program (MB COPP) from all potential claims of harm or damage.

**4a. CCTV History – as discussed at the February and April 2023 meetings.**

**Town of Swan River via RCMP has been approved for \$50,000 funding through the Federal Proceeds of Crime program to acquiring and utilizing a linked CCTV system for the community and local participating businesses as a method to prevent crime. Since that time the Town of Swan River has appropriated an additional \$40,000 from their reserves to help implement the system.**

**The April 21, 2023 Media Release from the Manitoba Government from Justice Minister Goertzen highlighting support for this program, including Swan Valley COPP. “Our government is pleased to provide this funding to Swan River toward the purchase of surveillance camera equipment, helping to strengthen the community’s crime prevention efforts, **including the work of its Citizens on Patrol Program.”****

<https://news.gov.mb.ca/news/?archive=&item=58980>

## September 16, 2023 Agenda Background Documents / Briefing Notes

It is recognized Swan River has crime 4 times more than the Manitoba average.

<https://www.cbc.ca/news/canada/manitoba/swan-river-crime-rate-1.6728951>

The **Swan Valley RCMP supports the project** but will be unable to provide monitoring assistance. They felt it could be **beneficial in their investigations for providing information and gather video footage to help identify suspects, act as a deterrent, and preserve evidence to assist prosecutions.**

Once implemented the **local Chamber of Commerce**, as the key participant may **take on a lead role** of being **responsible for the surveillance cameras / program.**

Once **fully implemented** infrastructure **will enable linking footage from the cameras** and gathering a database of documentation into master control premises, which law enforcement will be able to access.

**RCMP currently use video footage to assist with investigations** including the Crime Capture Program (Community Assisted Policing Through Use of Recorded Evidence) involving registering private security cameras to assist the RCMP.

<https://www.crimecapture.ca/>

Technology is making vast changes in daily lives and workplaces, becoming rapidly more prevalent. With **technology changes comes an opportunity to embrace newer approaches in actively enhancing patrolling methods.**

Recognizing this is not a traditional typical form of patrol, it **fits in to the principal MB COPP objective principals of Observe / Document / Report and used as an additional tool in assisting law enforcement for arresting and obtaining evidence.**

**Moving forward we determined a required a policy** clearly indicate what role members would have and the agency's requirements for complying with Federal Privacy laws for MB COPP to participate.

**4b. Amended draft policies: CCTV Monitoring Patrol #15 & Amended Liability Release Wavier and Letter of Agreement – Note RCMP has review our CCTV documents and provided comments for consideration. I have reviewed and discussed these comments with Sgt. Steven Henson of the Swan Valley detach. He will be attending our meeting through zoom. Highlighted text indicates changes made to our submitted document after receiving their review comments.**

*The guidance provided by the D Division RCMP has not been screened by legal analysis. The following is provided in support of COPP, without a legal opinion it is only forwarded for consideration. The RCMP does not assume any civil or criminal liability associated to this initiative. It is strongly suggested that Manitoba Citizens on Patrol Program have the proposed documents viewed by a legal representative.*

## September 16, 2023 Agenda Background Documents / Briefing Notes

### *The guidance provided by the D Division RCMP cont...*

1. *Do the cameras have the ability to pan/tilt/zoom.*
  - a. *Depending on where the cameras are positioned, consideration should be made to determine if the camera would be viewing non public areas if they have that capacity.*
  - b. *A default position should be considered, ie. high crime areas*
2. *Storage*
  - a. *How long is it held*
  - b. *Who can access storage*
  - c. *Is there an ability to track and audit the system*
  - d. *Can a third party software be added on past recordings.*
3. *Research*
  - a. *Are there other communities that utilize CCCTV – what polices do they have in place.*
  - b. *Does COPP in other Provinces have this in place?*
  - c. *Consultation with the Town of Swan River to accept liability rather than COPP*
  - d. *Consideration to any existing by laws that this may effect.*
  - e. *Have there been discussions at town counsel, what was the outcome*
4. *Terms/Grammar:*
  - a. *The document mentions “Member Code of Conduct”, this should be expanded as to what that entails, how it is managed and what consequences are expected.*
  - b. *The document mentions “specific needs” and “specific groups”, these are too general and need to be expanded.*
  - c. *There is grammatical errors throughout the documents*
5. *Operating:*
  - a. *Where and when are the cameras being monitored*
  - b. *Is remote access possible, if so who else can view it if accessible*
  - c. *There should be no capabilities for audio*
6. *Liability*
  - a. *Inadvertent exposure*
  - b. *Unaware of liability*
  - c. *Protection of liability*

### **4c. CCTV Monitoring Patrol Policy**

**MB COPP PROVINCIAL  
BOARD**

**Policies and Procedures  
Subject: CCTV Monitoring Patrol  
Date Issued: September 16, 2023**

**Intended for groups participating in a public spaces Closed-circuit Television (CCTV) monitoring program as another method to report potential / active criminal behaviors and in progress crimes to law enforcement. Acceptable CCTV cameras are security cameras monitoring of public places in order to deter or monitor for crime to enhancing**

## September 16, 2023 Agenda Background Documents / Briefing Notes

safety in the area. Generally, the cameras should be monitoring areas of concern, or high crime locations.

**This provides an additional opportunity for current or new members unable to participate in other patrol methods. This offers a physically safe venue for members to patrol by CCTV monitoring. However, through participation in this activity volunteers may view activities they find potentially disturbing and traumatizing, more so than through other methods of patrol. Individuals who believe they may be sensitive to emotional trauma resulting from witnessing serious crime should not participate.**

1. Manitoba Citizens on Patrol Program (MB COPP) decision to participate in a CCTV program is decided by the local group and not mandatory. Any member may waive their participation without prejudice.
2. The purpose will be monitoring of public places to enhance community safety, but inevitably the monitoring may also capture business locations in the camera view.
3. The CCTV program needs to comply with all required legislation and privacy guidelines / directives in regards to CCTV use, including signage identifying CCTV monitoring is in operation.
4. The program will provide a source for public information on the purpose, and the use of recorded data and whom to contact for inquiries.
5. Participation with the program will require MB COPP receive a signed Liability Release Wavier and Letter of Agreement from the operating organization releasing MB COPP, the participating group and its members from any liability, damages, claims how ever caused, in regards to participating in the organizations program.
6. Participation is not permitted if cameras are capable of licence plate or facial recognition.
7. Participation is not intended to replace a business security service exclusively for their premises such as store front / premises coverage.
8. Data footage redistribution or coping for personal use is not permitted.
9. COPP volunteers will not, either during time or any time thereafter, disclose to any person, firm or corporation any information concerning the business or affairs of the CCTV program, which may have been acquired in the course of a COPP member volunteering in the CCTV program.
10. Participating COPP members are required to maintain confidentiality and follow the member code of conduct.

## September 16, 2023 Agenda Background Documents / Briefing Notes

11. Members monitoring CCTV are not to engage other COPP members to actively pursue or investigate observed suspicious activities.
12. Participation includes the CCTV organization ensuring other participants have been cleared in a Criminal Record Search. MB COPP will only be responsible for its own members costs.
13. The CCTV organization will require clear eligibility requirements, operational directives and provide training for MB COPP groups participation. MB COPP groups will follow existing guidelines for patrol notes and reporting.
14. The CCTV organization will provide and absorb any required training costs to COPP volunteers related to their CCTV operations program.
15. MB COPP groups receiving monitory donations through participation shall be permitted to retain these funds within the group as out lined in the MB COPP By-law #2, Organization Structure; sections 9 & 10 pertaining to fundraising and funding.

### **4d. Liability Release Waiver & Letter of Agreement**

#### **Manitoba Citizens on Patrol Program**

#### **(Organization Name) Liability Release Waiver & Letter of Agreement**

I, Organization ie: Town Swan River (Biz Chamber) of ie: 1201 MainSt  
(CCTV monitoring program name – please print) (address - please print)

understand the ie: Swan Valley Citizens on Patrol Program  
(Group name)

(Hereinafter, called “COPP”), which participates in monitoring / operating CCTV equipment, is a volunteer participant in the program.

#### **INDEMNIFICATION BY ORGANIZATION - NEW addition since post RCMP review**

In consideration of Manitoba Citizens on Patrol Program members volunteering with the **Name of program organization (Biz ,town, city, ect.)** CCTV monitoring program, I hereby save and hold harmless Manitoba Citizens on Patrol Program, its individual officers, directors, volunteers, employees and agents from all claims, liabilities, suits, actions, including negligence in reporting a crime, damages or otherwise for any personal injury or death or loss of property, however caused, resulting from Citizens on Patrol Program members participation in the CCTV program.

## September 16, 2023 Agenda Background Documents / Briefing Notes

### **INSURANCE – NEW addition since post RCMP review**

The Organization agrees to purchase and maintain throughout the term of this Agreement commercial general liability insurance against claim for personal injury, death, or damage to property of others, arising out of all operations of the organization, or any of its officers, employees, agents and volunteers. It is the responsibility of the Organization, and its insurance advisors, to determine appropriate coverage and limits, including the purchase of any errors and omissions or professional liability insurance, if required.

Without limiting or restricting the generality of subsection above, such insurance shall:

- a) name Manitoba Citizens on Patrol Program, its officers, employees, agents and volunteers as Additional Insured with respect to the operations performed under this Agreement;
- b) contain a clause which states that the insurers will not cancel, materially alter, or cause the policy to lapse without giving 30 days prior notice in writing to Manitoba Citizens on Patrol Program
- c) The organization shall submit to Manitoba Citizens on Patrol Program, a Certificate of Insurance, evidencing said insurance, as requested by Manitoba Citizens on Patrol Program.

### **NON-LIABILITY OF MANITOBA- NEW addition since post RCMP review**

MANITOBA Citizens on Patrol Program shall not be liable for any injury to or loss or damage suffered by the organization, or the organization's officers, employees, agents or contractors, including (without limitation) death or economic loss, caused by or in any way related to the performance of this Agreement or the carrying out of the Activities.

I understand that if any equipment is damaged, the CCTV program shall be liable for the cost of the repairs or replacement of such equipment, and release Manitoba Citizens on Patrol Program and the participating Citizens on Patrol Program group from any such costs.

### **OBLIGATIONS AND UNDERTAKINGS OF THE - NEW addition since post RCMP review**

As the **CCTV program organization**, I am aware of the potential risks and dangers associated with CCTV operations. I understand that I am responsible for my actions and that should, in the opinion of the Manitoba Citizens on Patrol Program, any of my actions bring the integrity or public image of a participating Citizens on Patrol Program group or Manitoba Citizens on Patrol Program into disrepute, Manitoba Citizens on Patrol Program may terminate participation in the CCTV program.

### **Manitoba Citizens on Patrol Program participation conditions:**

- a) the organization ensuring other participants have been cleared in a Criminal Record Search and Manitoba Citizens on Patrol Program nor the local Citizens on Patrol Program group be responsible for those costs.
- b) The organization will require clear participation eligibility and detailed operational guidelines in place for COPP participation

## September 16, 2023 Agenda Background Documents / Briefing Notes

- c) The purpose will be monitoring of public places to enhance community safety, with cameras positioned to view high crime areas.
- d) The CCTV program needs to comply with all required legislation and privacy guidelines / directives in regards to CCTV use, including signage identifying CCTV monitoring is in operation.
- e) The program will provide a source for public information on the purpose, and the use of the recorded data and whom to contact for inquiries
- f) The organization will require a CCTV surveillance policy as required by Federal and Provincial legislation and include the recommended best practices guidelines outlined by Manitoba Ombudsman Office, office of the privacy commissioner of Canada (or other relevant authorities) in consultation with Police agencies
- g) Participation is not permitted if cameras are capable of licence plate or facial recognition
- h) The organization will provide and absorb any Citizens on Patrol Program training costs related to CCTV operations of their program.

\_\_\_\_\_  
*ie: Swan River...(BIZ/RCMP/Town)*  
CCTV organization signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

### **5. Group promo / safety initiatives – Review and Clarification Request**

A group requested the Board review COPP activity in giving out promo material, a vertical banner, and giving a presentations on the COPP program conjunction with a fraud prevention event with a law enforcement member. Images of promo materials in question included. *Note the group did not submit a logo application prior to acquiring materials.*

- a. Distribution of group purchased promo & safety items at community events / random during patrol (reflective wrap wrist bands with COPP logo and print)
- b. Groups engaging in safety initiatives as community support on patrol (reporting burned out street light, needles pick up, reporting garbage dumping on roadways (HTA) as part of their COPP patrol.

## September 16, 2023 Agenda Background Documents / Briefing Notes

- c. Public crime prevention speaking engagement invitations and local community communications (ie: fraud / safety tips information / related crime prevention info, ect)
- d. General group promotion / recruitment through (public media, community media, random on street discussions)

*Additional details available during Sep 16 meeting discussion.*

**Use the below MB COPP information to evaluate accepted group practices.**

The **MB COPP mission** is: To mobilize citizens to work with law enforcement and partners to prevent crime and create a safer environment for all.

The **MB COPP goals** from the training guide and website are:

- a. **Deterrence** – To provide a presence in the community through patrolling by vehicle , by foot, bicycle or other means, as required.  
More specifically: 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.
- b. **Education** - To educate Manitobans about crime prevention.
- c. **Awareness** – to increase Manitoba’s awareness on crime prevention

**Reflective wrap Wrist / Arm bands and Vertical Retracting Banner**



### 6. Policy PIPEDA – Group reminders, consent required to share personal information

**MB COPP PROVINCIAL  
BOARD**

**Policies and Procedures**

**Subject:** Information Security  
**Date of Issue:** November 22, 2013  
**Date Amended:** February 25, 2017  
October 27, 2019  
May 28, 2020



## September 16, 2023 Agenda Background Documents / Briefing Notes

According to the Personal Information Protection and Electronic Documentations Act (PIPEDA) **personal information is information about an identifiable individual**. Examples include:

- the individual's name,
- the individual's home address, or home telephone, facsimile or e-mail number,
- information about the individual's age, sex, sexual orientation, marital or family status,
- information about the individual's ancestry, race, colour, nationality, or national or ethnic origin,
- information about the individual's religion or creed, or religious belief, association or activity,
- personal health information about the individual,
- the individual's blood type, fingerprints or other hereditary characteristics,
- information about the individual's political belief, association or activity,
- information about the individual's education, employment or occupation, or educational, employment or occupational history,
- information about the individual's source of income or financial circumstances, activities or history,
- information about the individual's criminal history, including regulatory offences,
- the individual's own personal views or opinions, except if they are about another person,
- the views or opinions expressed about the individual by another person, and
- an identifying number, symbol or other particular assigned to the individual.

**COPP members must take reasonable steps to ensure that information, including personal information defined by PIPEDA, related to their COPP group, the group's activities, and its members is properly handled. This applies to information stored or transmitted in electronic and all other forms, including verbal, paper, film, or other types of media including email and Internet content.**

**COPP members, as persons associated with Manitoba Citizens on Patrol Program, assume the following responsibilities:**

- **COPP members shall exercise care and caution when printing, copying, sharing, storing or disposing of personal or sensitive information related to their members/group, COPP activities or partner organizations/agencies.**

**COPP members are expected to follow these best practices for collecting, storage and destruction of personal information:**

## September 16, 2023 Agenda Background Documents / Briefing Notes

- Collect only personal information that is the absolute minimum necessary to conduct the business of your group and only use it for COPP purposes.
- Personal information gathered while conducting COPP business such as patrolling, meeting, etc. must only be shared with authorized individuals for the purposes of conducting COPP business. **In addition, personal information of COPP members must only be shared with authorized individuals with that person's permission.**
- Passwords are not to be shared with unauthorized persons.
- Sensitive and personal information must not be discussed in public places or when on the telephone which could be overheard by an unauthorized person.
- Sensitive and personal information must not be left on answering machines, facsimiles, or voicemail systems that may be accessed by unauthorized persons
- Store documentation containing personal information, including shift notes, meeting minutes, group membership lists, videos, photos, etc. in a locked physical location and/or password protected electronic file that is only accessible by authorized COPP members or law enforcement partners.
- Personal information must be destroyed securely, by means such as shredding or file deletion. Secure disposal of information can be facilitated by a local police agency or municipal office.
- Patrol notes of past members are to be collected and provided to the local law enforcement agency.

**If a complaint is received related to improper collection, use, disclosure, storage or disposal of sensitive or personal information the following procedure will be followed:**

1. The group will immediately notify their Regional Representative or a PB member.
2. The PB will appoint a person to gather the information (the Investigator).
3. The Investigator may consult with a lawyer for guidance and will gather information from the complainant, defendant and other sources.
4. The Investigator will assess whether there has been a breach of the Volunteer Letter if Agreement and/or this policy.
5. The Investigator will provide a recommendation to the PB for a final decision.

**Manitoba COPP collects, stores and processes information securely to protect your provided information to be able to interact with you as required through the Program such as proving information, program registration, shipping equipment and documents.**

**Manitoba COPP is taking all reasonable measures to protect the personal information provided and will not distribute to other parties unless necessary such as, but not limited to, insurance, equipment shipping, hotel registrations, etc.**

## September 16, 2023 Agenda Background Documents / Briefing Notes

### **7. Logo Applications: Dauphin COPP**

Our Dauphin COPP group would like to take **on creating a Facebook page and possibly a local website for our group**. We have been approached by Cam Bennet with Grow Media in Dauphin and he has agreed to take on these tasks for our group in Dauphin.

Our intensions are to let our residents know there is a presence in our community with one to three posts per week of us either in the community, thanking our program sponsors, setting up a recruitment drive or even passing safety awareness tips for the community. We would set this up with the understanding that all comments need to be screened before they would get posted to our page and we would not allow this page to be filled up with negative comments or complaints as we want to portray a positive and professional image for our community. Requesting permission to use the provincial COPP logo on our main Facebook page.

### **11. Updated Member Stage Guideline – revised draft for consideration/ discussion**

#### **Group and Member Status Criteria – by Rod Berscheid**

#### **Group Status Stages:**

**Active** – The Group is in good standing, actively participating as required by the program.

**Dormant** – The Group has not submitted a patrol report for one year. Communications and GLA received entitlements such as equipment and conference participation become restricted.

**Inactive** – Group has not submitted any patrol reporting or communications for previous two years. MB COPP will attempt to re-establish communications and revitalize to reintegrate into program. New group exec may re-establish the Group before the end of the second year.

**Terminated** – After 1 year in the Inactive status, The group is considered terminated at which point any re-establishment efforts begin as a new group. Road signs in the area can be removed.

#### **Member Status Stages:**

**Active** – Member was screened, trained, and considered in good standing by regular participation in the program.

**Dormant** – A formerly Active Member has not conducted a patrol for one year. Group Coordinator must provide a refresh on training prior to returning the member to Active Status and being allowed to participate in the program.

**Inactive** – A former member has not conducted a patrol for two years. This requires a new Criminal Records Check, and retraining by the Group Coordinator. All equipment issued to the individual (manual, vest, hat etc) shall be returned to the Coordinator, next to skin items are to be destroyed/disposed.

## September 16, 2023 Agenda Background Documents / Briefing Notes

### **12. Minute review process**

After our meeting the Secretary has been sending me the draft minutes for review to check for accuracy and typos prior to distribution to the Board. After the Board approves the minutes at the next regular meeting, a minute summary is created for distribution to the groups and posted on the website.

Our final minutes do need to be presented professionally and accurately (we are a corporation) and they are sent to Manitoba Justice as well as an official document should anyone wish to see it. After Board approval of the minutes a summary with less details gets posted on the website and the groups get sent a summary copy from their corresponding area Reps.

This was actually never really my role, but I just did it as we were short Board members. My workload is becoming extremely demanding and it's not practical to continue this way.

These functions **should return to Return to the Executive or a Board member volunteer**. It would be best if someone taking this on be comfortable editing documents in computer office programs (word) and have a PC or laptop for ease of editing.

### **From By law #1. Executive roles and responsibilities.**

#### Chairperson:

- Shall preside over all PB meetings.
- Assist in setting the agenda for all meetings.
- Approve the minutes for distribution by Manitoba COPP to all PB members no later than two weeks after the meeting.

### **17. Contract amendment – Program Administrator - In Camera**

#### **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, managing the requirements of contributing agencies, and meeting obligations for a renewed government funding contribution.

**Additional details provided at previous meetings.**