



## NEW WESTMINSTER POLICE BOARD

OPEN AGENDA

Tuesday, 19 May, 2020 @ 0930

✓ Indicates Attachment

<b>1</b>	<b>ADOPTION</b>	
✓	1.1 Adoption of Open Agenda: 19 May, 2020	<i>Police Board</i>
	1.2 Delegations	
✓	1.3 Presentation of Next Door	<i>Hailey Finnlgan</i>
<b>2</b>	<b>CONSENT AGENDA</b>	
	2.1 Police Board Member Reports	
✓	2.2 Statistics	
✓	2.3 Policy	
✓	• AB145 – COVID-19 Remote Work	
✓	• AF160 – Public Information Disclosure	
✓	• AB95 – Disability Management	
✓	2.4 Correspondence	
✓	• Transition of Police Governance Unit Director Role	
✓	• New BCAPB President	
✓	• Naloxone Supplies	
✓	• Minister Approves Establishment of a Surrey Police Board	
✓	• Re-Appointment of Natalia Bryant	
✓	• Deferral of E-Comm Annual General Meeting	
✓	• Diversity and Inclusion Report to Council	
✓	• Extension of Jack McGee’s Position	
✓	• CAPG AGM and Call for Resolutions	
✓	• CAPG Emil Kolb Award Nominations	
✓	• Christine Dacre Board Appointment Expiry	
<b>3</b>	<b>ONGOING BUSINESS</b>	
✓	3.1 GOVERNANCE: Tri-Annual Financial Report	<i>Mark Wilson</i>
<b>4</b>	<b>NEW BUSINESS</b>	
✓	4.1 CAPG Call for Nominations to Board of Directors Term 2020 – 2022	<i>Police Board</i>
	4.2 Appointment of NWPB Member to NWVAA (Verbal)	<i>Police Board</i>
	4.3 Funding from MPSSG (Verbal)	<i>Inspector Matusmoto</i>
	<b>NEXT MEETING</b>	
	<b>Date:</b> Tuesday, 30 June, 2020 at 0930	
	<b>Location:</b> ZOOM Video Conference	
	<b>ADJOURNMENT OF OPEN MEETING</b>	



# New Westminister Police Department

# Nextdoor



 **Nextdoor**

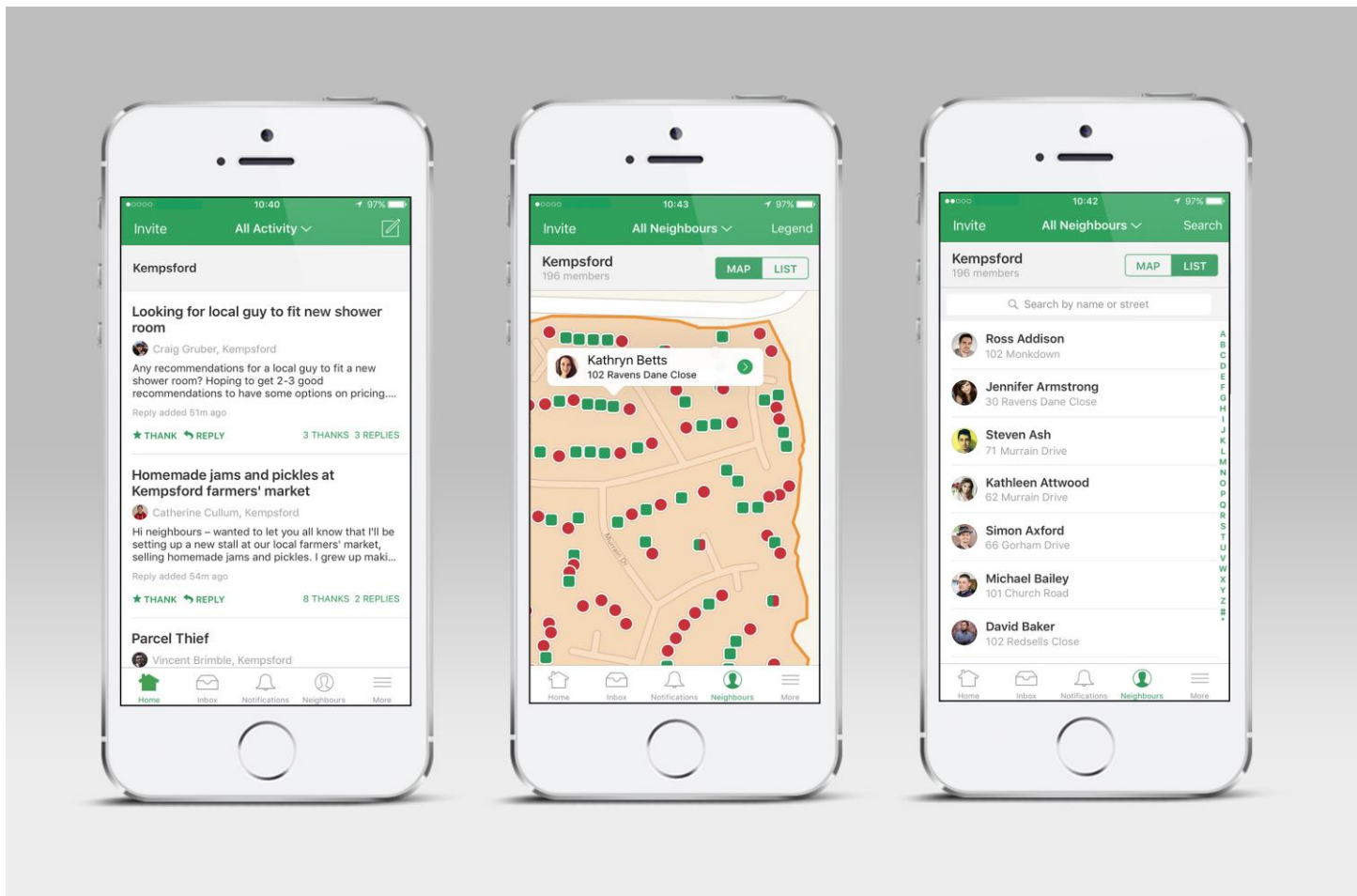
# Nextdoor

Nextdoor's mission is to provide a trusted platform where neighbours work together to build stronger, safer, happier communities.

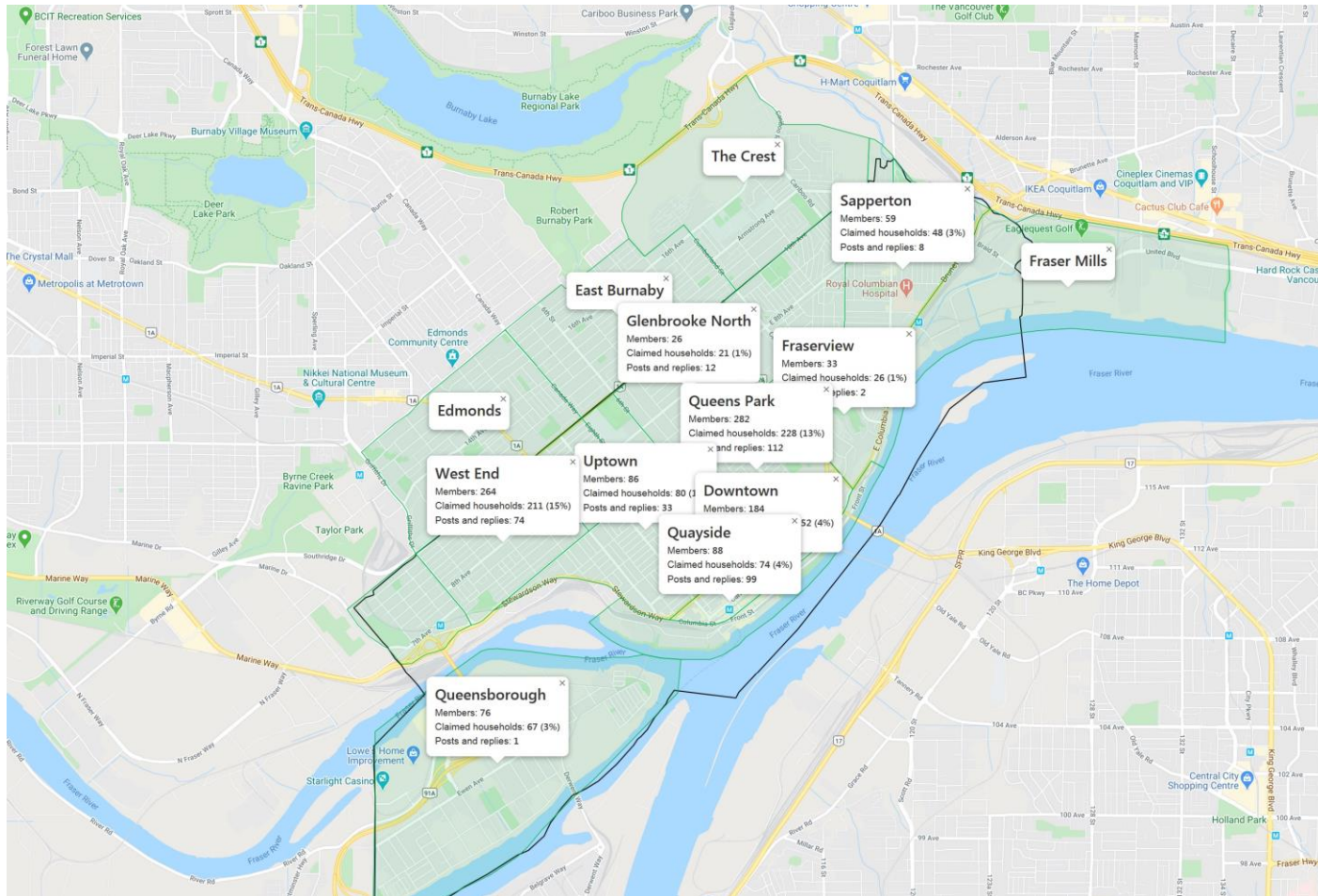
# Nextdoor



# Nextdoor



# Nextdoor



# Nextdoor

## Communicate in a secure environment.

All members of Nextdoor use their real name and verify their address. The conversation always stays private, just between you and your neighbors.

[Join your neighborhood](#)





# New Westminster Police Department Police Board Overview: March 13 to May 13, 2020

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## UCR Categories – April and Year to Date Totals

Persons offences are significantly above the expected range for April. All other monitored categories are within the monthly range.

Year-to-date totals for for all categories are decreased in comparison to 2019, with the exception of person offences which are essentially unchanged.

UCR (general)	April		range	2020		2019		% change	
	2019	2020		YTD	YTD/1000	YTD	YTD/1000	YTD	per 1000
Total Criminal Code	469	395	336-442	1473	18.5	1777	22.7	-17%	-19%
- Persons offences	69	84	42-64	312	3.9	305	3.9	2%	0%
- Property offences	325	256	235-305	972	12.2	1220	15.6	-20%	-22%
- Other CC offences	89	62	62-99	232	2.9	311	4.0	-25%	-27%

Above normal range    Within normal range    Below normal range

## Calls for Service – COVID Period 15 (May 11-13)

### Total

Overall totals for CFS (by zone and city-wide) are decreased in comparison to the previous year. During this period, CFS in zone D (Downtown) were markedly higher than the same period in 2019.

Period 15	Period			Overall			
	May 11-13		+/-	March 13 to current			% chg
	2020	2019		2020	2019	+/-	
Queensborough (NWA)	11	12	-1	284	359	-75	-21%
West End (NWB)	16	17	-1	328	363	-35	-10%
Mid-Uptown (NWC)	62	64	-2	1144	1244	-100	-8%
Downtown (NWD)	46	36	10	734	841	-107	-13%
East End (NWE)	22	31	-9	462	480	-18	-4%
Water (NWF)	0	0	0	0	1	-1	-
Skytrain Stns (NWG)	1	4	-3	43	57	-14	-25%
Spec. Locations (NWH)	13	9	4	175	291	-116	-40%
Other	1	1	0	37	59	-22	-37%
<b>Total Calls For Service</b>	<b>172</b>	<b>174</b>	<b>-2</b>	<b>3207</b>	<b>3695</b>	<b>-488</b>	<b>-13%</b>

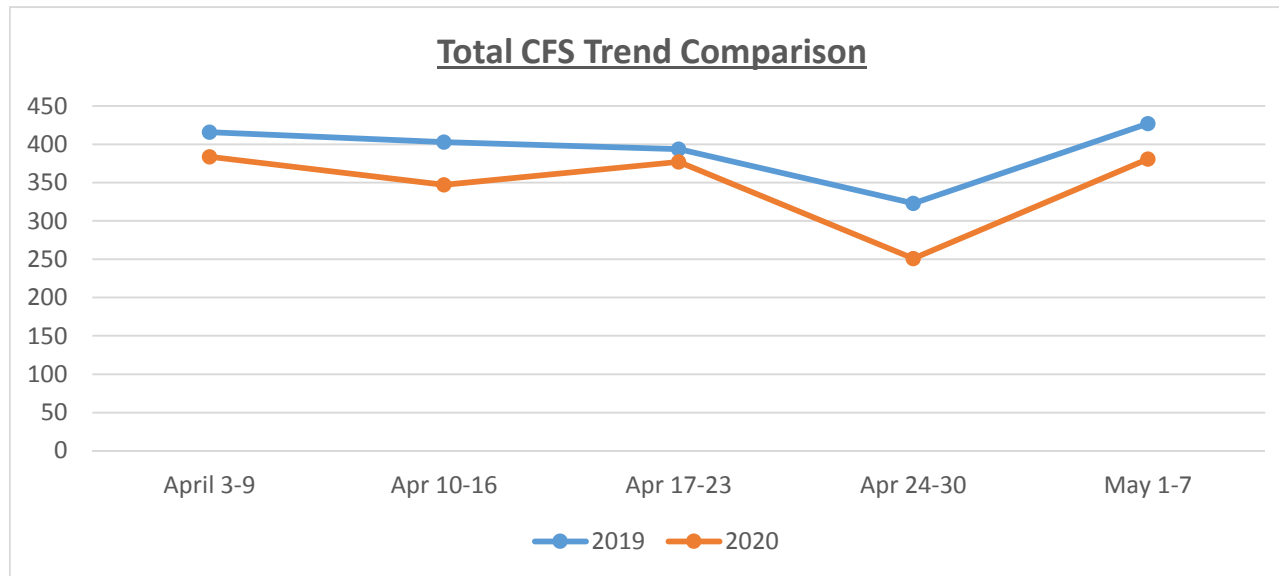
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**Peak Times**

Peak call times this period occurred during the day (0800-1800 hours), with relatively few calls in the evening hours compared to the same period in 2019. However, variations relative to prior year patterns may be due to the uneven comparison periods of less than seven days. (Normal day-of-week and weekday/weekend variations are not accounted for.)

CFS/ Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
2020	6	6	4	4	0	3	5	7	9	11	11	14	10	5	14	13	12	12	2	6	4	5	5	4
2019	4	4	4	4	1	3	2	3	6	10	11	10	13	9	14	7	10	8	4	8	10	10	8	11

**Trend Comparison**



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## General Occurrences– COVID Period 15 (May 11-13)

### Monitored UCR groups

During this period, mental health-related files were significantly higher than during the same period in 2019.

Overall, break and enter (other), theft from vehicle, assault, and domestic dispute reports are higher than the prior year.

Period 15	Period			Overall			
	May 11-13		+/-	March 13 to current		+/-	% chg
	2020	2019		2020	2019		
Break and Enter - Total	3	1	2	65	72	-7	-10%
Break and Enter - Business	2	0	2	37	36	1	3%
Break and Enter - Residence	0	1	-1	9	22	-13	-59%
Break and Enter - Other	1	0	1	19	14	5	36%
Theft from Vehicle	5	8	-3	168	139	29	21%
Frauds	0	1	-1	29	66	-37	-56%
Robbery	0	0	0	6	7	-1	-14%
Domestic Dispute - no assault (all)	4	9	-5	104	95	9	9%
Domestic Violence (study flag K, 3)	0	2	-2	6	22	-16	-73%
Family Violence	7	16	-9	146	220	-74	-34%
Assault	1	2	-1	79	73	6	8%
Sexual Assault	1	0	1	3	11	-8	-73%
Mental Health related (study flag B)	12	6	6	64	164	-100	-61%
Mental Health related (s. 28 arrests)	4	1	3	35	67	-32	-48%
Property Crime (UCR 2000-2999)	16	23	-7	466	623	-157	-25%

### COVID-19 Related

All GOs	Apr 27-29		Apr 30-May 3		May 4-6		May 7-10		May 11-13		TOTAL (Mar 13-now)	
	#	% total	#	% total	#	% total	#	% total	#	% total	#	% total
COVID19 = Y	0	0.0%	2	1.2%	0	0.0%	1	0.6%	1	0.7%	17	0.6%
COVID19 = N	138	100.0%	171	98.8%	126	100.0%	161	99.4%	146	99.3%	2692	99.4%
<b>Total GO</b>	138		173		126		162		147		2709	

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# New Westminster Police Department

## REPORT *Financial Services*

**To:** Mayor Jonathan Coté, Chair, and Members  
New Westminster Municipal Police Board  
Open Meeting

**Date:** May 7, 2020

**From:** Mark Wilson  
Financial Services

**Subject:** **Policies AB95 – Disability Management; AB145 – Covid-19 Remote Work;  
AF160 – Public Information Disclosure; and OB260 – Public Demonstrations**

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### **RECOMMENDATION**

*That the Police Board approve the new policies AB95 – Disability Management, AB145 – Covid-19 Remote Work, AF160 – Public Information Disclosure, and OB260 – Public Demonstrations.*

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### **PURPOSE**

The purpose of this report is to provide information to the Board on the new proposed policies AB95 – Disability Management, AB145 – Covid-19 Remote Work, AF160 – Public Information Disclosure, and OB260 – Public Demonstrations.

### **DISCUSSION**

Policy AB95 – Disability Management would provide direction on management of staff experiencing health and/or medical challenges. It would clarify duty to accommodate, and roles and responsibilities.

The new proposed policy AB145 – Covid-19 Remote Work would provide expectations and direction for staff working remotely during the Covid-19 pandemic.

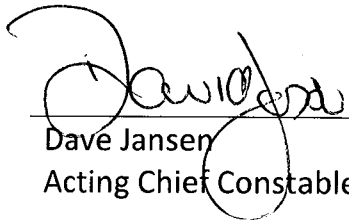
Policy AF160 – Public Information Disclosure is being recommended. This policy would provide direction on being compliant with the Public Interest Disclosure Act, and to ensure efficient and effective reviews are completed.

Policy OB260 – Public Demonstrations is a new proposed policy that would provide direction for staff in incidents of public demonstrations.

**ATTACHMENTS:**    Draft Policy AB95 – Disability Management  
                                 Draft Policy AB145 – Covid-19 Remote Work  
                                 Draft Policy AF160 – Public Information Disclosure  
                                 Draft Policy OB260 – Public Demonstrations

This report has been prepared by: Mark Wilson

Approved for Presentation

  
\_\_\_\_\_  
Dave Jansen  
Acting Chief Constable

# COVID-19 REMOTE WORK

**AB145**

**New: Policy**

**AB145**

**Risk Assessment: Low**

## **POLICY**

1. The New Westminster Police Department (“NYPD”) will provide policy and procedures to guide Employees regarding working remotely and how operational requirements will need to be met in determining if, when and how an Employee works remotely. For the purposes of this policy, the term “NYPD Employee” shall include Sworn Members and Civilian Members.
2. Working remotely is defined as engaging in recurring, scheduled work and performed from a remote location other than an employee’s regular worksite. Remote work arrangements must be authorized and approved in advance by the Chief Constable or designate.
3. Any remote work arrangement is established on the understanding that it is done on a temporary basis necessitated by the current COVID-19 crisis. Individual arrangements may be modified with no notice based on operational requirements. The policy is without precedent or prejudice to any other policies, provisions or practices. The policy will continue to be subject to operational needs and direction of the Chief Constable or designate.

## **REASON FOR POLICY**

4. The NYPD will provide guidelines to assist Employees during the extenuating circumstances related to the COVID-19 pandemic. This policy will address current issues and concerns related to COVID-19. This policy may be amended or revoked at any time. For many Employees, working remotely may not be operationally feasible as certain roles and responsibilities require Employees to be on site. The approval to work remotely is at the sole discretion of the Chief Constable or designate.

## **PROCEDURES**

5. NWPD Employees will remain under the direction of their Supervisor (or designate) at all times. NWPD Employees are required to perform their duties in manner consistent with all NWPD, guidelines, and applicable collective agreements.
6. NWPD Employees shall receive advanced direction and/or approval from their Supervisor for any Remote Work Arrangement (RWA). Important topics of discussion may include dependent care arrangements and the work hours and days of the RWA.
7. The regular daily and weekly hours of the position shall remain unchanged as a result of the RWA unless otherwise specified or varied. Scheduling and recording of time off, as well as all leave approvals, will be subject to the same terms and conditions as are currently in place. Overtime hours must be approved prior to commencement of the overtime work. Any changes to hours of work must be pre-authorized by the Employee's Supervisor (or designate) prior to implementing the changeover immediately and an alternate schedule may be granted.
8. NWPD Employees will immediately communicate with their Supervisor (or designate) should they experience technological difficulties preventing them from performing their duties so that alternate duties or arrangements can be made.
9. Should unforeseen problems prevent an NWPD Employee from working at the remote location, they may be requested to attend to work at their regular worksite as immediately as possible. In the event an NWPD Employee must attend work at the regular work site for any reason on a day scheduled for remote work, the NWPD will not be responsible for any mileage or transportation expenses.
10. NWPD Employees are responsible for ensuring that all information related to the NWPD and the RWA shall be kept in a manner that is safe, secure, and confidential. NWPD Employees must seek approval from their Supervisor (or designate) prior to removing any physical files from the NWPD worksite.

### **RELATED POLICIES/DOCUMENTS**

- Code of Administrative Conduct
- Social Media
- Security, Confidentiality and Dissemination of Police Records
- Remote Work Guidelines



# Disability Management

**AB95**

**New : Policy**

**AB95**

## **Risk Assessment: Medium**

### **POLICY**

1. The New Westminster Police Disability Management Policy provides a framework for supporting both sworn and civilian employees with health situations impacting their ability to attend work regularly and/or perform their regular job duties.

### **REASON FOR POLICY**

2. The Disability Management Policy is intended to achieve the following objectives:
  - a. Provide positive intervention and support to employees experiencing health / medical challenges;
  - b. Identify when a duty to accommodate arises;
  - c. Clarify the roles and responsibilities of all parties in the accommodation process;
  - d. Follow the accommodation process while recognizing operational needs and safety-sensitive factors;
  - e. Determine whether the duty to accommodate has been met.

### **PROCEDURES**

#### **Definitions**

3. The following are key definitions used in this policy:

**Duty to Accommodate:** The duty to accommodate requires the employer to make every reasonable effort, short of undue hardship, to accommodate employees when disabled.

**Undue Hardship:** Sometimes accommodation is not possible because it would cause the organization “undue hardship” (i.e. creates safety risks or is too costly). Undue hardship depends on each situation and is assessed on a case by case basis.

**Duty to Inform:** When an employee recognizes that they require a workplace accommodation to meet the requirements of their position, the employee has a duty to inform their immediate supervisor as soon as possible. The supervisor will immediately inform the Divisional Manager of the situation.

**Duty to Inquire:** The NRPD has a positive duty to inquire if it reasonably believes that an employee’s inability to meet workplace performance and/or behavioural expectations is possibly due to health or medical issues.

**Duty to Participate:** All stakeholders in an accommodation process have a duty to actively and productively participate in the process and work together, in good faith, to identify a reasonable accommodation for an employee. This includes, but is not limited to, the employee, management and union.

**Reasonable Accommodation:** A workplace accommodation offered by the NRPD that, if implemented, would fulfil its duty to accommodate. A reasonable accommodation is individualized to the employee’s condition and circumstance and the NRPD’s operational and safety requirements. As such, reasonable accommodations will vary from situation to situation, and from unit to unit.

**Duty to Accept a Reasonable Accommodation:** An employee has a duty to accept a reasonable accommodation provided by the NRPD, even if it is not the preferred accommodation of the employee. If the employee refuses to accept a reasonable accommodation, the NRPD will have fully discharged its duty to accommodate the employee.

## **Roles and Responsibilities**

4. All parties have an important role to play in the application of this policy:
  - a. Role of the employee:
    - i. Meeting their duty to inform by advising the NRPD if they require an accommodation or if their accommodation needs to be changed in any material way;

- ii. Actively and productively participating in the accommodation process;
  - iii. Providing all medical or functional information in a timely manner as reasonably requested by the NWPDP;
  - iv. Accepting any reasonable accommodation offered by the NWPDP even if it is not the employee's preferred option.
- b. Role of the NWPDP:
- i. Coordinating the return to work and accommodation process;
  - ii. Working with the employee and the union (when appropriate) when developing a workplace accommodation and return to work plan;
  - iii. Working with external service providers who may be involved in the accommodation and return to work plan.

### **Disability Management**

5. The NWPDP is responsible for creating and maintaining an inclusive and accessible workplace in which employees can make meaningful and productive work contributions. In accordance with Human Rights legislation, the duty to accommodate imposes a legal obligation on the employer to accommodate employees with disabilities unless such accommodation would cause undue hardship on the employer. In the event that an illness or injury prevents the employee from attending work on a regular basis and/or performing their regular job duties, the NWPDP will support the employee through the application of the Disability Management Policy by relying on clear, current and credible ongoing medical direction and determining whether reasonable accommodation can be implemented without undue hardship.

### **Accommodation Process**

6. During the accommodation process, the NWPDP will:
- a. Act in good faith and make every effort to find a reasonable accommodation;
  - b. Involve the employee and, where appropriate, the Union in the process;

- c. Adjust or revisit accommodations as required by the changing circumstances of the employee or the NWPDP's workplace requirements, including operational and safety considerations;
  - d. Obtain expert opinions or advice when needed including, functional capacity evaluations, job demands analysis, ergonomic assessments and independent medical opinions to ensure clarity and safety in any potential accommodation;
  - e. Ensure that there is reasonably necessary documentation to enable the accommodation process;
  - f. Ensure all medical and other confidential information is managed in accordance with applicable privacy legislation.
7. In an effort to accommodate employees, the NWPDP will consider all reasonable work alternatives dependent on operational and safety-sensitive factors. The NWPDP will engage in a six-step process:
- a. Determine if the employee is able to return to his/her pre-injury work assignment;
  - b. If the employee cannot return to his/her pre-injury work assignment, can the position be modified to meet the employee's accommodation requirements without undue hardship to the NWPDP (i.e. safety-sensitive concerns and/or costs);
  - c. If the employee's position either cannot be adjusted without undue hardship, or the employee cannot perform the duties of the position with the requested accommodations, the NWPDP will determine if the employee can perform the duties of any alternate position within the same bargaining unit, without accommodations, and without the NWPDP incurring undue hardship;
  - d. If the employee cannot perform the duties in (c) above, the NWPDP will determine if the employee can perform the duties of any alternate position within the same bargaining unit and with accommodations, and without the NWPDP incurring undue hardship;
  - e. If the employee cannot perform the duties in (d) above, the NWPDP will determine if the employee can perform the duties of any alternate position that may be under a different bargaining unit, with or without modifications, and without the NWPDP incurring undue hardship;

- f. If the employee cannot perform any position with the employer, with or without accommodation for the foreseeable future, the NWPD may conclude the employment of the employee on a non-culpable basis.
8. In the event an employee's illness or injury leads to temporary or permanent disablement, the NWPD will be responsible for:
- a. Providing ongoing case management services;
  - b. Maintaining regular contact with employees who are absent from work;
  - c. Offering assistance to support the employee's timely and safe return to work as operationally feasible without undue hardship;
  - d. Obtaining clear, current and credible medical information as reasonably necessary to implement an employee's accommodation;
  - e. Continuing to review the employee's functional abilities versus job demands;
  - f. Presenting potential accommodation options for review by the Senior Management Team, where applicable;
  - g. Facilitating the accommodation or return to work process in consultation with the employee, supervisor and union;
  - h. Communicating any accommodation or return to work plan with the employee;
  - i. Maintaining case management files in accordance with the BC Freedom of Information and Protection of Privacy Act.

### **Substance Use Disorders**

9. The NWPD recognizes its duty to accommodate employees with disabilities including Substance Use Disorder, without causing undue hardship. All parties have a shared responsibility concerning Substance Use Disorder treatment.
10. The NWPD:
- a. Recognizes that Substance Use Disorder is a treatable disability, subject to relapse, where early intervention greatly improves the probability of a lasting recovery;

- b. Encourages employees affected by Substance Use Disorder to seek treatment and rehabilitation as soon as possible;
- c. Depending on circumstances, may assist employees with their treatment and rehabilitation efforts;
- d. Is not obligated to accommodate beyond the point of undue hardship;
- e. Not required to continue to employ any person whose job performance is impaired beyond the limit of reasonable accommodation because of a Substance Use Disorder;
- f. Not required to continue to employ or to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired beyond the limit of reasonable accommodation as a result of addiction to alcohol, medication or controlled Drugs.

12. The employee:

- a. Must assume responsibility for substance use issues, seeking advice and following appropriate treatment to address substance use issues.
- b. Is responsible for cooperating in the accommodation process, including providing necessary medical information in a timely manner, and making all reasonable efforts to treat a Substance Use Disorder. If an employee refuses or fails to disclose relevant information, this may result in delay, either in accommodation or return to work, or may impede the NWPDP's ability to accommodate the disability.

**Accommodation into Lower Paying Work**

13. If no reasonable accommodation exists that will allow the employee to perform productive work at the rate of pay of their established position, the NWPDP may offer a reasonable accommodation in a lower paying job. In that case, the employee will be paid for time actually worked and at the rate of pay of the new job.

**Supporting medical Documentation**

14. The duty to accommodate requires employees to disclose confidential medical information regarding their disability to the NWPDP, which is reasonably necessary to enable the accommodation process. This balances personal privacy with the

employer's legitimate need to know the following information, (which will vary depending on the facts of each case):

- a. The nature of the disability;
  - b. Whether the disability is permanent or temporary;
  - c. The estimated time frame for improvement to occur;
  - d. Any functional restrictions and/or limitations;
  - e. How medical conclusions were reached (i.e. objective versus subjective);
  - f. Any treatment or medication that might impact the accommodation or the employee's ability to safely perform his/her job.
15. Employees absent from work are required to provide medical information confirming they are unable to work due to illness/injury when requested. Employees are required to have their doctor complete a Medical Assessment (MA) when provided by the supervisor of the Administration Services Division. The completed MA is to be returned by the employee. Further medical documentation will be as required by the Employer. Ongoing medical information may also be required for employees at work but impacted by significant illness or injury requiring some form of job modification or accommodation.
16. The NWPD will require clear, current and credible medical information from the employee that is reasonably necessary to implement a required accommodation. In such cases, the NWPD may rely on external medical expertise to either conduct independent medical assessments or liaise with employees' doctors to provide the medical information. If an employee refuses to provide reasonably requested information, the NWPD may have fully discharged its duty to accommodate the employee.

### **Return to work**

17. Employees are returned to work upon medical direction that they are fit to return to work. The employee's doctor is required to complete a MA which will provide a functionally-based assessment that details whether the employee is fully fit to return to work or requires some level of accommodation, such as modified duties, graduated hours of work or other considerations. The doctor will provide a medical opinion on the date the employee can return to work. Upon receipt of this information, the supervisor of Administration Services Division and the Inspector of Prevention services & Administration Division in consultation with the senior management team

will determine whether a return to work is achievable. The goal is to return employees to work effectively and safely.

### **Employee Must Maintain Contact**

18. It is the responsibility of employees who are absent due to illness, injury, or WorkSafeBC claim, to maintain regular contact with the employer. Weekly contact with the employer is required and achieved by calling the employee's supervisor or the supervisor of Administration Services Division as the case may be (i.e. employee transferred to Administration services Division), unless the employer agrees to a different time frame based on the circumstances of the case.

### **Confidentiality and Privacy**

19. Disability management involves the use of personal and medical information that is subject to the protection of the BC Freedom of Information and Protection of Privacy Act. Authorization for the gathering of information is obtained from the employee through signed consent. Medical information and WorkSafeBC information is kept with the Administrative Assistant and filed separately from the employee's personnel file in accordance with privacy document storage directives. Access to, and disclosure of, medical and WorkSafeBC information is limited to the requirements of managing health-related absences, returning the employee to work, accommodating the employee if applicable and/or administering income and related benefits.

### **Third-Party Compensation (Subrogation)**

20. For injuries caused by a third party, the employee shall be obliged, in the event of recovery of funds from the third party, in accordance with their respective Collective Agreement, to reimburse the NWPD for sick leave wages paid to the employee. For work-related injuries claimed and accepted through WorkSafeBC, the employer shall receive the employee's WorkSafeBC wage loss compensation cheque.

(See also: AB170 – Absence from Duty - Illness)  
(See also: AB85 – Medical Examinations)  
(See also AB160 – NWPD Impairment Policy)



# Public Information Disclosure

**AF160**

**New: Policy**

**AF160**

## **Risk Assessment: Low**

### **POLICY**

1. The New Westminster Police Department (NWPD) will receive access and process complaints received under the Public Interest Disclosure Act (PIDA) where employees of identified government agencies disclose governmental wrongdoing.

### **REASONS FOR POLICY**

2. To facilitate compliance with the requirements of the *PIDA*.
3. To provide efficient and effective review of, and the potential for, police engagement regarding matters of possible wrongdoing by government officials that may constitute an imminent risk of a substantial and specific danger to public.

### **DEFINITIONS**

**Employee** - An Employee of a ministry, government body or office, including a person appointed under section 15 of the *Public Service Act*, or a member of a class of persons prescribed by regulation. (*NOTE: At this time, police agency personnel are not considered "employees" covered by PIDA.*)

**Protection Official** – means,

- a) In respect of a health-related matter, the provincial health officer,
- b) In respect of an environmental matter, the agency responsible for the BC *Emergency Program Act*, or
- c) In any other case, an appropriate police force.

**Urgent Matter** – As set out in Section 16 of PIDA, Wrongdoing that constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment that is reported to a Protection Official by an Employee.

**Wrongdoing** – As set out in Section 7 of PIDA, includes:

- a) A serious act or omission that, if proven, would constitute an offence under enactment of British Columbia or Canada;
- b) An act or omission that creates a substantial and specific danger to life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions:
- c) A misuse of public funds or assets;
- d) Gross or systemic mismanagement;
- e) Knowingly directing or counselling a person to commit a wrongdoing described in paragraphs (a) to (d).

## **PROCEDURES**

- 8. Under the BC "Public Interest Disclosure Act" ("PIDA"), "Employees" of certain government agencies may disclose alleged governmental 'Wrongdoing' in a prescribed manner, which protects them from employer reprisal. In most cases, such Disclosure is to be made to a designated official within the Employee's workplace. However, in situations that may constitute an imminent risk of a substantial and specific danger to public safety ("Urgent Matter"), the Employee may make a "Public Interest Disclosure", following the guidance received from a "Protection Official". As a BC police force, the New Westminster Police Department ("NWPD") is included as a designated "Protection Official". Members will follow NWPD policy and the PIDA upon receipt of a report of an Urgent Matter.
- 9. The Chief Constable or their designate will:
  - a) Receive reports from Employees who are seeking to make a public disclosure about Wrongdoing by government officials that may constitute an imminent risk of a substantial and specific danger to public safety;
  - b) Assess the risk to the public or specific persons posed by the reported Wrongdoing;

- c) Determine whether a public interest disclosure of the Wrongdoing by the Employee is an effective, appropriate and necessary way to alleviate or manage the risk;
- d) Direct the Employee whether or not to carry out the public interest disclosure; and;
- ~~e) Direct members of the NWPD to take any other action deemed appropriate and necessary to alleviate or manage the risk posed by the reported Wrongdoing.~~

## **PROCEDURES**

### **Receipt and Record of Report and Investigation**

- 9. A member will, through the chain of command, refer to the Duty Officer any report received from an Employee about an "Urgent Matter". Reports of "Urgent Matters" not occurring or potentially occurring in New Westminster will be referred to the appropriate police agency of jurisdiction.
- 10. The Duty Officer will assess the reported information and determine whether the matter meets the threshold of "Urgent Matter". If they Duty Officer determines that the matter:
  - a) Does not meet the threshold, they will direct the Employee not to publicly disclose the matter and, instead, to seek to have the matter addressed by their employer; or;
  - b) Meets the threshold, but is a health related or environmental concern, they will refer the Employee to the Provincial Health Officer or Emergency Management BC (for environmental concerns).
- 11. If the Duty Officer determines that the matter the Employee wants to publically disclose meets the threshold of Urgent Matter, and that a police response is most appropriate, the Duty Officer will:
  - a) Assess the situation and determine whether a public disclosure of the reported Wrongdoing is an effective, appropriate and necessary way to alleviate or manage the risk;
  - b) Identify personal information privacy considerations and give consideration to the same in relation to any public disclosure of information;

- c) Consult with the Chief Constable, as to whether the public disclosure is to be carried out by the Employee, NWPD or others;
  - d) Direct the Employee whether or not to personally carry out the public disclosure;
  - e) Ensure that the direction provided to the Employee is documented within the investigative file.
- 

12. An NWPD employee engaged in issuing a public disclosure on behalf of NWPD must comply with any directions provided by the Chief Constable. Any public disclosure must be made in compliance with the *Freedom of Information and Privacy Act (FOIPPA)*.
13. The Duty Officer will ensure that a General Occurrence report, privatized if deemed necessary, is created, documenting the information reported by the Employee, the steps taken to investigate the information, the assessment of whether an imminent risk exists, and the actions taken in response.

# PUBLIC DEMONSTRATIONS

**OB260**

**New: Policy**

**OB260**

## **Risk Assessment: Medium**

### **POLICY**

1. The New Westminster Police Department (NWPD) will provide policy and procedures to guide members on managing Public Demonstrations. In the event police involvement becomes necessary the NWPD shall continually evaluate and balance the public's right to peaceful assembly and protest against the need for maintaining the peace and protecting people and property.

### **REASON FOR POLICY**

2. To ensure that NWPD members are aware of their role and responsibilities when required to respond to a public demonstration.
3. To ensure that public demonstrations that may reasonably be considered to have the potential to disturb the peace or put people or property at risk are managed in and appropriate manner.

### **RELATED POLICIES**

OA10 - NWPD Major Emergency Procedures

OH20 - Use of Force

OA85 - Mobile Command Unit

OK40 - Special Events

### **PROCEDURES**

4. Section 2 of the Canadian Charter of Rights and Freedoms sets out several fundamental freedoms including the freedom of peaceful assembly.

5. The NWPDP recognizes the public's right to lawfully and peacefully protest and hold demonstrations.
6. The NWPDP also recognizes that at times the rights of demonstrators will collide with the rights of others and so discretion in enforcing the law is necessary.
7. Civil disobedience can be a peaceful violation of particular laws or government policies by a single person or group who believe the actions taken by others are illegal, immoral, or unjust.
8. Through civil disobedience, an individual or group's objective may be to disrupt the lawful use of a location while promoting their particular cause.
9. When policing public demonstrations, the Department's goals include but are not limited to:
  - a) Preventing criminal acts from taking place;
  - b) Ensuring the safety of the protesters, the public, and the police is maintained;
  - c) Ensuring the public peace is maintained; and
  - d) Protection of property.
10. The NWPDP'S policing style for crowd management will incorporate a professional approach with an emphasis on responsible celebration and lawful demonstration emphasizing public safety.
11. During public demonstrations, the NWPDP will endeavor to prevent escalation of confrontations, potentially leading to breaches of the public peace or injuries to the public or police.

## **DISCRETION**

12. The importance of discretion and proportionality relative to material circumstances has long been recognized by the courts as legitimate considerations for law enforcement. The fact police have a duty to enforce the law does not eliminate or over-ride such discretion.
13. The B.C. Criminal Justice Branch, Ministry of Attorney General, Crown Counsel Policy states "Acts of civil disobedience, including conduct involving public demonstrations

may come into conflict with the law and obstruct or interfere with the rights of others. The use of criminal sanctions in these situations may not always be in the public interest.”

14. This is an important principle and one all members should adhere to while deployed at public demonstrations.

## **INTERVENTION**

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15. Member intervention in a public demonstration should only be considered if:
  - a) There is a safety issue involving the general public or the participants involved in the civil disobedience or demonstration;
  - b) There is violence against person or willful damage against property;
  - c) The rights of the general public are being unduly restricted;
  - d) There are elements of an unlawful assembly; and
  - e) Adequate police resources are available to ensure there is a safe resolution to the incident.

## **PUBLIC DEMONSTRATIONS – EMERGENCY SITUATIONS**

16. In the event of a spontaneous public demonstration involving a civil disturbance or breach of the peace the following procedures shall be followed:
  - a) The on duty Watch Commander will notify the Duty Officer;
  - b) The Duty Officer will attend the scene to assess the situation. Consideration should be given to identifying the demonstration leader(s) and creating dialogue in order to determine the demonstrator’s objectives;
  - c) The Duty Officer or their delegate will assign sufficient members as required for preservation of the peace including safety of the public, police officers and protection of property; and
  - d) Members at the scene will use their discretion to ensure the public demonstration is not endangering the general public (including protestors) or responding police officers.

17. Consideration shall be given to the use of physical barriers, i.e. barricades or police vehicles in order to contain the protest and prevent others from joining in.
18. Members should be deployed to observation posts in order to monitor the demonstration from a strategic location, thereby observing and preventing breaches of the peace.
19. Members should continually try to establish a rapport with participants in order to mitigate the protest, identify leaders and ascertain objectives.
20. Forensic Identification Section ("FIS") should be deployed in order to videotape the protest for the purpose of gathering evidence, identifying participants and capturing the interaction between protestors, officers and members of the public.
21. The Prisoner Wagon shall be deployed and assigned two members. It shall be parked in a discreet yet strategic location.
22. Members will maintain a fair and impartial position during response to a public demonstration.
23. Should the public demonstration appear to be escalating beyond the capacity of the assigned members the Duty Officer shall consider the following:
  - a) Assignment of additional department resources;
  - b) Contact the RCMP Regional Duty Officer for additional resources; and
  - c) In consultation with the Chief Constable or Deputy Chief Constable, consider deployment of the Lower Mainland Tactical Team.

## **PLANNED PUBLIC DEMONSTRATION**

24. Upon notification of a planned public demonstration, the Operational Support Section NCO shall be notified.
25. The Operational Support Section NCO shall complete an Operation Plan that includes the following:
  - a) Nature of the event;
  - b) Identity of the protest groups and previous activities;



- c) Protest objectives;
  - d) Potential for violence (threat assessment);
  - e) Anticipated number of protestors; and
  - f) Recommendations regarding equipment and resources.
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- 26. In consultation with the Patrol Division Inspector or their delegate, Operational Support Section NCO will examine the proposed protest site to identify potential problems and to estimate the number of personnel required through call out or redeployment.
- 27. The Operational Support Section NCO shall be assigned to the event and charged with managing the scene including deployment of resources and tactical considerations. The Operational Support Section NCO will report directly to the assigned Duty Officer.
- 28. The Operation Plan will be drafted by the Operational Support Section NCO with a template that includes:
  - a) Situation;
  - b) Mission;
  - c) Execution;
  - d) Administration; and
  - e) Command and control.
- 29. Consideration should be given to utilizing the Emergency Command Vehicle. If the event is in close proximity to the police station, a DOC may be established at that location.
- 30. In situations where timing does not allow for the Operational Support Section NCO to complete the aforementioned tasks, they shall be completed by the on duty Patrol Supervisor.

## **BRIEFING**

31. The Operational Support Section NCO shall hold a briefing with all assigned members prior to deployment. This briefing shall include the following:
- a) Clear Mission statement;
  - b) Details of the event;
  - c) Intelligence updates and threat assessment;
  - d) Policing objectives and policing style;
  - e) Command structure;
  - f) Deployment; and
  - g) Use of force guidelines.

## **STRATEGIC OPTIONS**

32. Police responses to demonstrations may include but are not limited to:
- a) Observation – maintaining discreet surveillance on the crowd by means of foot patrol, mountain bikes or motorcycles, establishment of observation posts, using plainclothes members to infiltrate the crowd and using FIS members to photograph and video tape;
  - b) Escort – utilizing mountain bikes, motorcycles and marked police vehicles to escort parades/demonstrations and minimize traffic disruptions;
  - c) Containment – maintain order and control by blocking access to buildings or areas that may be the focus of the protest. Barricades, police vehicles and mountain bikes may be used for this purpose; and
  - d) Crowd Liaisons – consideration should be given to utilizing “Crowd Liaisons” to interact with the demonstrators in a non-confrontational manner. Crowd Liaisons should be identifiable but in plain clothes ie: reflective vests marked “Police;”
  - e) Early intervention on a 1-1 basis with identified agitators; and

- f) Treating crowd members as individuals is successful in preventing a situation from deteriorating. Members are encouraged to use day to day policing skills of engaging people in a pleasant manner.

33. Police strategies or tactics should ensure:

- a) Initial contact;

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- b) A graduated tactical approach;
- c) Targeted intervention by members is informed;
- d) Clear concise communication; and
- e) Members of the public are aware of likely police action.

## **MEDIA STRATEGY**

34. Media are members of the public. Under most circumstances, it may be advantageous to facilitate the media by imbedding them and providing controlled access to the event or demonstration. This may be accomplished by assigning media to liaise with the NWPD Media Relations Officer.

35. If media becomes embedded in the situation, they must be clearly identifiable.

## **USE OF FORCE**

36. Any use of force must be in compliance with the *Criminal Code of Canada*, and B.C. Police Act and Department Policy OH20 Use of Force.

## **INCIDENT COMMAND**

37. The Duty Officer or other delegated Inspector shall be assigned to all Public Demonstrations and be designated as Incident Commander.

38. The Incident Commander will establish the overall strategy for the event (policing style) and will be responsible for the following:

- a) Resourcing;
- b) Callout of the Lower Mainland Tactical Team (LMTT) (in consultation with the Chief Constable or Deputy Chief Constable if required);

- c) Deployment and authorization of equipment and tactics;
- d) In the event the LMTT is deployed will liaise directly with the team commander with respect to mission, objectives, deployment and tactics; and
- e) Conduct debriefing at conclusion of event.

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39. The Operational Support Section NCO shall be responsible for the following:

- a) Drafting the Operation Plan;
- b) Conducting pre-event briefing;
- c) Directing the activities of members in direct contact with the subject group or crowd including use of force options, implementation of tactics and arrests if required;
- d) Providing updates to Incident Command; and
- e) Ensuring compliance with overall strategy.

## TRANSITION OF POLICE GOVERNANCE UNIT DIRECTOR ROLE

**Daisy DYER**

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**Subject:** FW: Transition of Police Governance Unit Director Role

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**From:** Pilling, David PSSG:EX  
**Sent:** Tuesday, March 31, 2020 2:11 PM  
**To:**  
**Subject:** RE: Transition of Police Governance Unit Director Role

Thank you, Lance and thank you for all the great work you have done over the past seven months.

I look forward to working with you and your boards again and am honoured to continue to serve in this role. We appreciate the work you continue to do to enhance and maintain effective governance of municipal policing under the current circumstances.

Please be safe. I wish you, your board members and staff and families all the best.

Regards,

David Pilling, LLB  
Director, Police Governance | Policing & Security Branch | Public Safety and Solicitor General

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**From:** Police Board  
**Sent:** Tuesday, March 31, 2020 11:23 AM  
**To:**  
**Subject:** Transition of Police Governance Unit Director Role

Hello everyone,

My time as Director, Police Governance has now come to an end. David Pilling has returned safely and in good health with his family.

The last seven months provided me with a wonderful opportunity to work with you all. It has also been a privilege working alongside my colleagues Artem and Julia who do so much to ensure we are all able to operate in our roles effectively.

Please note that effective immediately David leads the Police Governance Unit.

Thank you for your dedication and commitment to the safety of our communities.

I wish you and your families good health during this very difficult time.

Sincerely



## NEW BCAPB PRESIDENT



March 11, 2020

Dear Colleagues,

Thank you to all the Police Board Members and friends of BCAPB who attended our Conference last week. I hope you enjoyed it and found it worthwhile. We had a lot of fun organizing it!

Following the AGM, the Executive Board met and elected the Executive for the coming year so I am pleased to introduce Leah Zille of the Port Moody Police Board who has agreed to assume the role of President and Evan Southern of the Victoria/Esquimalt Police Board who has agreed to serve as Vice President. It was agreed to leave the position of Secretary vacant for the time being while Am Naqvi of the Nelson Police Board will stay on as Treasurer.

For those who may not know Leah, has served on the Port Moody Police Board for the past five years and the Executive Board of BCAPB for the past 2 years. She co-chaired the 2019 Conference held at Harrison Hot Springs. Leah is the Executive Director of the Treehouse Vancouver Child and Youth Advocacy Centre - a not for profit agency that brings police, social work, and victim services together to respond collaboratively to child abuse.

In addition to his role on the Victoria-Esquimalt Police Board, Evan Southern is the Director of Communications and Engagement for the Capital Regional District Wastewater Treatment Project, and previously spent seven years with the BC Provincial Government.

I know you will welcome Leah and Evan as they assume their leadership roles for BCAPB. I have committed to be of assistance to them whenever required, and will continue to serve on the Executive Board as the Saanich Police Board's representative.

It has been a privilege to serve for the past two years as President of BCAPB. We have had a busy time as our Association is increasingly involved in a wide range of issues affecting policing and police governance in BC. I appreciate the interest and support I have received from our members as well as the many stakeholders and government officials whom I have had the pleasure to work with. I also could not have done it without the great support of Veronica Bandet, our Executive Assistant and her predecessor Stacey Perri.

Kind regards,

Mary Collins



April 28, 2020  
Ref: 564436

Deputy Commissioner, Commanding Officer, RCMP "E" Division  
Chief Constables of Independent Municipal Police Departments  
Chief Officer, SCBCTA Police Services  
Chief Officer, Stl'atl'imx Tribal Police Services

Dear Sirs/Madams:

As our communities across British Columbia continue to experience the opioid emergency, our front-line police officers provide critical response and support in the face of difficult challenges. We remain committed to effectively responding to the opioid emergency in British Columbia, which still endures unacceptable levels of death and injury.

Policing and Security Branch (PSB) has supported front-line police officers with funding for purchase of Naloxone supplies for the past four years, to assist police officers in responding to overdose situations. In a one-year period from January 2019 to January 2020, the Province of BC supplied funding for purchase of 3,397 Naloxone kits for front-line police in BC. Of these, 200 Naloxone kits were used by police and 106 overdose reversals were achieved using Naloxone supplied to police.

As we come to the end of funding support for Naloxone purchases, the Province of BC is shifting our commitment and support to front-line policing resources in communities and to the police officers that are facing the effects of the opioid emergency every single day.

Together, we will continue to face the challenges of the opioid emergency in our communities. I thank you for your continued support and dedicated commitment to public safety across the Province of British Columbia.

I look forward to hearing of the progress of your efforts to combat gangs and gang violence and our joint work on this important initiative in your community.

Take care,

A handwritten signature in black ink, appearing to read "Brenda Butterworth-Carr".

Brenda Butterworth-Carr; Tr'injã shär njit dintlät  
Assistant Deputy Minister  
And Director of Police Services  
Policing and Security Branch



**MINISTER APPROVES ESTABLISHMENT OF A SURREY POLICE BOARD**

📌 B.C. has declared a state of emergency. Learn about [COVID-19 health issues](#). | Get [COVID-19 Provincial Support](#).



British Columbia News

## Minister approves establishment of a Surrey police board

<https://news.gov.bc.ca/21649>

Thursday, February 27, 2020 10:10 AM

**Surrey** - Mike Farnworth, Minister of Public Safety and Solicitor General, has granted approval to create a municipal police board for the City of Surrey — the next stage in the plan to transition from the RCMP to a municipal police department.

Having considered the Provincial Municipal Policing Transition Study Committee's report, as well as the recommendation of the director of police services, in line with section 3 of the Police Act, the minister is confident that the key aspects of the transition plan that required more detail have been thoroughly considered.

Chaired by Wally Oppal, the Provincial Municipal Policing Transition Study Committee included representatives from the City of Surrey, the ministry and independent consultants with specialized expertise. The committee was established in August 2019 to ensure the City of Surrey's transition plan addressed all key issues, and its work has now concluded.

The Surrey police board, once established, will be responsible for creating and governing the Surrey police department. Responsibilities will include:

- being the employer of the police and civilian employees;
- providing financial oversight for the police department;
- establishing policies and direction for the police department; and
- managing service and policy complaints against the department.

To support the transition process, the Policing Model Transition Secretariat (established in spring 2019) and the director of police services will continue to provide oversight, leadership and support for the Province and the City of Surrey. This will ensure provincial accountabilities, public safety and police oversight are maintained throughout.

All parties involved acknowledge the complex scale of a transition this size and are committed to co-operation and collaboration with Public Safety Canada and the RCMP.

A timeline for the transition will be determined by key partners as this work progresses.

In 2018, the City of Surrey initiated termination of its agreement with the RCMP and the transition to a municipal police force, in accordance with its powers under the Police Act.

### Learn More:

For a factsheet on the transition process, visit: <http://news.gov.bc.ca/factsheets/surrey-police-transition-process>

For a Punjabi translation, visit: [https://news.gov.bc.ca/files/Punjabi-IB-Police-Decision\\_on\\_Surrey\\_Police\\_Transition.pdf](https://news.gov.bc.ca/files/Punjabi-IB-Police-Decision_on_Surrey_Police_Transition.pdf)

**Media Contacts**

**Ministry of Public Safety and Solicitor General**

Media Relations

250 213-3602

PROVINCE OF BRITISH COLUMBIA

ORDER OF LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 196

, Approved and Ordered

April 27, 2020



Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective June 30, 2020, Natalia Bryant is reappointed as a member of the New Westminster Police Board for a term ending June 20, 2022.



Minister of Public Safety & Solicitor General



Presiding Member of the Executive Council

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: Police Act, R.S.B.C. 1996, c. 367, ss. 23 and 24

Other: OIC 319/2019

## DEFERRAL OF E-COMM AGM

VIA EMAIL – c/o [DDYER@NWPolice.org](mailto:DDYER@NWPolice.org)

April 29, 2020

Chair Mayor Jonathan Coté and Board Members  
New Westminster Police Board  
555 Columbia Street  
New Westminster, BC V3L 1B2

Dear Mayor Coté and Board Members,

**RE: Deferral of E-Comm Annual General Meeting**

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In light of the urgent challenges which our organization and our shareholders are facing with the COVID-19 pandemic, the Board of Directors of E-Comm Emergency Communications for British Columbia Inc. (“E-Comm”) has decided to postpone the E-Comm Annual General Meeting (“AGM”), originally scheduled for June 20, 2020, to September 2020.

We will communicate the specific date, and how we will conduct the meeting in light of COVID-19, in June 2020. Normally, we would be writing to you now asking you to provide us with your nominee to our Board of Directors by mid-May. We now plan to be in contact with you in June to ask for your mutually agreeable nominee by mid-August.

As each of the Directors elected in June 2019 was elected to serve until the next AGM, no additional action is required at this time.

At this challenging time, we want acknowledge and express our gratitude to the police officers in the city of New Westminster who are working hard in difficult circumstances to respond to incidents and to keep your citizens safe. As your emergency communications partner, we will continue to do our best to maintain the highest standards of service to support your police force and the residents of your community.

Thank you for your understanding and please contact us should you have any questions.

Yours truly,



Oliver Grüter-Andrew  
President and CEO

t | 604.215.5002  
e | [oliver.gruter-andrew@ecomm911.ca](mailto:oliver.gruter-andrew@ecomm911.ca)

cc Jack McGee, E-Comm Board Director representing Municipal Police Boards





*City of New Westminster*

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***REPORT***

***Human Resources***

**To:** Mayor J. Cote and Members of Council (Regular Session)      **Date:** March 9, 2020

**From:** Richard Fong  
Director of Human Resources      **File:**

**Subject:** **Diversity and Inclusion Framework Proposed Scope of Work**

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**RECOMMENDATION**

*THAT Council endorse the proposed scope of work to develop a Diversity and Inclusion Framework as outlined in this report.*

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**PURPOSE**

The purpose of this report is to provide Council with a proposed scope of work to develop a Diversity and Inclusion Framework in response to Council's motion regarding gender, diversity, and inclusion in the workplace.

**BACKGROUND**

At the June 10, 2019 Regular meeting, Council passed a gender, diversity, and inclusion motion with the following recommendations:

- That staff report back on the current breakdown of departments by gender, diversity, and people with disabilities, and
- That staff report back on best practices that other governments, institutions and businesses have implemented to address gender parity, diversity and inclusion; and



- That staff develop hiring practices that will meet the needs of a changing workforce and improve the balance of our employee makeup; and
- That staff develop metrics and a reporting structure that will confirm our success or failure to address these issues; and
- That staff develop City-wide policy to which all departments can adhere to and that addresses not only the issues of gender parity, diversity, and inclusion, but also the integration and support of all city employees with disabilities.

The City values diversity, inclusion, and equity throughout the organization. With these core values, the City aspires to be a local government employer of choice by attracting, engaging, and retaining the most talented workforce possible that represents a balanced, diverse, and inclusive public service. The City is committed to proactively identifying and addressing any systemic barriers in our business practices, policies, and procedures so that we can capitalize on the strengths and talents of our workforce.

The City has retained the services of The Castlemain Group to support the City in developing a proactive Diversity and Inclusion Framework. The framework is intended to support the City in our continued efforts to build a diverse and inclusive workforce and provide programs and services to residents through a diversity and inclusion lens. It will identify priorities to help advance diversity and inclusion in our business practices, policies, procedures, programs, and services, ultimately embedding it into the City's everyday work in support of the City's vision to be "a vibrant, compassionate, and sustainable City that includes everyone."

## **ANALYSIS**

The development of the Diversity and Inclusion Framework will be conducted in two phases.

### **a) Phase 1 – Engagement Data Collection and Insight Generation (March 2020 to September 2020)**

- This phase will assess the current state of diversity and inclusion at the City and highlight areas for improvement and opportunity which will build the foundation for Phase 2.



- Key activities in Phase 1 include:
  - Develop a work plan, governance Charter, and internal advisory committee to ensure effective management of the project.
  - Policy and document review and gap analysis to identify any unintentional formal barriers or discriminatory practices.
  - Conduct diversity census survey to determine employee demographic composition.
  - Conduct interviews with key leaders to determine the level of understanding of diversity and inclusion concepts and gain perspective on identifying key issues and goals.
  - Conduct focus groups with employees who self-identify with equity groups (i.e. indigenous, visible minority, persons with disability, women, LGBTQ).
  - Analysis of data and insights generated and develop Diversity and Inclusion Review Report.

**b) Phase 2 – Diversity/Inclusion Strategy and Evaluation Framework Development (October 2020 and into 2021)**

- A workplan, timelines, and budget will need to be developed for a robust multi-year Diversity and Inclusion Strategy and Evaluation Framework for the City.
- This phase will encompass secondary research on diversity and inclusion best practices, models, and programs in other governments, institutions, and businesses.
- Development and rollout of a Diversity and Inclusion Strategy and Implementation Plan.
- Development of an Evaluation Framework including metrics and reporting structure to evaluate the City’s progress in addressing equity, diversity, and inclusion.
- A key objective will be to align internal capacity building activities identified in the City’s Reconciliation Framework with diversity and inclusion goals and capacity building initiatives.



**Project Workplan**

Below is an outline of the **Phase 1** workplan:

**1) Project planning methodology and tool design – March to April 2020**

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Project charter and advisory committee terms of reference development</li> <li>• Policy and corporate document transfer to Castlemain for review</li> <li>• Communication strategy identification and content development</li> <li>• Review methodology and tool development</li> </ul>	<ul style="list-style-type: none"> <li>• Project charter including workplan and project governance (advisory committee TOR)</li> <li>• Communication materials to staff</li> <li>• Diversity inventory survey design</li> <li>• Focus group and interview guides</li> </ul>

**2) Engagement and Review Implementation – May to August 2020**

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Diversity census survey</li> <li>• HR policy, procedure, and administrative document review and gap analysis</li> <li>• One-on-one interviews with leadership team</li> <li>• Employee equity focus groups</li> <li>• In-person advisory committee check-ins</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of:                         <ul style="list-style-type: none"> <li>○ Employee inventory survey</li> <li>○ Up to 20 key employee interviews</li> <li>○ 5 employee focus groups</li> </ul> </li> <li>• Advisory committee check-in (up to 2)</li> </ul>

**3) Analysis and Report Development – August to September 2020**

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Analysis of data and insights</li> <li>• Diversity and Inclusion Review Report development</li> <li>• Final report summary presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis of raw data</li> <li>• Final Diversity and Inclusion Review Report</li> <li>• Review Report summary</li> </ul>





development <ul style="list-style-type: none"> <li>• Presentation to City leadership on findings</li> <li>• Update to final draft based on required revisions</li> </ul>	presentation deck
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*Please see Attachment #1 for the detailed Diversity and Inclusion Review and Strategy Development Statement of Work for Phase 1.*

The findings in Phase 1 will then be utilized to build the foundation for the work in Phase 2 which includes the development and implementation of the Diversity and Inclusion Framework and Action Plan. The Phase 2 work is anticipated to commence in October 2020 and will continue into 2021.

Staff will provide Council with a further report outlining the proposed scope of work for Phase 2 after the current state findings (Phase 1 Review Report) have been presented to Council in September 2020.

**FINANCIAL IMPLICATIONS**

The financial cost of undertaking the work in Phase 1 is outlined in the following table:

<b>Activities</b>	<b>Fees</b>
Planning, methodology, and tool design	\$26,755
Engagement and review implementation	\$30,620
Analysis and report development	\$19,640
Project management	\$7,840
<b>Total</b>	<b>\$84,855</b>

A budget enhancement request for \$70,000 in 2020 (Phase 1) and \$50,000 in 2021 (Phase 2) has been included in the 2020 Budget Enhancements to retain the services of an



external consultant to partner with the City in developing and implementing the Diversity and Inclusion Framework over the next two years. The remaining costs will be covered within the HR Department's existing consulting budget.

Furthermore, it is critical to have an internal HR lead on the project to champion the work required in the short-term, mid-term, and long-term. When the work of the consultant is completed, the City will require an in-house diversity and inclusion lead to revisit and evolve the Framework on a continuing basis and to oversee the related training and capacity-building activities of the City.

As such, it is intended that an existing HR staff member be seconded to this diversity and inclusion lead position. A two-year temporary full-time HR Specialist (\$73,080 in 2020 and \$52,920 in 2021) has been requested in the 2020 Budget Enhancement to provide backfill support for the HR function as the Framework and Implementation Plan is being developed.

## **CONCLUSION**

This report outlines a proposed scope of work for the development and implementation of a Diversity and Inclusion Framework. The work will be carried out in two phases. The first phase will assess the current state of diversity and inclusion at the City and highlight areas for improvement and opportunity. The findings in Phase 1 will build the foundation for Phase 2 which includes the development and implementation of the Framework.

The work in both phases will be based the City's strategic values of respect, collaboration, accountability, and sustainability. This work will support the City in becoming a local government employer of choice by building a balanced, diverse, and inclusive workforce which will contribute to a more healthy, productive, and innovative organization.

## **OPTIONS**

There are two options for Council's consideration:

**Option 1** – THAT Council endorse the proposed scope of work to develop a Diversity and Inclusion Framework as outlined in this report.



**Option 2** – THAT Council provide staff with further direction.

**Option 1 is recommended.**

Approved for Presentation to  
Council

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Richard Fong  
Director, Human Resources

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Lisa Spitale  
Chief Administrative Officer

Doc#1573705



  
Castlemain

City of New  
Westminster  
Diversity and  
Inclusion (D&I)  
Review and Strategy

Statement of Work

*March 3, 2020*

**Submitted to:**

Richard Fong  
Director of Human Resources  
City of New Westminster  
511 Royal Ave,  
New Westminster, BC V3L 1H9  
P: 604-527-4605  
E: [rfong@newwestcity.ca](mailto:rfong@newwestcity.ca)

**From:**

Mary Gerges  
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## Introduction

Castlemain is pleased to submit this statement of work to support the City of New Westminster as it aspires to develop an informed and proactive approach to managing diversity and inclusion (D&I).

The City of New Westminster (“the City”) values diversity, inclusion, and equity throughout the organization. With these core values, the City strives to accurately represent the communities it serves and aspires to be a local government employer of choice. The demographics of the City’s citizens and its workforce have changed dramatically over the years. As such, the City has identified a need to assess the diversity and inclusion of its workforce and make any necessary adjustments to ensure that the City attracts, engages, and retains the most talented workforce possible that reflects a diverse and inclusive public service.

The scope of the work to be delivered by Castlemain, as outlined in a scope of work description shared with us, includes conducting a workforce diversity and inclusion assessment and to develop a Diversity and Inclusion Framework. The framework is intended to help the City in their continued efforts to build a diverse and inclusive workforce and provide programs and services to residents through a diversity and inclusion lens. It will identify key priorities to help advance diversity and inclusion in business practices, policies, procedures, job descriptions, programs, and services.

As discussed in early exploration of this opportunity, this work will be carried out in the following two phases:

- **Phase 1 – Engagement: Data Collection and Insight Generation** - This phase will establish the current state of diversity and inclusion at the City and highlight areas for improvement and opportunity which will build the foundation for phase 2.
- **Phase 2 – D&I Strategy and Evaluation Framework Development** – This phase will encompass secondary research on diversity and inclusion best practices and the development of a D&I Strategy and Evaluation Framework for the City.

Our recommendation is to develop a workplan and budget around the first phase as it will be a comprehensive piece of work that will build the foundation for the City of New West’s D&I Strategy. As we gain traction and wrap up the work in phase one, we can begin to scope out a workplan, timeline and budget for phase two of the work and the development of a robust multi-year D&I strategy and evaluation framework for the City. In phase 2, we will look for ways to align internal capacity building activities, identified in the City’s Reconciliation Action Plan, with the Diversity and Inclusion Strategy and corresponding tactics. The following proposal outlines a project workplan, timelines and budget for the first phase “Engagement: Data collection and insight generation”.

## About Us

The Castlemain Group (“Castlemain”) was founded in 2011 with one goal in mind - to support Indigenous communities across Canada to meet their goals. Since 2011, our team has partnered with over 125 Indigenous communities and organizations on over 300 projects, and we have worked effectively with all levels of government to this end.

Castlemain is an award-winning engagement and decision-making agency and has expertise and experience in four main areas: governance and policy, lands, economic development, and strategic engagement and communications.

We work with our clients to develop tailored strategies and tools that ensure citizens are the driving force behind the vision for the community and are well prepared to make important decisions for the future. Castlemain was honoured with the first ever Indigenous Engagement Core Values Award from the International Association of Public Participation (IAPP).

We have had the pleasure of working with the City of New Westminster leadership, Mayor and Council in supporting them on their priorities around reconciliation and Indigenous community engagement. This familiarity with the City and its priorities will aid us in identifying natural synergies between D&I and reconciliation-related capacity building opportunities. This will allow for aligned strategies and communications that will be of great value when executing change-management in both reconciliation and diversity and inclusion projects and initiatives.

## Approach

The following section outlines the key components of work in phase one as presented in a workplan, timelines, project management expectations and budget summary. It also sets out the project requirements that will ensure smooth project implementation and long-term successful D&I outcomes.

### Project Workplan

#### Project planning, methodology and tool design - **March – April 2020**

This stage of the project will include the development of a detailed project work plan and governance document (Charter) and internal advisory committee Terms of Reference (TORs) to ensure the effective management of the project.

It will also include the finalization of the review methodology, development of communication lines and materials for internal communication with City employees as well as review tool development (interview and focus group discussion guides, surveys etc.)

Additionally, this phase will include the identification of corporate policies and other documents for review in the second stage of the work.

Activities	Deliverables
1. Project kick-off meeting	- Project charter including workplan and project governance and TORs
2. Project charter and advisory committee TORs development	- Advisory committee orientation and kick-off meeting
3. Advisory committee orientation and kick-off	- Communication materials (i.e. e-mail to staff, article from leadership on intranet or other internal communication channel)
4. Policy, and other corporate document transfer for Castlemain for review	- Diversity inventory survey design
5. Communication tactic identification and content development	- Focus group and interview guides
6. Review methodology and tool development	

## Engagement and Review Implementation – May – August 2020

This stage of phase 2 will include the deployment of internal communications to staff regarding the review work. It will include the main administrative and logistical activities previously mentioned as well as the main gathering of insights and data relating to the current state of diversity and inclusion at the City. The following evaluation tools will be employed to gather qualitative and quantitative data:

- 1) HR policy and administrative document review and gap analysis
- 2) Diversity census survey to determine employee composition and comparison to labour market availability or New Westminster demographic data
- 3) Up to 20 one-on-one interviews with key leadership to determine level of understanding of D&I concepts and gain perspective on identifying key issues and goals.
- 4) 5 focus groups with employees who self-identify with the following equity groups (as outlined in the federal employment equity legislation and provincial human rights legislation):
  - a. Indigenous (“Aboriginal” encompassing First Nations, Metis and Inuit)
  - b. Visible Minority
  - c. Persons with disability
  - d. Women
  - e. LGBTQAI2S+



Allocation of time across focus groups and interviews may change depending on early conversations with HR lead and internal advisory group who may place emphasis on one versus the other due to organizational knowledge.

### Activities

1. Diversity census survey
2. HR policy and administrative document review and gap analysis
3. Up to 10 one-on-one interviews
4. 5 employee focus groups
5. Advisory committee check-in(s)

### Deliverables

- Delivery of:
  - o Inventory survey
  - o Up to 10 key employee interviews
  - o 5 employee focus groups
- Advisory committee check-in (up to 2)

## Analysis and Report Development - August – September 2020

This stage will comprise of an analysis and triangulation of all data and insights generated from stage 2 engagement and review with City employees. A comprehensive report outlining existing gaps and opportunities for bolstering diversity and inclusion within the City's business practices, policies, procedures, employment practices, programs, and services. We anticipate the final report to include:

1. A summary of the methodology employed
2. D&I Policy gap analysis results and recommendations
3. Key themes and insights generated from focus groups and interviews
4. Diversity census demographic results segmented by
5. Recommendations and considerations for D&I Strategy and evaluation framework development

### Activities

1. Analysis of data and insights
2. D&I Review Report development
3. Final D&I Report summary presentation development
4. Presentation to City leadership on findings
5. Update to final draft based on required revisions

### Deliverables

- Final D&I Review Report
- D&I Review Report Summary presentation deck
- Raw data

## Project Requirements

In order to have a sustained impact on organizational culture, the first phase should be carried out in a way that brings existing City employees along on the journey. This will require the following:

# 6

- Internal communication from senior leaders (yourself or Lisa) on the City's commitment to D&I, its value and prepositioning of the work to be done by Castlemain. Research shows that leadership buy-in and endorsement is critical to the success of D&I strategies and initiatives. This will be a foundational element to support employee uptake, positive sentiments and participation. More generally, consistent communication and transparency around the purpose, aspirations and results of the review will be critical to project success.
- Creation of internal advisory committee to guide the work outlined in phase 1. This committee will be comprised of leaders from across the City's departments who will be able to guide Castlemain in tailoring research and evaluation approaches as well as communications to maximize employee participation and robust insight generation. Castlemain will work with the City to identify leaders from across the organization who have aligning priorities so that little duplication is made, and insight value is maximized in both phase 1 and phase 2 of the D&I work.
- Allocation of an HR lead to champion the work required in the short-term, mid-term and long-term. This can be an HR consultant, or other identified employee, who is passionate, has the capacity and capability to support the work. This may include:
  - focus group participant solicitation,
  - coordinating with internal communications employees,
  - scheduling and logistics etc.

This will be a great opportunity to develop an emerging leader at the City who will gain familiarity and capacity with D&I practices by working closely with the Castlemain team.

We anticipate other potential requirements to arise as we build out the phase one project charter with the City's project team.

## Project Management

Our aim at Castlemain is in some ways very simple – to listen to our client and to make your project as smooth and successful as possible. To do this, communication and transparency is vital. At the start of this project we would assign a specific project lead and key contact with the City.

In brief, to ensure that deliverables are high quality, on time and in budget, our project methodology would include the following:

- Bi-weekly calls with the project team;
- Progress updates by email to the City;
- Scope, schedule and budget management; and
- Reporting to the City upon completion of the identified deliverables.

## Cost Estimate

The following table outlines the cost estimate for Castlemain to undertake this work. We are committed to working with the City to finalize this workplan and cost estimate to ensure that it is aligned with its objectives, needs, and capacity. See Appendix A for comprehensive budget breakdown.

Activities	Fees
<b>Planning, methodology and tool design</b>	
<ul style="list-style-type: none"> <li>• Project Kick-off</li> <li>• Project Charter development</li> <li>• Advisory committee TORs</li> <li>• Advisory committee orientation and kick-off</li> <li>• Communication tactic identification and content development</li> <li>• Methodology, focus group and interview guide development</li> <li>• Diversity inventory survey design</li> </ul>	\$26,755
<b>Engagement and review implementation</b>	
<ul style="list-style-type: none"> <li>• Diversity inventory online survey set up and deployment</li> <li>• HR policy and administrative document review</li> <li>• Interview deployment (up to 20)</li> <li>• Focus groups (5)</li> <li>• Up to 2 check-ins with advisory group</li> </ul>	\$30,620
<b>Analysis and report development</b>	
<ul style="list-style-type: none"> <li>• D&amp;I Review report development</li> <li>• D&amp;I Review report findings with HR</li> <li>• D&amp;I Review Report summary presentation deck</li> <li>• D&amp;I Review findings presentation</li> <li>• Update to final draft based on required revisions</li> </ul>	\$19,640
<b>Project Management</b>	
<ul style="list-style-type: none"> <li>• Internal meetings (Castlemain)</li> <li>• Meetings/check-ins with New West project lead</li> <li>• Set up and printing management</li> </ul>	\$7,840
<b>Total</b>	<b>\$84,855</b>

# Project Team

## Mary Gerges | Lead, Strategic Engagement and Communications

### Summary

Mary is Lead of Strategic Engagement at Castlemain. She is a values-driven professional who has dedicated the last 10 years of her career in the pursuit of work that supports social and economic inclusion of marginalized communities. She is a skilled strategic thinker, project manager and communicator with experience in public, private and non-profit sectors. Her Masters in Public Policy and wide range of professional experience equip her as an agent of systemic change in service of unlocking opportunities for communities and business. Career Highlights and relevant project experience include:

- **2019 Indigenous Talent Strategy, Vancity Credit Union, Vancouver** – Led cross functional team for the client across, Human Resources, Community Member Insights, User Experience and Marketing divisions at Vancity to conduct Indigenous labour market research to support Indigenous talent strategy, a targeted recruitment campaign. Research methodology employed Vancity Indigenous employee focus groups, 1on1 interviews with Indigenous Skills & Employment Training (ISETs), post-secondary partner interviews and Indigenous labour market professionals. Research paper delivered with final Indigenous Talent Plan and campaign strategy for client implementation in 2020.
- **2019 Orange Shirt Day (OSD) Corporate Campaign Development and Execution, Vancity Credit Union, Vancouver** – Developed corporate campaign to engage Vancity’s 2,853 employees on Orange Shirt Day. Several reconciliation experiences were developed and delivered like:
  - a partnership with the Royal BC Museum to bring the Our Living Languages Traveling exhibit to Vancity head office for the week leading up to OSD.
  - a partnership with the Canadian Museum for Human Rights and Kwagwiltz master carver and artist Carey Newman to have an exclusive Vancity staff screening of “Picking up the pieces: Making of the Witness Blanket documentary film” with panel that included Carey Newman and Phyllis Webstad (founder of Orange Shirt Day movement and Society). 200 people were in attendance.
- **2018 Diversity Talent Inventory, Vancity Credit Union, Vancouver** – As part of Vancity’s commitment to Diversity & Inclusion, the client was looking for ways to measure and benchmark talent composition by equity groups. This required employee engagement around the purpose of such measurement and the self-identification via a campaign. Mary led the development and delivery of communication assets, engagement and overall campaign to engage Vancity’s 2,853 employees. Corporate scorecard target for employee participation was 75%. The total employee participation after delivery of the campaign was 80%.
- **2018 Diversity Review Implementation, Vancity Credit Union, Vancouver** - As part of Vancity’s commitment to Diversity & Inclusion, the client was looking to gain a deeper understanding of their diverse staff’s (Indigenous, people of colour, persons with disabilities, women, LGBTQAI2S+) employee experience. A series of focus groups engagement sessions and one-on-one interviews were done to capture employee experience and insights on how to improve the state of inclusion within the organization. Insights were rolled into recommendations for operational change. Implementation of recommendations was complete by various corporate functions in 2019.

- **2018 Employee Resource Group Framework Development & Implementation, Vancity Credit Union, Vancouver** – Developed an Employee Resource Group Framework and roll-out plan to better enable diverse voices and perspectives in corporate decision making. Case study of Industry employee resource group models was developed, in addition to executive briefings and engagement support. Framework was approved by client’s Executive Leadership Team and implementation was completed. Framework is now operational.
- **2019 Vancity Indigenous Communities Plan, Vancity Credit Union, Vancouver** – supported Vancity’s Directors of Community Investments and Diversity and Inclusion in the development of a holistic, community-based strategy to better enable Vancity in delivering specialized investments and financial services to Indigenous communities. The Vancity Indigenous Communities Plan was approved by the client’s Executive Leadership Team for implementation in 2020.

## Courtney Daws | VP, Governance and Policy

### Summary

Courtney Daws is a lawyer and strategic advisor with extensive knowledge in the areas of Aboriginal law, strategic policy and governance. As the Vice President, Governance and Policy, the focus of Courtney’s work includes developing community-driven governance and policy documents, promoting strong and appropriate governance for our clients.

Prior to joining Castlemain, Courtney held senior positions in the legal, political and social sectors, working for Indigenous peoples and was the Director of Operations for five years at the BC Assembly of First Nations (BCAFN). Courtney was also the project manager for and significant contributor to the three-part BCAFN Governance Toolkit: A Guide to Nation Building. Courtney has also worked with self-governing Indigenous Nations on developing laws, regulations and policies to be enacted by the Nation.

Courtney has a Bachelor of Arts in Sociology and a Bachelor of Laws, with a focus on Aboriginal law, both from the University of British Columbia. Courtney is a practicing member of the Law Society of British Columbia and is a part of the Business Council of British Columbia’s NEXT Leaders Council.

Courtney has worked on several important engagement and reconciliation projects with the City of New Westminister. In 2017/2018, Courtney worked with City staff to engage with urban Indigenous peoples living and/or working in New Westminister to seek their input on what could make the new aquatic and community centre more welcoming for Indigenous peoples.

Many of the recommendations from the Urban Indigenous engagement report are currently being implemented by the City of New Westminister, including the process to select a Halq’eméylem name for the new aquatic and community centre – which Courtney is also excited to be involved in.

Courtney has also been working with the City of New Westminister on an engagement process with local First Nations to co-develop a Reconciliation Framework for the City. It is envisioned that this framework would identify priorities and actions for reconciliation in New Westminister.

## Alison Stockwell | Senior Analyst, Strategic Engagement and Communications

### Summary

Alison is a community engagement and sustainability specialist with extensive experience in communications and engagement and program delivery in the natural resource management space. She has worked with rural and Indigenous communities in BC to support health and socio-cultural programming related to proposed mining, LNG, and infrastructure projects and provided advisory to Nations during environmental assessment processes since 2014. This work has involved establishing protocols to collect, analyze, and present sensitive socioeconomic, health, and geospatial data in alignment with community values and principles of data protection and sovereignty. From 2014-2017, Alison lead the monitoring and evaluation unit for a USD \$12 million strategic social investment program in rural Vietnam, tracking performance measures for over 40 investment projects.

Alison is an experienced researcher and facilitator and has worked in all facets of community-based research, including research governance, study design, data collection, analysis, and knowledge translation. She holds a Master of Applied Science in Mining Engineering from the University of British Columbia, where her research examined strategies and proposed tools for better assessing, mitigating, and monitoring community health impacts associated with mining in BC.

- **Strategic Social Investment (SSI) Monitoring and Evaluation program, Nghi Son Refinery and Petrochemical, Vietnam** – Alison managed the monitoring and evaluation unit for a \$12M USD strategic social investment program for a large petrochemical facility in Tinh Gia, Vietnam. This involved developing and implementing a comprehensive evaluation program to track effectiveness and outcomes of over 40 community development, skills training, and community health projects over a 3-year period. 2015-2018.
- **Research and development for Lundin Mining Diversity and Inclusion and Gender Equity Policies, Lundin Mining, United Kingdom** – Alison provided research and advisory services to assist Lundin Mining to update the firm’s global gender equality and diversity and inclusion policies. This included comparative analysis of key metrics utilized by global energy and mining firms, drafting policy statements, and making recommendations to integrate key metrics into existing performance management systems. 2017.
- **Engagement support for BC First Nations forest sector renewal initiatives, First Nations Forestry Council (FNFC)** – Alison supported FNFC on policy development and engagement to operationalize a strategy for enhancing the role of First Nations as full partners in the BC forestry sector. The strategy includes actions to promote co-management, revenue sharing, and joint decision making with First Nations and the BC government. 2019.
- **Engagement with First Nations on Mineral Tenure Act Reform and Mining Compliance Management, Ministry of Energy, Mines, and Petroleum Resources** – Alison supported planning, facilitation, and reporting on a province-wide engagement with Indigenous Nations around potential changes to the Mineral Tenure Act (‘MTA’), and building better relationships in mining compliance and enforcement. The project brought First Nations and the Ministry together to discuss potential changes to the MTA and successes and challenges on working together in mining compliance management activities. 2019.

- **User Needs Assessment for Canadian Geospatial Data Infrastructure, Natural Resources Canada, Canada -** Natural Resources Canada contracted a consultant to conduct a cross-Canada User Needs Assessment for Canadian Geospatial Data Infrastructure. Services included engagement with Indigenous organizations regarding current uses, key challenges, and future needs for geospatial data. Alison provided overall project management and oversight, including study design and implementation, conducting interviews, data analysis, and developing recommendations for improving use of spatial data by Indigenous peoples. 2018.

# Appendix A: Comprehensive Budget Breakdown

FEES AND DISBURSEMENTS TABLE		Castlemain Professional Fees (hourly)					Disbursements					TOTAL		
TASK	TASK DESCRIPTION	\$200	\$185	\$120	\$155		Misc (Phone, Fax, Courier, Copying)	Catering and venue	Honouraria	Travel	Accommodations / Sustenance		SUBTOTAL	
		VP, Strategic Advisor	Project Lead Mary	IT and Design	Sr Analyst	SUBTOTAL								
<b>1</b>	<b>Project Planning &amp; Methodology and Tool Design</b>													
	Project Kick-off	1.0	1.0	0.0	0.0		\$ -	\$ -	\$ -	\$ -	\$ -			
	Project charter development	4.0	4.0	0.0	8.0		\$ -	\$ -	\$ -	\$ -	\$ -			
	TORs development	1.0	4.0	0.0	8.0									
	Advisory group orientation and kick-off	3.0	5.0	0.0	3.0		\$ 100.00							
	Methodology, focus group and interview guide development	2.0	15.0	0.0	32.0		\$ -	\$ -	\$ -	\$ -	\$ -			
	Diversity inventory survey design	2.0	8.0	0.0	24.0									
	Communication tactic identification and content development	1.0	8.0	0.0	24.0		\$ -	\$ -	\$ -	\$ -	\$ -			
	<b>Number of Hours</b>	<b>14.0</b>	<b>46.0</b>	<b>0.0</b>	<b>99.0</b>									
	<b>Subtotal</b>	<b>\$ 2,800.00</b>	<b>\$ 8,510.00</b>	<b>\$ -</b>	<b>\$ 15,345.00</b>	<b>\$26,655.00</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100.00</b>	<b>\$26,755.00</b>	
<b>2</b>														
	Diversity inventory online survey set up and deployment	0.0	2.0	0.0	8.0		\$ 300.00	\$ -	\$ -					
	HR policy and administrative document review	4.0	18.0	0.0	24.0									
	Focus groups (5)	0.0	32.0	0.0	32.0		\$ 200.00							
	Interview deployment (up to 20)	0.0	24.0	0.0	24.0		\$ -							
	Up to 2 advisory committee check-ins	3.0	3.0		3.0									
	<b>Number of Hours</b>	<b>7.0</b>	<b>79.0</b>	<b>0.0</b>	<b>91.0</b>									
	<b>Subtotal</b>	<b>\$ 1,400.00</b>	<b>\$ 14,615.00</b>	<b>\$ -</b>	<b>\$ 14,105.00</b>	<b>\$30,120.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$30,620.00</b>	
<b>3</b>														
	D&I Review report development	4.0	15.0	8.0	32.0		\$ -	\$ -	\$ -	\$ -	\$ -			
	D&I Review report findings with HR	4.0	4.0	0.0	0.0									
	D&I Review Report summary presentation deck	2.0	8.0	8.0	12.0									
	D&I Review findings presentation with advisory committee	4.0	4.0	0.0	4.0		\$ -	\$ -	\$ -	\$ -	\$ -			
	Update to final draft based on CNW team revisions	1.0	4.0	0.0	4.0		\$ -	\$ -	\$ -	\$ -	\$ -			
	<b>Number of Hours</b>	<b>15.0</b>	<b>36.0</b>	<b>16.0</b>	<b>52.0</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>			
	<b>Subtotal</b>	<b>\$ 3,000.00</b>	<b>\$ 6,660.00</b>	<b>\$ 1,920.00</b>	<b>\$ 8,060.00</b>	<b>\$19,640.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$19,640.00</b>	
<b>4</b>														
	Internal meetings (Castlemain)	4.0	4.0	0.0	4.0									
	Meetings/check-ins with New West Project Lead	4.0	8.0	0.0	8.0									
	Project Management	4.0	4.0		4.0									
	<b>Number of Hours</b>	<b>12.0</b>	<b>16.0</b>	<b>0.0</b>	<b>16.0</b>									
	<b>Subtotal</b>	<b>\$ 2,400.00</b>	<b>\$ 2,960.00</b>	<b>\$ -</b>	<b>\$ 2,480.00</b>	<b>\$ 7,840.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$7,840.00</b>	
	<b>Total Hours</b>	<b>48.0</b>	<b>177.0</b>	<b>16.0</b>	<b>253.0</b>									
	<b>Total</b>	<b>\$ 9,600.00</b>	<b>\$ 32,745.00</b>	<b>\$ 1,920.00</b>	<b>\$ 39,990.00</b>	<b>\$84,255.00</b>	<b>\$ 600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$84,855.00</b>	
													<b>Total (services + estimated expenses)</b>	<b>\$84,755.00</b>
													<b>Contingency @ 10% (not billed)</b>	<b>8,485.50</b>



# EXTENSION OF JACK MCGEE'S POSITION

**Daisy DYER**

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**From:** Dacre, Christine <christine.dacre@translink.ca>  
**Sent:** Friday, March 20, 2020 4:47 PM  
**To:** Daisy DYER; Jonathan Cote (Mayor); Sasha Ramnarine (Police Board); bryantnatalia@gmail.com; Carla Hotel (Police Board); Dave JANSEN  
**Subject:** Re: E-Comm - Extension of Jack McGee's position  
**Categories:** Police Board

I have no objections

Chris

Get [Outlook for iOS](#)

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**From:** Daisy DYER <DDYER@NWPolice.org>  
**Sent:** Friday, March 20, 2020 4:13:34 PM  
**To:** Media-Cote,Jonathan <jcote@newwestcity.ca>; Sasha Ramnarine (Police Board) <sasharamnarine@gmail.com>; Dacre, Christine <christine.dacre@translink.ca>; bryantnatalia@gmail.com <bryantnatalia@gmail.com>; Carla Hotel (Police Board) <hotelc@douglascollege.ca>; Dave JANSEN <DJansen@NWPolice.org>  
**Subject:** FW: E-Comm - Extension of Jack McGee's position

FYI

Sent with BlackBerry Work (www.blackberry.com)

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**From:** Linda Matonovich <LindaMatonovich@wvpd.ca>  
**Sent:** Mar 20, 2020 10:00 AM  
**To:** "Donna Macey (DMacey@abbypd.ca)" <DMacey@abbypd.ca>; Daisy DYER <DDYER@NWPolice.org>; "Boleak, Sandra" <Sandra.Boleak@transitpolice.bc.ca>; 'Rhonda Doig' <Rhonda.Doig@portmoodypolice.com>; Police Board <board@wvpd.ca>; Nancy Henderson <nhenderson@westvancouver.ca>  
**Subject:** E-Comm - Extension of Jack McGee's position

Executive Assistances to Police Boards:

Could you please forward this email to your Police Boards.

Much appreciated and keep safe !

**Linda Matonovich**

Executive Assistant to Chief Cst Goerke & Deputy Chief Cst Barber



West Vancouver Police  
755 16th Street  
West Vancouver, BC V7V 0B8

(604) 925-7309 [lindamatonovich@wvpc.ca](mailto:lindamatonovich@wvpc.ca) [www.wvpc.ca](http://www.wvpc.ca)  
[twitter.com/westvanpolice](https://twitter.com/westvanpolice) [facebook.com/WestVancouverPolice](https://facebook.com/WestVancouverPolice)

Hello everyone,

I hope all of you are healthy.

As you are probably aware, Jack McGee's position on the West Vancouver Police Board as the Police Board's designate on the E-Comm Board will be terminating this month. Jack has kindly expressed an interest in extending his position until the June AGM.

If you have any concerns regarding his extension, please let me know by end of this week.

Warm regards,

**Mayor Mary-Ann Booth**  
District of West Vancouver  
604-925-7001 | [westvancouver.ca](http://westvancouver.ca)

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**31st ANNUAL GENERAL MEETING**

Victoria, BC  
Delta Ocean Pointe Hotel

**A G E N D A**

Friday, October 30, 2020

3:00 – 4:30 pm

1. Call to Order and Introduction
2. Establishment of Quorum
3. Approval of Agenda for the 31st Annual Meeting
4. Confirmation of Minutes of the 30th Annual Meeting held in Winnipeg, Manitoba on Friday, August 9, 2019.
5. President's Report
6. Reports:
  - a. Resolutions Committee
  - b. Research & Policy Committee
  - c. First Nations Police Governance Council
  - d. Governance Committee
  - e. Conference Committee
  - f. Advocacy Committee
7. Nomination's Committee Report and Election of a slate for the Board of Directors
8. Treasurer's Report
9. Receive the Financial Statement and Auditor's Report for 2020 Fiscal Year
10. Appointment of a Public Accountant for the 2021 Fiscal Year
11. Consider Other Business
12. Closing Remarks and Adjournment

## **CALL FOR RESOLUTIONS**

CAPG 31<sup>st</sup> Annual Meeting Victoria, BC  
Friday, October 30, 2020

An important part of each Annual Meeting of the Canadian Association of Police Governance (CAPG) is the consideration of Resolutions brought forward by our members.

Members are invited to submit Resolutions in writing to the CAPG office any time before June 30, 2020.

Please review the attached Resolutions Guidelines and Tips on Presenting Resolutions that will assist you in preparing Resolutions for submission.

Following review by the Resolutions Committee and the CAPG Board, resolutions approved will be sent to all members well in advance of the Annual General Meeting.

Voting on the Resolutions will take place at the Annual General Meeting in Victoria, British Columbia on Friday, October 30 at CAPG's 31st Annual General Meeting.

If you have any questions on the guidelines or would like background on a certain issue, please get in touch with Jennifer Malloy, Executive Director, at [jmalloy@capg.ca](mailto:jmalloy@capg.ca)

**THIS IS YOUR CHANCE TO ENSURE YOUR VOICE IS HEARD!**

Email your Resolutions by June 30, 2020 to: [jmalloy@capg.ca](mailto:jmalloy@capg.ca)

## CAPG Resolutions

### 1. RESOLUTIONS COMMITTEE

- a) The Resolutions Committee will consist of a Chair who shall be a member of the CAPG Board of Directors plus three additional CAPG members, ideally one each from Eastern, Western and Central Canada so that there is a balanced geographic representation.
- b) Every year on 1<sup>st</sup> week of January the Executive Director of CAPG will send out a call asking members to consider the development and sponsorship of resolutions for consideration at the Annual General Meeting (AGM).
- c) Due to the postponement of the CAPG AGM to take place on Friday, October 30, 2020, the revised deadline for submitting resolutions to the CAPG Resolutions Committee will be **June 30, 2020**.
- d) The Executive Director will ensure that all resolutions are in the proper form and content and that the wording and grammar are correct. The resolutions will then be sent to the Resolutions Committee for their review. A teleconference call meeting will be set up to discuss and review the resolutions in light of the guidelines to determine their eligibility in moving forward.
- e) The Resolutions Committee will ask the following questions when considering whether or not to endorse a proposed resolution:
  - Is the matter within the sphere of interest of CAPG (that being police governance and public safety on a national perspective)?
  - Is the proposed resolution well supported?
  - Is the action to be taken clear?
  - Has the matter been considered in a previous resolution and if so is there sufficient reason to put it forward to the membership?
- f) In the event that the Resolutions Committee disagrees with a legitimate proposed resolution, the Resolutions Committee may choose not to endorse a proposed resolution for one of the following reasons:
  - The proposed resolution is not adequately supported;
  - The proposed resolution is contrary to a current policy, practice or position of the CAPG and/or its Board of Directors;
  - The proposed resolution is considered immoral or imprudent.
- g) The Resolutions Committee shall inform the board/commission which proposed a resolution as to its decision and actions of Committee regarding that proposal, prior to the AGM.

## 2. SUBMISSION REQUIREMENTS

- a) Resolutions submitted to the CAPG for consideration shall be submitted as follows:
- Sent in electronic format in a word document in order to facilitate ease of circulation and amendments
  - Does not contain more than four preamble “(WHEREAS)” clauses
  - Is accompanied by background documentation explaining the nature of the issue or concern being addressed
  - Clearly identifies the action
  - A copy of all resolutions must be received by the deadline date of **JUNE 30, 2020**.
- b) The Resolutions Committee will assist the submitting board/commission in ensuring that the proposed resolution is clear, concise, brief, appropriately supported and presented in context.

## 3. RESOLUTIONS TO BOARD OF DIRECTORS

The Chair of the Resolutions Committee returns the draft resolutions to the Executive Director by the 1<sup>st</sup> week of August for distribution to the CAPG Board of Directors at their next teleconference board meeting. The Board either approves the draft submission to be presented to the membership at the AGM or requests that the resolution is withdrawn or amended to meet the appropriate guidelines.

## 4. RESOLUTIONS TO MEMBERS

The CAPG Board of directors will approve the resolutions to be distributed to the members by **September 15, 2020**. Upon the resolutions being approved at the CAPG board of directors meeting the approved resolutions are included in the electronic package of information and documents sent to CAPG members prior to the Annual General Meeting.

## 5. EMERGENCY RESOLUTIONS

- a) Unless deemed an emergency resolution as outlined below in (b), resolutions submitted after the **JUNE 30, 2020** deadline will be considered late and will not be accepted by the Resolutions Committee. \_\_\_\_\_
- b) Emergency resolutions are defined as any resolution that clearly speaks to an emergency of immediate nature that occurred between the time of the original resolution deadline and the commencement of the resolutions session. The Resolutions Committee will have the discretion to determine if the resolution as submitted will go forward to the voting delegates for consideration. If the Committee agrees that the resolution should go forward, the Committee shall ask the voting delegates, by motion, to vote on whether the emergency resolution should be debated on the floor.
- c) To debate an emergency resolution will require support from at least two-thirds of the voting delegates present
- d) A member of CAPG, the Board of Directors, the Executive Committee or the Resolutions Committee may submit emergency Resolutions.

## 6. AGM RULES OF PROCEDURE REGARDING RESOLUTIONS

- a) Except where otherwise provided, the generally accepted rules applicable to the conduct of meetings shall prevail.
- b) The Chair of the Resolutions Committee, in presenting a resolution, may introduce the matter by reading the number and title, and if deemed desirable, may provide a brief explanation as to the intent or purpose of a resolution or an amendment submitted by the Resolutions Committee.
- c) After the Chair has introduced a resolution and presented the recommendation of the Resolutions Committee, a representative from the sponsor submitting the resolution shall be given the first opportunity to speak.
- d) Delegates participating in discussion on a resolution shall announce their name and which board or commission they represent each time they rise to speak – delegate shall confine their remarks to a **maximum of three (3) minutes**.
- e) No delegate shall be permitted to speak more than once on any one resolution or amendment, except in the case of a mover of an amendment who shall have the additional opportunity to conclude debate on the amendment.
- f) All motions submitted from the floor of the meeting shall be seconded before being discussed.
- g) When a motion is made to refer, the mover shall introduce the motion by these words: "I move to refer the matter to...because..."
- h) The Chair shall then allow one speaker, preferably a representative from the Board or Commission submitting the resolution, to address the motion of referral.
- i) Appeals for ruling shall be made to the Chair of the Resolutions Committee.
- j) The Chair of the Resolutions Committee shall have the right to conclude the debate on each resolution, amendment, or motion of referral.
- k) Only regular members of the Association who have registered for the General Meeting will be permitted to vote on questions.
- l) Delegates will vote on the resolution, not on the recommendation of the Resolutions Committee.
- m) Voting shall be made by a show of hands or an alternative method of identification if provided. A standing vote may be requested. The ruling of the Chair of the Resolutions Committee as to whether a vote was won or lost shall be final. In the case of a tie vote, a standing vote shall be taken. In the further case of a tie, the motions shall be deemed lost.

# CAPG EMIL KOLB AWARD NOMINATIONS

## 7<sup>TH</sup> Annual Emil Kolb Award for Excellence in Police Governance

### 2020 Emil Kolb Award Nominations

Established in 2013 by the Canadian Association of Police Governance, the **Emil Kolb Award for Excellence in Police Governance** recognizes and highlights an individual for their significant contributions, commitment, and leadership towards the enhancement of civilian police governance in Canada.

#### 2019 RECIPIENT OF THE EMIL KOLB AWARD

**Gordon Selinger, Former Board Member,  
Regina Board of Police Commissioners**



#### Submission – Criteria & Eligibility attached

Please provide, in writing, brief examples to support the nomination. The nomination should address the following:

1. Why do you think the nominee is deserving of the Emil Kolb Award for Excellence in Police Governance?
2. How does the nominee demonstrate most or all of the criteria listed above?
3. Describe how the nominee has added value and enhanced civilian police governance either provincially, territorially and/or federally?

All nominations must be received by June 30, 2020. Nominations are to be submitted either by fax or email to:

Jennifer Malloy, Executive Director, CAPG  
Email: [jmalloy@capg.ca](mailto:jmalloy@capg.ca); Fax 613.344.2385

#### PAST RECIPIENTS OF THE EMIL KOLB AWARD

Eli El-Chantiry



Dr. Zaheer Lakhani



Dr. Alok Mukherjee



Ron Rasmussen





# Emil Kolb Award for Excellence in Police Governance

Established in 2013 by the Canadian Association of Police Governance (CAPG), the Emil Kolb Award for Excellence in Police Governance recognizes and highlights an individual for their significant contributions, commitment and leadership towards the enhancement of civilian police governance in Canada.



## Eligibility

- Current or past CAPG members
- An individual must be a one-time recipient
- Cannot currently be serving as a Board Director on the CAPG

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## Criteria

- Demonstrates a passion towards the enhancement of police governance
- Works collaboratively and pro-actively to improve police governance and bring change that will enhance public safety
- Exerts collaborative leadership in an exemplary way
- Shares insights and educates and mentors others on the principles of good governance
- Fosters meaningful relationships based on inclusion, diversity, and representation of views among stakeholders (community, police, government)
- Challenges, inspires and motivates others to work together
- Demonstrates a high level of integrity and ethical standards
- Values tradition, while encouraging innovation and the courage to pursue a vision for a better future

## Submission

Please provide, in writing, brief examples to support the nomination. The nomination should address the following:

1. Why do you think the nominee is deserving of the Emil Kolb Award for Excellence in Police Governance?
2. How does the nominee demonstrate most or all of the criteria listed above?
3. Describe how the nominee has added value and enhanced civilian police governance either provincially, territorially and/or federally?

All nominations must be received by June 30, 2020. Nominations are to be submitted either by fax or email to:

Jennifer Malloy, Executive Director, CAPG  
Email: [jmalloy@capg.ca](mailto:jmalloy@capg.ca); Fax 613.344.2385

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## Selection

- The information provided will be used by the CAPG Emil Kolb Award Committee to determine the recipient of this award.
- The CAPG Emil Kolb Award Committee will be made up of the members of CAPG Executive Committee.
- The CAPG will inform the recipient of the award.
- The award will be presented at the annual CAPG conference.



May 11, 2020  
Ref: 568019

His Worship Jonathan Coté  
Chair, New Westminster Police Board  
511 Royal Avenue  
New Westminster BC V3L 1H9

Dear Jonathan Coté:

**Re: Police Board Member Appointment**

This letter is to advise that the following individual will have their term expire on November 21, 2020.

Name	Date of Expiration	Maximum Term
Christine Dacre	November 21, 2014	November 21, 2020

When the appointment of municipal council appointee Christine Dacre expires on November 21, 2020, they will have completed their maximum six-year term on the New Westminster Police Board. Once your recruitment and selection process to identify the new municipal council representative has been completed, please provide this office with a copy of New Westminster Council's resolution supporting the appointment of the municipal representative to the New Westminster Police Board.

If you have any questions about the process to appoint a new municipal council representative to the board, please contact Artem Kuznetsov by email at [Artem.Kuznetsov@gov.bc.ca](mailto:Artem.Kuznetsov@gov.bc.ca) or by telephone at 250-217-2935.

Thank you for your assistance in this matter.

Yours truly,



David Pilling  
Director of Police Governance  
Policing and Security Branch

pc: Daisy Dyer, EA and Police Board Secretary, New Westminster Police Department



# New Westminister Police Department

## REPORT *Financial Services*

**To:** Mayor Jonathan Coté, Chair, and Members  
New Westminister Municipal Police Board  
Open Meeting

**Date:** May 7, 2020

**From:** Mark Wilson  
Financial Services

**Subject:** **April 30, 2020 Tri-annual Financial Report**

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### **RECOMMENDATION**

*That the Police Board receive the April 30, 2020 tri-annual financial report for information.*

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### **PURPOSE**

The purpose of this report is to provide information to the Board on the financial position of the police department for the period ending April 30, 2020.

### **DISCUSSION**

As of April 30, 2020 the police department is under-budget by \$257,500.

Salaries and benefits are under-budget by \$107,400 mainly as a result of unfilled civilian positions. Seconded positions are over-budget by \$60,800 which is fully recoverable.

Additional revenues received for the period include provincial grants of \$16,300 for Naloxone, \$35,000 for recovery of costs in a police file, and \$6,400 screening equipment.

**ATTACHMENT:** April 30, 2020 Tri-annual Financial Report

This report has been prepared by: Mark Wilson

Approved for Presentation

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Dave Jansen  
Acting Chief Constable



# NEW WESTMINSTER POLICE DEPARTMENT

January 1 to April 30, 2020

	Budget	YTD Budget	YTD Actual	Variance [under/(over)]
<b>Summary:</b>				
Salaries and Benefits	25,598,100	7,449,100	7,341,700	107,400
Contracts Services	2,884,800	630,400	645,500	(15,100)
Education and Training	380,500	136,700	134,500	2,200
General Office & Administration	1,117,700	347,500	309,700	37,800
Operational Equipment	470,600	195,600	198,400	(2,800)
Other Costs	331,400	95,400	95,700	(300)
<b>Total Operating Expenditures</b>	<b>30,783,100</b>	<b>8,854,700</b>	<b>8,725,500</b>	<b>129,200</b>
<b>Total Revenues</b>	<b>(5,966,900)</b>	<b>(2,341,300)</b>	<b>(2,469,600)</b>	<b>128,300</b>
<b>NET EXPENDITURES</b>	<b>24,816,200</b>	<b>6,513,400</b>	<b>6,255,900</b>	<b>257,500</b>
<b>Inter-Departmental Charges</b>	<b>1,654,500</b>	<b>551,400</b>	<b>551,400</b>	<b>-</b>
<b>Adjusted Net Expenditures</b>	<b>26,470,700</b>	<b>7,064,800</b>	<b>6,807,300</b>	<b>257,500</b>



**CALL FOR NOMINATIONS**

**To: CAPG Members**  
**From: CAPG Executive**  
**Director Date: May 5, 2020**

On behalf of the CAPG Nominations Committee, we are pleased to invite nominations to the Canadian Association of Police Governance (CAPG)'s Board of Directors for the term 2020-2022.

The following chart lists the positions that are currently vacant on the CAPG Board of Directors and those terms that will expire on August 21, 2020 at the Annual General Meeting.

All directors whose terms expire in 2020 are eligible to run for election for an additional two-year term BUT this provision does not preclude any other eligible and interested candidates from submitting their own nomination for the vacancy.

There are 11 vacancies listed below:

<b>British Columbia</b>	<b>1 Vacancy</b>	<b>1 vacancy never filled</b>
Alberta resignation	2 Vacancies	Micki Ruth term expires August 2020   1
Saskatchewan	1 Vacancy	Darlene Brander term expires August 2020
Manitoba vacancy	2 Vacancies	Alicja Szarkiewicz term expires August 2020   1
Nova Scotia	1 Vacancy	Carole McDougall term expires August 2020
First Nations vacancy	2 Vacancies	Dan Bellegarde term expires August 2020   1
Non-Police Board	1 Vacancy	New Position

Nominations are an important responsibility of our members. The effectiveness and success of our Association depends on the strength and quality of our volunteer Board. It is up to you to propose nominees who will bring the necessary competencies and commitment.

**CAPG By-Laws state:**

**5.1 Number of Directors**

The Board shall consist of the number of Directors specified in the Articles. If the Articles provide for a minimum and maximum number of Directors, the Board shall be comprised of the fixed number of Directors as determined from time to time by the Members by Ordinary Resolution or, if the Ordinary Resolution empowers the Directors to determine the number, by resolution of the Board. At least two (2) Directors shall not be Officers or employees of the Corporation or its affiliates.

**5.2 Composition of the Board**

The Board shall be comprised of representatives of the geographic regions of Canada represented by its Members. The Nominations Committee shall be responsible for preparing a slate of nominees for election by the Members which complies with these By-laws and the operating policies of the Corporation. In addition, if permitted by the Articles, the directors may appoint one or more additional directors who shall hold office for a term expiring not later than the close of the next annual meeting of Members, but the total number of directors so appointed may not exceed one-third (1/3) of the number of directors elected at the previous annual meeting of Members.

**5.3 Qualifications**

In addition to the qualifications for directors set out in the Act,

- (a) Only those individuals who are appointees of a Police Board which is a Member of the Corporation or a representative of a Non-Police Board Organization which is a Member of the Corporation, are eligible to be elected as directors of the Corporation; and
- (b) Candidates nominated for election to the Board must reside in the province or territory in which the Police Board or Non-Police Board Organization is located.

**5.4 Election and Term of Directors**

The Directors shall be elected by the Members at each annual meeting of Members for which an election of Directors is required. Each Director shall be elected to hold office for a term expiring not later than the close of the second annual meeting of Members following the election, at which time each such Director shall retire as a Director, but, if qualified, shall be eligible for re-election.

When more than one qualified nomination is received for the same vacancy the Nominations Committee will advise that this will require an election to be held by ballot at the Annual General Meeting. Each candidate will be given time to address the members to support their election.

Following the receipt of nominations and identification of eligible candidates, the Nominations Committee will present a slate for election at the Annual General Meeting on Friday, August 21, 2020 in Victoria, BC.

Attached to this document are the following:

- Schedule A is the form to be used by nominees who are not currently on the CAPG Board of Directors.
- Schedule B is the form to be used by current directors who meet all the same requirements and are looking to be nominated for another two-year term.

- Schedule C is the form to indicate areas of interest or expertise of the Nominee.

Please submit your nomination forms electronically to the attention of, Chair, Nominations Committee at the following address: [nominations@capg.ca](mailto:nominations@capg.ca) before **Saturday, August 1, 2020**.

The deadline for receipt of nomination papers is **Saturday, August 1, 2020**. The members of the Nominations Committee are:

- Mary Collins, Victoria, British Columbia
- Carolanne Inglis-McQuay, Saskatchewan
- David Walker, Bridgewater, Nova Scotia
- Eli El Chantiry, Ottawa, Ontario

If you have any questions, please feel free to send them to me via [jmalloy@capg.ca](mailto:jmalloy@capg.ca) or via [nominations@capg.ca](mailto:nominations@capg.ca) email.

Sincerely



Jennifer Malloy  
Sent on behalf of the Nominations Committee