



Canadian Association of Chiefs of Police

Safety and security for all Canadians through innovative police leadership

COMMITTEE ANNUAL REPORT

Please complete this template and forward to the attention of the CACP National Office at cacp@capc.ca and Ms. Ruth Montgomery at ruth.montgomery@telus.net on or before July 30th, 2018.

Terms of Reference

Were any updates made to your committee's terms of reference during this reporting period? If so, please highlight which components of the document were updated and provide the CACP National Office with a copy of the most recent version of your committee's terms of reference.

TERMS OF REFERENCE

CACP Victims of Crime Committee

Composition & Membership

(Revised – May 16/12- June 23/18)

MANDATE:

The Victims of Crime Committee ("the Committee"), which is represented by police leaders and justice officials from across the country, is mandated with enhancing the Canadian police community's capacity to respond effectively to the protection of victims of crime. On behalf of victims, the Committee aims to enable dialogue, problem solving and innovation across Canada to address victims' issues, and to advocate for legislative changes to address the needs of victims.

COMMITTEE PRIORITIES:

The Committee's mission statement is:

To enhance the Canadian police community's capacity to respond effectively to the needs of victims of crime.

The Goals of the Committee are:

1. To enable dialogue, problem solving and innovation across Canada to address victims.
2. To gather and promote effective practices.
3. To focus national attention on the needs of victims.
4. To promote systemic response to victims.
5. To advocate for legislative changes to address the needs of victims.

COMMITTEE MEMBER RIGHTS & RESPONSIBILITIES:

Each member has the right to be actively involved in, informed of and recognized for the work of the Committee. In practical terms, this means that Committee members have the right:

- To be informed of the dates/times/locations of the committee meetings
- To receive timely, accurate committee meeting agendas and meeting minutes
- To receive formal acknowledgement of their participation in committee work

Each member also has the responsibility to actively participate in the committee, to inform the committee of their absences and be held accountable for assigned committee tasks. In practical terms, this means that committee members have the responsibility:

- To attend and actively participate in scheduled meetings
- To send regrets with an explanation to the Committee for missing meetings
- To provide updates to the Committee on tasks and complete tasks as assigned.

These are just some examples of Committee member rights and responsibilities - the list is not exclusive or exhaustive.

COMMITTEE STRUCTURE:

The committee mandate must be in compliance with all relevant CACP by-laws.

The committee should include the following executive functions:

1. Chair/Co-Chairs - provides overall leadership and management of the committee and represents the Committee at CACP functions. The Chair/Co-Chairs will make the final decisions for the committee after reasonable committee consultation and in the absence of clear consensus and/or tied votes. The Chair/Co-Chairs is responsible for assessing membership status (recruiting, approving, declining and/or separating) along with Executive succession planning (holding elections, identifying/developing future executive candidates, etc.). The Chair/Co-Chair(s) is the spokesperson for the Committee. The Chair/Co-Chair(s) are responsible for submitting an annual report to the CACP National office in August of each year.
2. Chair/Co-Chair(s) - assumes the role of Chair in Chair's absence and/or when so designated by the Co-Chair(s).
3. Admin Support/Secretary of the Committee - co-ordinates/composes/distributes the administrative functions of the committee including but not limited to, meeting logistics, meeting agendas/minutes, correspondence, etc. The committee Admin Support/ Secretary is responsible to ensure the membership list is current and the CACP National office possesses the current list. The Admin Support/Secretary is to ensure the committee submits to the CACP National office in August of each year, an Annual Report. In lieu of an Admin Support/Secretary, the Chair/Co-Chairs are responsible for the above tasks.

These executive positions are for a term not to exceed 2 years and are elected positions determined by a majority of eligible voting committee members (see below for committee membership).

COMMITTEE COMPOSITION:

The Committee will be drawn from the CACP membership. Prior to final membership approval, each applicant who wants to become a member of the Committee must first obtain the approval of their respective Chief/Commissioner.

A listing of current committee members and their contact information will be maintained and updated by the Committee Secretary/Admin Support.

Membership terms on the Committee would be for three years with the opportunity to serve for subsequent terms as determined by the Committee Executive.

Committee membership should strive to achieve adequate representation of:

- 4 levels of policing: Provincial, Municipal, Aboriginal and Federal police services
- Non-police public safety partners: Canadian Forces and other governmental agencies (to liaise with internal associations like the International Association of Chiefs of Police).
- All regions of Canada (Pacific, Prairie, Ontario, Quebec, Atlantic and the North).
- Representative mix of ranks/roles (Chiefs/Commissions plus senior officers and/or senior civilian managers), professional experience/expertise (operational, administrative, etc.) and personal demographics (gender, race, etc.).
- The number of committee members will be determined at the discretion of the committee chairs.

The Committee may have technical advisors who are subject matter experts in various areas of law enforcement but are not eligible to become members of the CACP. Under the general direction of the Chair/Co-Chairs, these advisors would participate in committee meetings and would be included in committee communications. They would have no voting privileges but would be available to provide research and input into current issues involving the committee and provide position papers as required. They would also be required to respect the confidentiality of committee deliberations.

All members and advisors must declare any real or potential conflict of interest re the material business of the Committee (projects, voting, etc.).

COMMITTEE MEETINGS:

There is an expectation that those who meet the criteria for CACP membership for this committee, must be prepared to commit time and resources to attend and participate in committee meetings.

Attendance at the annual conference is encouraged.

Most meetings are conducted face to face with one being held at the Annual Conference. Committee Chairs are to consider video and or teleconferencing to reduce costs and travel time.

All members must be reasonably advised of meeting dates to allow for schedules to be blocked. Members will also receive agendas prior to meeting dates and minutes after meeting dates. It is the responsibility of each member to arrange to attend and to notify the Chair(s) of any meeting that they will miss in whole or in part.

If after volunteering for service on a committee and not able to participate for two meetings in a row under/or 50% of the annual meetings without reasonable notice of regrets and with no appropriate reason for missing the meetings, then the individual membership will be reviewed by the Committee Chair/Co-Chairs and the member may be asked by the Chair to withdraw from the committee.

All participants in the deliberations/meetings of this committee are requested to maintain and respect the confidentiality of such deliberations.

Composition

Kindly provide the name and contact information of your committee's:

- **Chairpersons:** Each committee is required to have dual leadership, with two (2) individuals who will assume the role of Chair, Vice-Chair or Co-Chair.
 - Inspector Angie McCollum, OPP - Angie.McCollum@opp.ca
 - Chief Rick Bourassa, Moose Jaw Police Service - rbourassa@mjpolice.ca
- **Secretary:** Each committee should assign one (1) individual to serve as Secretary.
 - Lori Anderson - Moose Jaw Police Service - landerson@mjpolice.ca
- **Membership:** Please provide the list of CACP members who actively participate in your committee.
- **See below list.**
- **Technical Advisors:** Please confirm the list of individuals who serve as subject matter experts who are not eligible to become members of the CACP.
- **See below list.**

COMMITTEE MEMBER'S NAME	CONTACT INFORMATION	EXECUTIVE ASSISTANT/SUPPORT
Rick Bourassa (Co-Chair) Chief, Moose Jaw Police Service	Tel: 306-694-7627 Cell: 306-690-4448 21 Fairford Street West, Moose Jaw, SK S6H 1V2 rbourassa@mjpolice.ca	Lori Anderson Tel: 306-694-7630 landerson@mjpolice.ca
Angie McCollum (Co-Chair) Inspector, OPP	Tel: 705 329 6435 Cell: 705-794-7066 777 Memorial Avenue, Orillia, ON L3V 7V3 Angie.McCollum@opp.ca	Tammi Simcoe Tel: 705-329-6144 Tammi.simcoe@opp.ca
Karen Arney Detective Inspector Victim Response Support Unit Ontario Provincial Police	Tel: 705-329-6833 Cell: 705-238-1630 777 Memorial Avenue, Orillia, ON L3V 7V3 Karen.Arney@opp.ca	
David Attfield (pending) RCMP - C/Supt	Tel: 778-866-2245 dave.attfield@rcmp-grc.gc.ca	
Cathy Bawden Inspector Durham Regional Police	Tel: 905-579-1520 Ext. 4316, Cell: 905-261-4136 605 Rossland Road E, Box 911, Whitby, ON L1N 0B8 CBAWDEN@drps.ca	
Jodie Boudreau Chief Superintendent , RCMP Assistant District Commander & Operations Officer Lower Mainland District Office	Tel: 778-290-4293, Cell 604-351-4546 14200 Green Timbers Way, Mailstop #506 Surrey, BC V3T 6P3 Jodie.boudreau@rcmp-grc.gc.ca	
Andrew Brinton Chief Constable Oak Bay Police Department	Tel: 250-592-2424 1703 Monterey Ave, Victoria, BC V8R 5V6 abrinton@oakbaypolice.org	
Kevin Brosseau (pending) RCMP - Deputy Commissioner Contract & Aboriginal Policing	Tel: 613-843-4632 73 Leikin Road, Ottawa, ON K1A 0R2 Kevin.brosseau@rcmp-grc.gc.ca	
Richard Crabtree Superintendent York Regional Police	Tel: 866-876-5423, Ext. 7889 Cell: 905-761-0869 47 Don Hillock Drive Aurora, ON L4G 0S7 674@yrp.ca	
Patricia Ferguson (pending) Inspector Ottawa Police Service	Tel: Cell: FergusonP@ottawapolice.ca	
Trent Forsberg Inspector Edmonton Police Service	Tel: 780-918-1362 9620 – 103A Avenue, Edmonton, AB T5H 0H7 Trent.Forsberg@edmontonpolice.ca	
Scott Gilbert Superintendent 5955, Toronto Police Service	Tel: 416-808-0112 scott.gilbert@torontopolice.on.ca	
Danik Guerrero Inspector, Service de police de la Ville de Montréal	Tel: 514-280-9110 Cell: 514-895-1771 888 Maisonneuve Est, Montréal, QC danik.guerrero@spvm.qc.ca	

COMMITTEE MEMBER'S NAME	CONTACT INFORMATION	EXECUTIVE ASSISTANT/SUPPORT
Sylvain Guertin Lt., Surete, Quebec	Tél.: 450-641-1723 poste 223 Tél. cell: 514-247-8523 1 rue de Mortagne, suite 100, Boucherville, PQ Sylvain.guertin@surete.qc.ca	
Amy Jarrette Acting Assistant Commissioner Correctional Services Canada	Tel: 613-995-6867 340 Laurier Avenue West, Ottawa, ON K1A 0P9 Amy.Jarrette@csc-scc.gc.ca	Line Saucier Tel: 613-943-3010 Line.Saucier@csc-scc.gc.ca
Colleen Kelly Superintendent Halifax Regional Police	Tel: 902-490-5172 Cell: 902-222-7202 7 Mellor Avenue, Dartmouth, NS B3B 0E8 kellyc@halifax.ca	
Dominique Lafrenière Deputy Director Major Crime, Sûreté du Québec	Tel: 514-596-7914 Cell: 514-603-5591 Dominique.Lafreniere@surete.qc.ca	
J.N. (Jason) McAdam Inspector OIC National Crime Prevention Services Contract and Aboriginal Policing, Ottawa	Tel: 613-843-5558 Cell: 613-797-9269 jason.mcadam@rcmp-grc.gc.ca	
Sat Parhar Deputy Chief Calgary Police Service	Tel: 403-428-8331 Cell: 403-669-6467 5111 47 Street NE, Calgary, AB T3J 3R2 SParhar@calgarypolice.ca	Linda Shorter Tel: 403-428-8331 lshorter@calgarypolice.ca
Danny Paterson Director St-Jerome Police Quebec	Tel: 450-432-5299 Cell: 450-820-1511 dpaterson@vsj.ca	
Elizabeth Pilcher Superintendent Winnipeg Police Service	Tel: 204-986-6025 Cell: 204-330-1260 Box 1680, Winnipeg, MB R3C 2Z7 epilcher@winnipeg.ca	Charmaine Palka cpalka@winnipeg.ca
Paul Smith Chief Charlottetown Police Service	Tel: 902-629-4065 10 Kirkwood Drive, Charlottetown, PEI C1A 2T3 psmith@charlottetown.ca	
John Syrette Chief Anishinabek Police Service	Tel: 705-946-2539 1436 Highway 17 B, Garden River, ON P6A 6Z1 jsyrette@apscops.org	
Suzanne Wallace-Capretta Manager, National Office for Victims Public Safety Canada	Tel: 613-952-1103 360 Albert St, 9 th Floor Ottawa, ON K1R 7X7 suzanne.wallace-capretta@canada.ca	
Garrett Woolsey Chief Superintendent RCMP B Division, Newfoundland-Labrador	Tel: 709-772-5406 Cell: 709-682-8064 100 East White Hills Rd, PO BOX 9700 STN B, St John's, NL A1A 3T5 garrett.woolsey@rcmp-grc.gc.ca	Vanessa Hendry Tel: 709-772-2541 vanessa.hendry@rcmp-grc.gc.ca

TECHNICAL ADVISORS		
Gillian Blackell Director, Policy Centre for Victims Issues Department of Justice	Tel: 613-954-2260 284 Wellington Street, Ottawa, ON K1A 0H8 Gillian.Blackell@justice.gc.ca	Laurie MacEachern Tel: 613-952-3629 laurie.maceachern@justice.gc.ca
Harvey Cenaiko Chairperson Parole Board of Canada	Tel: 613-954-1154 410 Laurier Avenue West, Ottawa ON K1A 0R1 Harvey.Cenaiko@pbc-clcc.gc.ca	Christine Brunet Tel: 613-952-2457 christine.brunet@pbc-clcc.gc.ca

Meetings

From a governance perspective, the CACP National Office would like to request the following information regarding committee meetings:

1. **Dates:** Please confirm when the committee conducted its meetings during the reporting period.
 - July 15, 2017 - Montreal, PQ (face-to-face meeting)
 - December 18/19, 2017 - Toronto, ON (face-to-face meeting)
 - April 24/25, 2018 - Victoria, BC (face-to-face meeting)
2. **Type:** Please confirm whether the committee meetings were conducted face-to-face, or via teleconference or videoconference.
3. **Location:** Please confirm the facility and city in which a face-to-face meeting was held,
4. **Minutes:** Please provide a copy of the minutes of each of these meetings, unless the meeting summaries are already posted on a CACP approved shared site (members-only website or RF Connect)

Copies attached

Accomplishments for 2017-18

Kindly list the key initiatives and accomplishments related to your committee's strategic priorities for the period of April 1st, 2017 to March 31st, 2018. You are invited to highlight:

- Major projects and activities undertaken and progress towards delivery
- Research being conducted and concluded
- Involvement of, or collaboration with, other committees and internal/external partners

Strategic Priority	Key initiatives and accomplishments	Comments
To enable dialogue, problem solving and innovation across Canada to address victims.	<p>The VOCC partnered with the OACP and the Ontario Victims of Crime Office to explore response models and best practices for investigating sexual assaults in other jurisdictions both nationally and internationally (from the initial report to police to the decision about whether to charge).</p> <p>The OVC provided research on promising/innovative practices, and evaluations if conducted. The report prepared for VOCC categorized three models:</p> <p>(1) External Reviews; (2) Reporting Options; and (3) Collaborative responses.</p>	The report was made available to all CACP members. Several RCMP jurisdictions in 'E' Division are considering versions of External reviews also known as the 'Philadelphia Model'.
To enable dialogue, problem solving and innovation across Canada to address victims.	Unfounded sexual assault review. Speaking points were provided to the CACP executive for media queries on the 'unfounded sexual assault review'.	
To promote systemic response to victims.	Ongoing consultation with Public Safety Canada regarding policies that impact victims of crime. The committee edited a draft pamphlet 'Preparing for the Release of a Federal Offender'.	
To gather and promote effective practices.	Gather and promote best practices. Two recent examples shared by RCMP are the sharing of information, scoring, and policies, etc., with other agencies on 'third party reporting' for sexual assaults, which is currently only in BC but is being rolled out in Manitoba. Sharing of a BC Family Guide to support families of homicide victims or missing persons where foul play is suspected.	We have also shared from Municipal Police Services within the RCMP such as SPVMs (Montreal Police) Integrated Police Response for Abused Seniors.

Strategic Priority	Key initiatives and accomplishments	Comments
To gather and promote effective practices.	The Committee continues working with the Department of Justice and other parties to develop a framework for trauma-informed investigations.	
To focus national attention on the needs of victims.	The Committee continues working with the Canadian Centre for Justice Statistics in compiling data related to the Canada Victims Bill of Rights.	

Please provide the CACP National Office with a copy or link to the location of any key deliverable (e.g. policy statement, strategy, letter, framework, checklist, etc.) produced during the reporting period, unless this document has already been submitted to the CACP Executive Director or has been posted to a CACP approved shared site (members-only website or RF Connect).

Strategic Priorities for 2018-19

Please list your committee's strategic priorities for the period of April 1st, 2018 to March 31st, 2019 and indicate the projects or initiatives you have planned. Also highlight any resources – human, financial, expertise, etc. – you may require and indicate the projected date of completion for each of the projects/initiatives.

Strategic Priorities	Key deliverables	Target date
<p>To promote systemic response to victims.</p> <p>To enable dialogue, problem solving and innovation across Canada to address victims.</p>	<p>The Committee continues working with Public Safety Canada and the Office of the Federal Ombudsman for Victims of Crime to develop responses for victim support in major incidents. This work focuses on creating a national process for ensuring consistent application of best practices for providing services to victims of major and mass casualty incidents.</p> <p>Committee members have recently joined the CTNS sub-committee to move this forward.</p>	
<p>To gather and promote effective practices.</p> <p>To promote systemic response to victims.</p>	<p>Promoting Trauma Informed Training. Why it is important, how it affects memory recall and interview techniques to be more effective. "Trauma and the Brain" https://www.youtube.com/watch?v=4-tcKYx24aA Requested CACP call out to all Police Services for information and course training standards on Trauma and Violence Informed Training in order to share best practices nationally.</p>	
<p>To promote systemic response to victims.</p> <p>To advocate for legislative changes to address the needs of victims.</p>	<p>Continuing support for the Victim's Bill of Rights, the upcoming review and any recommendation amendments.</p>	
<p>To focus national attention on the needs of victims.</p> <p>To promote systemic response to victims.</p>	<p>Exploring a Victims CACP conference. The last one several years ago was quite successful. Further consultation to occur with CACP executive.</p>	

Additional Comments

Please include any additional details you feel may be useful for the CACP National Office to support your committee's efforts.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

For the past seven years, the Federal Ombudsman for Victims of Crime has provided technical guidance to the VOCC informing on evidence based research and trends with respect to Victim's Issues, ensuring the voice of Victims is heard. The Committee has authored a letter urging Public Safety Canada to fill the position, which has been vacant for at least seven months. It was signed by the president of CACP on May 8 and sent to Minister Goodale.

Having two members from across the country and the new addition of a member from NHQ provides a valuable national perspective to the Committee on behalf of the RCMP.