



**VICTIMS OF CRIME COMMITTEE**  
**ANNUAL REPORT TO THE PRESIDENT FOR 2012**

*Submitted: September 7, 2012*



## EXECUTIVE SUMMARY

As of the date of this report, the CACP Victims of Crime Committee has been in formation for less than five months, May – September 2012.

*The CACP, approved the formation of a new Standing Committee on Victims to enable dialogue, problem solving and innovation and to further enhance the police community's capacity to respond effectively to the needs of the community.*

The newly formed Victims of Crime Committee, had their inaugural meeting on Thursday, May 24, 2012 and Friday, May 25, 2012 in Calgary, Alberta. It was voted at this meeting, that Chief Eric Jolliffe of York Regional Police, and Deputy Chief Trevor Daroux of the Calgary Police Service, would serve as co-chairs of the committee.



## MISSION & MANDATE STATEMENT

As an outcome of the 2-day inaugural meeting, sub-committees were formed to develop the ideas of the group, and define the committee's mandate and mission statement. These two sub-committees will present their proposed verbage at the next committee meeting (to be scheduled for 20-21 November 2012 in the Vancouver area for voting and approval by the membership.

For the purpose of this annual report, the Victims of Crime Committee defines its Mission Statement as follows:

To enable dialogue, problem solving and innovation to further enhance the police community's capacity to respond effectively to the needs of Victims of Crime within the community.

This mission statement is subject to change, however, if the committee consensus votes for amendment, at the next meeting.



## GOALS & OBJECTIVES

The two-day meeting including a comprehensive workshop to determine what goals and objectives the Committee should strive for. The group reviewed existing goals from the International Association of Chiefs of Police, and felt they were aligned with the group's intended outcomes.

The group discovered distinct categories within goals, and generated a list of potential issues which seem to be at the forefront to address. A sub-committee was formed to further develop the ideas, and will present at the next meeting, this fall.

Some of the ideas being developed by the sub-committee are outlined below.

The CACP Victims of Crime Committee shall accomplish the following goals:

1. To develop, gather and promote effective practices nationally and internationally.
  - a. Potential deliverable: Award
2. To evaluate and assess IACP current practices as a good foundation for a national guideline of police response.
3. To address the legislative privacy piece.
  - a. Protection for law enforcement when collecting data for good purposes.
  - b. Act as a catalyst for change with legislation.
4. To focus national attention to the critical needs of victims.
5. Lateral/internal evaluation of effective practices:
  - a. Outreach to minority groups
  - b. Education to members
  - c. Other tools



## MEMBERSHIP

As at September 4, 2012, membership to the CACP Victims of Crime Committee is as follows:

Eric Jolliffe (*Co-Chair*).....Chief, York Regional Police  
Trevor Daroux (*Co-Chair*).....Deputy Chief, Calgary Police Service  
Jill Skinner (*Secretary*).....Superintendent, Ottawa Police Service  
Natalie Robson (*Administrative Support*).....Calgary Police Service  
Janice Armstrong.....Chief Superintendent, RCMP  
Pam Arnott (*Technical Advisor*).....Director, Policy Centre for Victims Issues  
Harvey Cenaiko (*Technical Advisor*).....Chairperson, Parole Board of Canada  
Lori Lynn Colbourne.....Inspector, Royal Canadian Mounted Police  
Leslie Craig.....Inspector, Ontario Provincial Police  
Stan Grier.....Chief, Tsuu T'ina Nation Police Service  
Jocelyn Latulippe.....Insp. Chef, Commandant, Sûreté du Québec  
Garry Meads.....Superintendent, Edmonton Police Service  
Tom Russell.....A/Staff Superintendent, Toronto Police Service  
Brent Schmidt.....Superintendent, Regina Police Service  
Paul Smith .....Chief, Charlottetown Police Services

The Co-Chairs would like to thank and acknowledge Superintendent Ken MacKay of Edmonton Police Service, and Inspector Tom Mansfield of Regina Police Service, who due to position changes, are no longer members of this Committee, but provided valuable insights during the inaugural meeting days.

The Committee is also in the process of securing an additional Technical Advisor from Correctional Service of Canada. Commissioner Don Head of Correctional Service of Canada was contacted in July, and recommended one of his employees. An official invitation to participate on the Committee shall be sent to the representative this fall.

The Committee is also in the process of securing municipal police representation from the west coast.



## CONCLUSION & NEXT STEPS

The momentum, excitement and desire to effect change was evident during the fast-paced days of the Committee's first meetings. Due to tight scheduling, the Committee was unable to meet as part of the CACP's Annual Conference, held in Cape Breton, NS this past August.

In order to maintain momentum, a Fall teleconference meeting will be scheduled for late November (20th or 21st). The Committee will firm up their mission & mandate, goals & objectives and start to strategically implement strategies to enhance the police community's capacity to respond effectively to the needs of Victims of Crime within the community.

The Co-Chairs would like to extend gratitude to the CACP for recognizing the need for our vital committee. We believe in the potential for great change, and the Committee as a tool to improve our police services, and service to the communities.



**APPENDIX A – MEETING MINUTES**

**CANADIAN ASSOCIATION OF CHIEFS OF POLICE  
VICTIMS OF CRIME COMMITTEE  
INAUGURAL MEETING**

**Calgary Police Service Headquarters, Office of the Chief  
5111 47 Street N.E., Calgary, Alberta  
MEETING MINUTES – DAY 1 OF 2**

**Thursday, May 24, 2012  
8:30 a.m. – 4:15 p.m.**

- In Attendance:** **Eric Jolliffe**, Chief, York Regional Police (*Chair*)  
**Peter Cuthbert**, Executive Director, CACP  
**Janice Armstrong**, Chief Superintendent, RCMP  
**Lori Lynn Colbourne**, Inspector, RCMP  
**Trevor Daroux**, Deputy Chief, Calgary Police Service  
**Jocelyn Latulippe**, insp. chef - Commandant, Sûreté du Québec  
**Ken Mackay**, Superintendent, Edmonton Police Service  
**Tom Mansfield**, Inspector, Regina Police Service  
**Tom Russell**, A/Staff Superintendent, Toronto Police Service  
**Jill Skinner**, Superintendent, Ottawa Police Service
- Special Guests:** **Sue O’Sullivan**, Federal Ombudsman for Victims of Crime  
**Pam Arnott**, Director, Policy Centre for Victim Issues at Justice Canada
- Recording Secretary:* **Natalie Robson**, Calgary Police Service
- Regrets:** **Leslie Craig**, Inspector, Ontario Provincial Police  
**Stan Grier**, Chief, Tsuu T’ina Police  
**Brent Schmidt**, Superintendent, Regina Police Service

Speaker		Discussion
8:50 a.m. – Meeting called to order.		
0850	<b>Rick Hanson</b> , Chief of Police, Calgary Police Service	1. Welcome to Committee members and guests to the city of Calgary and the Calgary Police Service Westwinds Campus. It is great to see a meeting in the “west”.
0900	<b>Eric Jolliffe</b>	2. <b>Opening Remarks</b> 2.1 Gratitude extended to Chief Rick Hanson and Deputy Chief Daroux for the Calgary Police Service’s hospitality. Congratulations to participating committee members for stepping up to join this important committee. 2.2 The hierarchy of the day is to receive presentations from a National to Provincial to Municipal levels, to learn more about Victim Services.



	Speaker	Discussion
0905	<b>Introductions</b>	<p><b>3. Member/guest introductions.</b></p> <p>3.1 Tom Sullivan attends on behalf of Brent Schmidt, who sends regrets.</p> <p>3.2 Ken Mackay extends gratitude to Eric for arranging the meeting.</p> <p>3.3 Eric Jolliffe recognizes and thanks Jill for her efforts in preparing the documentation for submission to the CACP regarding this committee.</p> <p>3.4 Eric Jolliffe informs Stan Grier is at the First Nations Chief of Police conference in Winnipeg, and will attend next meeting.</p>
0912	Sue O’Sullivan, Federal Ombudsman for Victims of Crime	<p><b>4. About the Office of the Federal Ombudsman for Victims of Crime (OFOVC)</b></p> <p>4.1 Sue is the Federal Ombudsman for Victims of Crime. A strategic priority for the office is to be a “<i>trusted and respected voice for victims.</i>” The Office of the Federal Ombudsman for Victims of Crime (OFOVC) ensures the government meets all its responsibilities to victims of crime, giving victims a voice. Sue’s office has nine staff members.</p> <p>4.2 Discussed the organization of the Federal Corrections and Criminal Justice Victim-centred information and Assistance (<i>See Handout</i>)</p> <p><i>*Powerpoint: OFOVC Presentation for CACP Victims Committee (English/French: USB)</i></p> <p><b>5. Overview of Current Issues of Victim Matters</b></p> <p>5.1 The OFOVC released a special report in February 2012, entitled, “Shifting the Conversation.” This report focused on three main areas, based on themes that continue to surface with victims:</p> <p>5.1.1 The need for more information;</p> <p>5.1.2 Meaningful participation in the criminal justice process; and</p> <p>5.1.3 The importance of tangible supports (report on <a href="#">OFOVC website</a>).</p> <p>5.2 There are differences between Parole Board and Corrections, regarding information sharing about victims (to offenders) and offenders (to victims). Discussion on information provided to victims regarding offender rehabilitation (often, the parole hearings are the first time victim’s hear of offender’s actions while in incarceration).</p> <p><b>6. Update on C10; review of recommendations submitted by the OFOVC.</b></p> <p><i>*Note: as of the date of this meeting, the OFOVC is awaiting a formal response from the Minister of Justice on the recommendations.</i></p> <p>6.1 Highlights of recommendations include: (<i>See Powerpoint; Slides 7-11</i>)</p> <p>6.1.1 Enhance information and resources for victims of crime;</p> <p>6.1.2 Allow CSC and PBC discretion to show a photo of the offender at the time of release to the victim;</p> <p>6.1.3 Provide victims with the right to receive information on the offender’s progress while incarcerated; give victims the right to attend a parole hearing;</p>





Speaker	Discussion
<p><b>Sue O’Sullivan,</b> Federal Ombudsman for Victims of Crime</p> <p><i>(continued)</i></p>	<p>6.1.4 To provide victims the option to attend by video-conference, teleconference or access recordings at a later date (currently, this may be offered as a courtesy but it is not mandatory);</p> <p>6.1.5 To postpone parole considerations when victims are not able to attend the hearing; automatic application for victims to receive financial benefits;</p> <p>6.1.6 To double the Federal Victim Surcharge; increase offender accountability by garnishing restitution and FVS from inmate accounts and wages;</p> <p>6.1.7 To provide education on the restitution process to victims. doubling the Federal Victim Surcharge; increase offender accountability by garnishing restitution and FVS from inmate accounts and wages;</p> <p>6.1.8 To provide education on the restitution process to victims.</p> <p><b>7. Contacting Victims Without Consent</b></p> <p>7.1 “The <b>OFOVC supports models where proactive referrals can be made to Victim Services</b> without consent in circumstances of persons’ offences, serious property offences, high risk or vulnerable victims, and/or exceptional circumstances.” The challenge arises within Federal, Provincial and Territorial Privacy Legislation.</p> <p><b>8. Not Criminally Responsible</b></p> <p>8.1 More resources are needed for victims whose offenders are mentally ill.</p> <p>8.2 It is important to consider both victim and public safety in any and all release decisions related to offenders found “not criminally responsible.”</p> <p>8.3 There is a lack of rights, policies and support in place for victims whose offenders have been found not criminally responsible, especially in relation to those same rights, policies and support for victims whose offenders enter the federal corrections system.</p> <p>8.4 The Review Boards should:</p> <p>8.4.1 Give paramount consideration to public safety;</p> <p>8.4.2 Ensure that at least two psychiatric opinions are obtained; and</p> <p>8.4.3 Ensure that an inquiry is made about the whereabouts of the victims of the offence before making any release recommendations.</p> <p>8.5 Currently, victims may make application for costs to attend Parole Hearings, coordinated by Pam’s Office.</p> <p><b>9. Closing Remarks &amp; Discussion</b></p> <p>9.1 Sue asks all not to hesitate to contact the office for further information. Office of the Federal Ombudsman for Victims of Crime Telephone (toll-free): 1-866-481-8429 Fax: 613-941-3498 <a href="mailto:sue.o’sullivan@ombudsman.gc.ca">sue.o’sullivan@ombudsman.gc.ca</a>   <a href="http://www.victimfirst.gc.ca/">http://www.victimfirst.gc.ca/</a></p>



Speaker	Discussion
<p><b>Sue O’Sullivan,</b> Federal Ombudsman for Victims of Crime</p> <p><i>(continued)</i></p>	<p>9.2 Sue has provided a multitude of resources, which have been put on the USB drive to be given to all present. Of special interest is Owen Sharp’s “Effective support for victims in the 21<sup>st</sup> Century” (<i>Not for distribution; see USB</i>), where vital statistics were gathered throughout the United Kingdom on victim issues and the cost it has to the communities.</p> <p>9.3 Special note: the PBC and CBC co-host <b>Regional Victim Advisory Committee</b> meetings. Currently they exist in some regions of Canada. They are aimed at “giving victims an opportunity to discuss relevant issues”.</p> <p>9.4 <i>Pam Arnott:</i> People listen to the CACP. It is viewed as a place of knowledge and expertise. This committee has the ability to cross-boundaries (federal, municipal and provincially) that other entities do not have.</p> <p>9.5 <i>Peter Cuthbert:</i> Is there a master resource / manual of all the compilation of documents and resources provided? <i>Sue:</i> advises there is no one central place, but a large cache of information exists through Pam’s office. There will be many documents, links and resources (including to Pam’s office) on the USB.</p> <p>9.6 Sue commends the efforts of the “Missing Person Index”.</p> <p>9.7 <i>Peter Cuthbert:</i> Think of all the smaller communities that will look to this committee for direction. How do we help and support them?</p> <p>9.8 Should this committee reach out to National NGOs?</p> <p>9.9 Sue commends the IAPC Toolkit for Victims of Crime is a very helpful document.</p> <p>9.10 <i>Trevor Daroux:</i> How does crime prevention fit-in, when considering the continuum? <i>Sue:</i> Agrees that most victims share the sentiment “I don’t want what’s happened to me to happen to someone else.”</p> <p>9.11 Sue shares the sentiment of Pam, this committee can make a difference on three levels: up (federally); down (provincially, municipally), and laterally (peer to peer; within similar organizations).</p> <p>9.12 Sue and Peter caution the committee has to pick priorities carefully.</p> <p>9.13 Suggestion to examine the IACP model and the implications for this committee.</p>
1102	- Break -



	Speaker	Discussion
1115	<p><b>Pam Arnott,</b> Director, Policy Centre for Victim Issues at Justice Canada</p> <p><i>(continued)</i></p>	<p><i>*Powerpoint: Department of Justice, Policy Centre for Victims of Crime &amp; Services for Victims of Crime (English: USB)</i></p> <p><b>10. Federal Government &amp; The Policy Centre for Victim Issues (PCVI)</b></p> <p>10.1 The Department of Justice houses the Policy Centre for Victim Issues.</p> <p>10.2 The Public Safety office houses the National Office for Victims of Crime, Correctional Service of Canada, and the Parole Board of Canada.</p> <p>10.3 There is no duplication of service within the two Ministries.</p> <p>10.4 Staff have over 100 years cumulative experience in victim services/advocacy.</p> <p>10.5 There are 12 employees in PCVI: legal and policy advice; program development and delivery; project management; and specialized services.</p> <p>10.6 Work with victim services groups to address challenges; i.e. consider the cost of volunteers (training etc.) in areas where there is low retention.</p> <p>10.7 The Victim Services Survey provides fact sheets for each Province (on website).</p> <p>10.8 <i>Safety Planning</i> and <i>Risk Assessments</i> planned for the Knowledge Exchange this year.</p> <p>10.9 The Victims Services Directory (<a href="#">online</a>) is a searchable database (Google Map with resources noted in the area searched).</p> <p><i>Sue:</i> Note the “Quick Escape” button which can easily be pressed by a victim to exit the website quickly.</p> <p><b>11. PCVI Mandate and Activities</b></p> <p>11.1 Give victims an effective voice in the criminal justice &amp; federal corrections system through...</p> <p>11.1.2 Law Reform and Policy Development;</p> <p>11.1.3 Federal, Provincial &amp; Territorial Leadership;</p> <p>11.1.4 Victim’s Fund</p> <p>11.1.5 International Activities</p> <p>11.1.6 Knowledge Building</p> <p>11.1.7 Outreach and Public Education</p> <p><b>12. Criminal Law Reform</b></p> <p>12.1 Canadian Criminal Code</p> <p>12.1.1 Bill C-2 (testimonial aids) - Royal Assent 2005</p> <p>12.1.2 Bill S- 4 (restitution for identity theft) – Came into force 2010</p> <p>12.1.3 Bill C- 21- (sentencing for fraud) – Came into force November 2011</p> <p>12.1.5 Bill C-10 (inc victims of terrorism) – Came into force March 2012</p>



Speaker	Discussion
<p><b>Pam Arnott,</b> Director, Policy Centre for Victim Issues at Justice Canada</p> <p><i>(continued)</i></p>	<p><b>13. Funding</b></p> <p>13.1.1 \$11.6 million per year, towards:</p> <ul style="list-style-type: none"> <li>- Provincial/Territorial (i.e. Northern Victims Emergency Fund; Services for victims of missing or murdered Aboriginal women).;</li> <li>- NGO funding; Child Advocacy Centres; NCVAW.</li> <li>- Emergency Financial Assistance (expenses parole hearings; extreme hardship; victimizations abroad where no assistance is available.</li> </ul> <p><b>14. National Victims of Crime Awareness Week (NCVAW) – April of Each Year</b></p> <p>14.1 Pam’s office organizes. 160-funded events in every province/territory.</p> <p>14.2 One-day symposium launches the week (Ottawa).</p> <p><i>Sue:</i> There was an outstanding keynote at the last Symposium, who spoke of ending child abuse in 3 generations.</p> <ul style="list-style-type: none"> <li>- See Dr. Victor Vieth’s, “Unto the Third Generation; a call to End Child Abuse in 120 Years.”</li> </ul> <p><b>15. Funding Announcements (2012)</b></p> <p>15.1 During the NCVAW, the following announcements were made:</p> <p>15.1.1 Surcharge amendments</p> <p>15.1.2 New Funding for Child Advocacy Centres</p> <ul style="list-style-type: none"> <li>- Agreements in Nova Scotia and Ontario.</li> <li>- <i>Janice:</i> Inquiry on CAC Funding for BC. Pam advises she is aware of the current projects underway.</li> <li>- The goal is to have a CAC in each province and territory.</li> </ul> <p>15.1.3 Signed agreements with PT.</p> <p>15.1.4 EI for parent of missing children.</p> <p>15.1.5 What do the funding announcements mean practically? Who can apply? There is a need for knowledge around this.</p> <p><b>16. Victim Services Overview</b></p> <p>16.1 The victim services workforce in Canada consists of approximately 2,000 employees and 8,500 volunteers.</p> <p>16.2 42% of victim services offer specialized programs (age, sex, culture, language).</p> <p>16.3 43% of the services are specific to victims of sexual assault and young victims. “Clients” were 75% women.</p> <p>16.4 There are five types of Victim Services: (overview online in Victims Survey):</p> <p>16.4.1 Police-based Victim Services (in NS, NB, ON, MN, SK, AB, BC)</p> <ul style="list-style-type: none"> <li>- Represents 38% of all Victim Services.</li> </ul> <p>16.4.2 Community-based Victim Services (NWT, BC, AB, On, QU, NB, NF)</p> <ul style="list-style-type: none"> <li>- Independent of police, courts, Crown Attorneys.</li> <li>- Limited (i.e. family violence) or broad (i.e. faith-based) mandates.</li> </ul>



Speaker	Discussion
<p><b>Pam Arnott,</b> Director, Policy Centre for Victim Issues at Justice Canada</p> <p><i>(continued)</i></p>	<ul style="list-style-type: none"> <li>- May include shelters, counseling, referrals, court orientation, etc.</li> <li>- Includes sexual assault centres (15% of Victim Services).</li> <li>- Represents 24% of all VS (39% with sexual assault centres).</li> </ul> <p>16.4.3 Court-based Victim Services (NS, NF, NB, PEI, MN, TK)</p> <ul style="list-style-type: none"> <li>- Represents 10% of all victim services.</li> </ul> <p>16.4.4 System-based Victim Services (NS, NF, NB, PEI, MN, YK)</p> <ul style="list-style-type: none"> <li>- Independent of police, courts, Crown Attorneys.</li> <li>- Represents 6% of all Victim Services.</li> </ul> <p>16.4.5 Informal Networks</p> <ul style="list-style-type: none"> <li>- The majority of people seek information services after victimization:             <ul style="list-style-type: none"> <li>- 39% from family; 37% from friends/co-workers; 25% use victim services; 21% from health care professionals; 15% police; 14% legal; 11% bank; 11% insurance companies; 10% minister, priest or spiritual leader. <i>How do you get people to report?</i></li> </ul> </li> <li>- Youth sources are their peers then the Internet.</li> <li>- The importance of public legal education is emphasized.</li> </ul> <p><b>17. Meetings</b></p> <p>17.1 Pam meets with the heads of victim services across the country twice a year (May and November) with regular conference calls in-between.</p> <p><b>18. Reflections</b></p> <p>18.1 Barriers to victim services exist</p> <p>18.1.1 “Traditional” barriers remain (e.g. rural, culturally sensitive)</p> <ul style="list-style-type: none"> <li>- PCVI investing in PT victim services to remove these barriers</li> </ul> <p>18.1.2 High victimization of youth vs. lower reliance on traditional resources</p> <p>18.2 Reporting</p> <p>18.2.1 Perceived “cost” of reporting abuse – “what will this do to help me?”</p> <p>18.2.2 Studies show that community VS can be linked to lower rates of spousal assault, sexual assault and child abuse (<b>cost to community</b>) <i>(See Jim Hill, Clinical Manual for Helping Victims of Crime, 2009)</i></p> <p>18.3 Importance of Public Legal Education</p> <ul style="list-style-type: none"> <li>• Reliance on informal networks</li> <li>• De-normalization of violence</li> </ul>
1200	- Break -



Speaker	Discussion
<p><b>Kathy Collins,</b> Executive Director, Policy &amp; program Development Branch, Alberta Justice and Solicitor General</p>	<p><i>*Powerpoint: Canadian Association of Chiefs of Police, Kathy Collins &amp; Julie Peacock (English: USB)</i></p> <p><b>19. Alberta Victims of Crime Act</b></p> <p>19.1 Changes to legislation (October 1, 2011) allow new programs to be introduced without having to amend the Act; amend death benefits to just pay funeral costs, rather than compensation to the survivors due to multiple/complicated claims; amend death benefit to include survivors of homicide victims; clarify the role of the Criminal Injuries Review Board; update and clarify definitions, rights and provisions.</p> <p>19.2 Kathy feels the program does not adequately deal with adult survivors of child sexual abuse and psychological trauma.</p> <p><i>Sue:</i> How does the government decide what the priorities are? Seems to recall provincial consultation of victims issues in/around 2005.</p> <p><i>Kathy:</i> The plan is for MLA Reviews and Recommendations; to get out there and talk to people to find out what is needed.</p> <p><b>20. Victims of Crime Fund (Alberta)</b></p> <p>20.1 The VOCF is heavily regulated. It is 100% funded through a 15% surcharge on provincial fines (90% of total fund) and federal offences (10% of total fund).</p> <p>20.2 The fund provides grants to organizations/programs that support victims; pays benefits to victims/survivors who suffer injury or death; pay costs incurred by Victims Committee and Criminal Injuries Review Board.</p> <p>20.3 As at March 31, 2012 the fund had a financial obligation of \$37.3M and net assets of \$50.9M. These contractual obligations include compensation claims from the former Crimes Compensation Board, supplemental benefit for quadriplegic/brain injured victims and the delivery of services to communities.</p> <p>20.4 The Fund is “locked down” by specific verbage which makes it secure for its purpose (not able to be allocated to other areas within government).</p> <p>20.5 Due to the backlog of payments with the Financial Benefits Program and the Criminal Injuries review board, the funds are not adequate.</p> <p>20.6 Police information is vital to decrease the time spent on the claims. The claim process involves information sharing between the victim, police and health care. The goal is to bring the process down to 90-days.</p> <p>20.7 It is a struggle to be responsible and efficient while maintaining accountability.</p>



Speaker	Discussion
<p><b>Julie Peacock,</b> Victim Services Director, Alberta Justice and Solicitor General</p>	<p><i>*Powerpoint: Canadian Association of Chiefs of Police, Collins/Peacock (English: USB)</i></p> <p><b>21. Funding</b></p> <p>21.1 The Victim Financial Benefits Program was established in 1997. In the last ten years, there has been an approx. 150% increase in applications.</p> <p>21.2 There are three programs funded:</p> <p>21.2.1 Financial Benefits (one-time payment for victims of crime who have suffered physical/emotional injury);</p> <p>21.2.2 Grants Program (for victim organizations that deliver programs and services to victims; reviewed bi-annually; one or three year grants)</p> <p>21.2.3 Victims Programs (administrative support for organizations – training, outreach to aboriginal communities etc.)</p> <p>21.3 In 2011-12, 75 police-based programs, and 32 community-based programs received grants for a total of \$10.3 million.</p> <p><b>22. Publications (<a href="#">online</a>)</b></p> <p>22.1 Victims of Crime Protocol: What Victims Can Expect from the Criminal Justice System Victim Services Status Report; Victim Services Guide (13 languages)</p> <p><b>23. Discussion</b></p> <p>23.1 Staff work with the community organizations with the grant applications to help them consider partnerships and missing pieces. At the provincial level, staff become very aware what’s happening in other committees. The grant staff can direct help and constructive feedback (link communities and like-organizations).</p> <p>23.2 Logic models are submitted for new grants.</p> <p>23.3 All applications are reviewed by the Programs Committee consisting of “Regular Albertans”. They have leeway to make decisions on the fund. So, they can go “over budget” to ensure deserving grant applications receive full funds (not a portion thereof). They can request program evaluations for those organizations who they feel may not be meeting obligations.</p> <p>23.4 They don’t fund relationships which don’t link to police-based victim services.</p> <p>23.5 All police-based victim services are linked through a central body – the Alberta Police Based Victim Services Association. No one is doing “their own thing”.</p> <p>23.6 A training committee developed a 4-binder series by community of standardized training. Through a contract with a BC e-Learning company, this training is now offered online. This provides standardized training to even remote areas of the province.</p>



	Speaker	Discussion
	<p><b>Julie Peacock,</b> Victim Services Director, Alberta Justice and Solicitor General</p> <p><i>(continued)</i></p>	<p>23.7 <i>Jocelyn Latulippe:</i> How do you get into aboriginal communities who do not have adequate existing, or require police-based programs? Co-community models may be something to consider. We need to recognize those communities need funding. How else do we deal with minority groups? <i>Julie:</i> The Alberta Hate Crimes Committee is one of the initiative that looks at cultural groups.</p> <p>23.8 Kathy advises CanTALK has been an effective translation service when dealing with victims who speak another language.</p> <p>23.9 <i>Tom Russell:</i> Do you have regular contact with other provincial directors? <i>Kathy:</i> Julie and another manager from her office participate on a formal federal and provincial assembly.</p> <p>23.10 <i>Tom Russell:</i> Are the services fairly consistent from province to province? <i>Pam:</i> No. Financial Benefits is specific to Alberta. In New Brunswick you have to report to police. The Territories only offer emergency funding. Different legislations mean different rules.</p>
- Break -		
245	<p><b>Brent Hutt,</b> Sergeant, Victim Assistance Support Team (VAST), Calgary Police Service</p>	<p><i>*Powerpoint: CPS Victim Assistance Support Team (VAST) (English: USB)</i></p> <p><b>24. Calgary’s Victim Assistance Support Team</b></p> <p>24.1 The worldwide mandate for Victim Services is: Information, Support, Referral</p> <p>24.2 Calgary VAST belongs to the APBVSA, Canada’s largest and exclusively police-based organization. All 120+ members receive Group Program Liability Insurance; Group Employee Benefits; Volunteer EAP (Employee Assistance Program); Networking/Peer Support; Program Management training.</p> <p>24.3 Calgary’s VAST program supports the Crime Prevention and Reduction Continuum as victims exist in all areas of policing. There is a strong emphasis to the “Crime Prevention &amp; Education” portion of the continuum.</p> <p>24.4 VAST reaches out to all victims of personal crime (financial crime not included).</p> <p>24.5 A “download” is done every day. The two constables review all cases, doing background checks on all victims, and determine what kind of contact a victim will receive (mail-out or phone call or both).</p>





Speaker	Discussion
	<p><b>25. Privacy Legislation Discussion</b></p> <p>25.1 One of the challenges facing victim services, especially within the RCMP, is the issue of consent. Brent advises, that in his two years, he has not had a single complaint from a victim who has been contacted that their privacy has been breached. Ken MacKay states he has no knowledge of a similar complaint from Edmonton. Tom Mansfield states he has no knowledge of a similar complaint from Regina. The group was canvassed and reported no complaints from a proactive referral.</p> <p>25.2 <i>Daroux:</i> We are mandated to not only deal with the crime, but also the victim. This was not the intention of the privacy legislation.</p> <p>25.3 Critical question: Should a victim of crime not get support because he/she is not part of a municipal police-based system?</p> <p>25.4 Jill advises of the Ottawa process, where Constables have to check off a “consent box” when they receive permission from a victim to be contacted. If a victim declines, or a Constable is not successful in checking it off, then no contact is allowed.</p> <p>25.5 There are five categories in the RCMP where consent is not needed. <b>Item of Interest: the <a href="#">RCMP Victim Services Privacy Impact Assessment</a></b></p> <p>25.6 Peter advises the President, Dale McFee, is currently traveling on this topic. There are other groups within the CACP that are finding information-sharing a barrier.</p>
<p><b>Brent Hutt,</b> Sergeant, Victim Assistance Support Team (VAST), Calgary Police Service  <i>(continued)</i></p>	<p><b>26. Calgary’s Victim Assistance Support Team <i>(continued)</i></b></p> <p>26.1 Annually, approximately 38,000 victims are supported; 5,500 calls to the Call Centre; 4,500 outgoing calls; 1,000 crisis (site) calls; 550 court support.</p> <p>26.2 There was 250 victims supported during the Joshua Lull case, which resulted in many community members seeking help for identifying warning signs, and looking for resources.</p> <p>26.3 VAST Structure: 3 programs –</p> <p>26.3.1 Call Centre: Advocates initiate/receive contact from victims providing case updates, referrals, support etc.</p> <p>26.3.2 Crisis Support Teams: 24/7 crisis response to victims at the direction of CPS members. Immediate support and referrals. Permission of victim required, teams of two respond within an hour, for an hour. Background checks done by coordinators to ensure volunteer safety.</p> <p>26.3.3 Court Support Program: Provides information through court updates, preparation, orientation and accompaniment. Embedded VAST office within the Calgary Courts Centre.</p>



Speaker	Discussion
<p><b>Brent Hutt,</b> Sergeant, Victim Assistance Support Team (VAST), Calgary Police Service</p> <p><i>(continued)</i></p>	<p><b>27. VAST Volunteers</b></p> <p>27.1 Enhanced security background check is performed, with personal disclosure and an 3 on 1 interview.</p> <p>27.2 Volunteers receive 129 hours of training (Basic - 63 &amp; Advanced - 66), and commit to 5 hours/week in the Unit; with 3, 12-hour crisis call-out shifts.</p> <p>27.3 Volunteers are retired, students, CPS employees, victims of crime (accepted when they are ready), communication officers, etc.</p> <p>27.4 They volunteer past their regular life commitments, use their own vehicles/gas. Without their commitment, the program would not run.</p> <p>27.5 A CPS volunteer was recently subpoenaed to testify regarding a potential “coaching of a witness” at a high-profile case. The volunteer did well on the stand and there was no negative fall-out for the program. The importance of training and selecting the right people is emphasized.</p> <p>27.6 There is a low rate of turnover in the Unit.</p> <p>27.7 <i>Volunteer Wellness- Team Wellness Project</i></p> <p>In the past, volunteers who are affected by the nature of their position have taken Leave of Absences. After each call, there is Critical Incident Debriefing. Monthly group meetings occur with all staff and volunteers to discuss and debrief. Counseling Services are offered and paid-for for volunteers. It is the first model of its kind in Canada.</p> <p>27.8 Volunteers receive a high level of appreciation in the team (training, seminars, courses, clothing, appreciation events, etc.).</p> <p><b>28. General Discussion</b></p> <p>28.1 <i>Jocelyn:</i> How does CPS deal with the ongoing battle with translation and serving minority populations?</p> <p><i>Brent:</i> It is an ongoing battle. The Diversity Resources Team is situationally located near the VAST Team offices, and are called upon to assist when necessary. There is also a contingent of translators available.</p> <p>28.2 There are some communities that just don’t report or seek assistance. How do you reach out to those?</p>
1620	- Day 1: Meeting End -



**MEETING MINUTES – DAY 2 OF 2**

**Friday, May 25, 2012  
8:30 a.m. – 12:00 p.m.**

**In Attendance:** **Eric Jolliffe**, Chief, York Regional Police (*Chair*)  
**Peter Cuthbert**, Executive Director, CACP  
**Janice Armstrong**, Chief Superintendent, RCMP  
**Lori Lynn Colbourne**, Inspector, RCMP  
**Trevor Daroux**, Deputy Chief, Calgary Police Service  
**Jocelyn Latulippe**, insp. chef - Commandant, Sûreté du Québec  
**Ken Mackay**, Superintendent, Edmonton Police Service  
**Tom Mansfield**, Inspector, Regina Police Service  
**Tom Russell**, A/Staff Superintendent, Toronto Police Service  
**Jill Skinner**, Superintendent, Ottawa Police Service

**Special Guests:** **Sue O’Sullivan**, Federal Ombudsman for Victims of Crime

*Recording Secretary:* **Natalie Robson**, Calgary Police Service

**Regrets:** **Leslie Craig**, Inspector, Ontario Provincial Police  
**Stan Grier**, Chief, Tsuu T’ina Police  
**Brent Schmidt**, Superintendent, Regina Police Service

Speaker	Discussion
<i>8:17 a.m. – Meeting called to order.</i>	
<p>0817</p> <p><b>Peter Cuthbert</b> Executive Director, CACP</p>	<p><b>29. East Coast Representation</b></p> <p>29.1 The CACP asks that the Committees offer a <i>national</i> perspective. Currently, this Committee is missing representation from the East Coast, possibly due to economics. Should a representative join, the CACP will likely have to pick up costs associated with that members’ travel.</p> <p>29.2 <i>Eric:</i> How is this handled within other Committees?  <i>Peter:</i> It is rare to have representation.</p> <p>29.3 Peter suggests Paul Smith, Chief of Charlottetown to be invited to join, to create a link with Crime Prevention. Suggested also is a link to POLIS.</p> <p><b>29.3.1 Peter will approach potential east coast representatives on the committees behalf.</b></p>



	Speaker	Discussion
0900	<p><b>Peter Cuthbert</b> Executive Director, CACP <i>(continued)</i></p>	<p><b>30. Financing of the Committee</b></p> <p>30.1 There are a few committees funded externally, and prior to 2005, the rest of the committee members traveled on their own. The CACP's Safer and Healthier Canada Fund, contributes to each committee. Currently, most members travel on their own.</p> <p>30.2 Each committee received \$5,000, currently what this committee has.</p> <p>30.3 Any monies derived on behalf of the CACP must be returned to the national office.</p> <p>30.4 Some committees use their fund (the HR Committee is funding a facilitator), others do not (Org Crime spends nothing as RCMP picks up the expenses).</p> <p>30.5 The goal is to have the board double the funds for each committee to \$10,000, but this would not include travel.</p> <p>30.6 The CACP will pay for administrative support to travel to attend meetings.</p> <p><b>31. Technical Advisors / Terms of Reference</b></p> <p>31.1 To be a CACP member, you must be an Inspector or above. Only CACP members can be on the committee.</p> <p>31.2 Technical Advisors may be of lower rank or from outside agencies, since it is the person's expertise that would qualify them to participate in committee functions.</p> <p>31.3 The Terms of Reference were developed by the Ethics Committee due to past experience when an invited Technical Advisor breached confidentiality of meeting contents to the media.</p> <p>31.4 The Terms of Reference were reviewed by committee members.</p> <p><b>32. Number of Meetings</b></p> <p>32.1 The CACP expects committees to meet at least 3 times annually. This is typically in the Spring, Fall and at the annual CACP Conference. Meetings can also be held via telephone/web conference.</p> <p>32.2 The CACP will help support to find/secure meeting locations for committees. Money is not a barrier for operational needs (just not travel).</p> <p>32.2 Attendance at the Annual Conference has been dwindling over the past years; last year only 260 members attended.</p> <p>32.3 There are currently 19 committees of varying sizes. The Private Sector Liaison Committee has 25 members.</p> <p><b>33. CACP Victims of Crime Committee Structure</b></p> <p>33.1 Peter highly suggests the committee have two co-chairs, responsible for notices to, and engagement of members. The responsibilities of the co-chairs were reviewed.</p>



	Speaker	Discussion
0900	<p><b>Peter Cuthbert</b> Executive Director, CACP</p> <p><i>(continued)</i></p>	<p><b>33. CACP Victims of Crime Committee Structure</b> <i>(continued)</i></p> <p>33.2 The CACP membership directory profiles every committee, in November. The previous year’s achievements and priorities are highlighted. This information is needed by September 1 to ensure editing/printing deadlines.</p> <p>33.3 It was recommended also to seek municipal representation from British Columbia. Eric advises he initially contacted Jim Chu’s ( Chief of Vancouver) office, and it resulted in Janice Armstrong’s attendance.</p> <p><b>33.3.1 Janice Armstrong to approach Chief Const. Peter Lepine, President of BC Association of Chiefs of Police, about finding municipal representation from the West Coast.</b></p> <p><b>33.5</b> Pam Arnott suggested to be invited as a technical advisor.</p> <p><b>33.5.1 Eric Joliffe to contact Pam.</b></p> <p>33.6 There are only about eight or nine, major, national victims groups. If victim representation is pursued, it was cautioned to “cast the net wide” to avoid groups wondering “how come them and not us?” <b>A strategy needs to be developed to address who to approach, and how to approach.</b> There would likely be a keen interest from most, if not all, to be a part of the committee.</p> <p>33.7 It was noted representation from the CSC and Parole Board may be beneficial.</p> <p><b>33.7.1 Jill Skinner to contact Don Head, Commissioner of the CSC.</b></p> <p><b>33.7.2 Trevor Daroux to contact Harvey Cenaiko, Chairperson, National Parole Board.</b></p> <p>33.8 It was noted that Suzanne Wallace-Capretta from the National Office for Victims was thrilled to hear of the committee formation. She may be a valuable speaker for upcoming meetings.</p> <p>33.9 Dr. Irvin Waller was noted as a potential valuable speaker.</p> <p>33.9 Other possible suggestions for inclusion are: Dave Molzhan, Victim Services (CSC), and Mark Nefik (<i>sp?</i> – CSC).</p> <p><b>33.9.1 Sue to send contact information to attendees.</b></p> <p>33.10 Should the committee consider including private security organizations?</p> <p>33.11 There is currently no national <i>tie that binds</i> victim services. This committee transcends all levels and is a huge strength for influence.</p> <p>33.12 Ken MacKay nominates Trevor Daroux to join Eric Joliffe as a Committee Co-Chair to ensure representation from the East and West. <i>All in favour. Motion passed.</i></p> <p>33.13 Jill Skinner nominates herself to be the Secretary. <i>All in favour. Motion passed.</i></p> <p>33.14 <i>Eric Joliffe:</i> What is the CACP’s current expectation for deliverables ? <i>Peter:</i> As the committee is in its beginning phases, all that is expected is progress is moving forward.</p>



	Speaker	Discussion
0900	<p><b>Peter Cuthbert</b> Executive Director, CACP <i>(continued)</i></p>	<p><b>34. CACP Victims of Crime Committee – Strategic Initiatives</b></p> <p>34.1 Peter advises when developing strategic initiatives to keep them broad to prevent the committee from being overwhelmed. Be cautious when determining priorities each year.</p> <p>34.2 It was considered to conduct a national event/conference.</p> <p>34.2.1 The CACP would handle the logistics to deliver the conference. The expectation would be for the committee to develop the content and commit to attend and deliver an attractive program.</p> <p>34.2.2 Sue’s office has developed a list of related victim-conferences, mostly for North America. <b>Sue will provide that list to the Committee, which includes an international summit on human trafficking in Ottawa, this November. Eric also requests a list of known related NGOs, if possible.</b></p> <p>34.2.3 Every April sees the National Victims of Crime Week. The first day always has a national symposium. Advocates, officials and key contacts would be in attendance. This might be a good time to plan such an event.</p> <p>34.2.4 Funding for this type of event may be available through Pam’s office.</p> <p><b>35. CACP Victims of Crime Committee – Next Meeting</b></p> <p>35.1 The CACP National Conference is in Cape Breton, this August. Committees will likely meet on Saturday, August 18.</p> <p>35.1.1 Jocelyn and Jill will be in attendance at this meeting, however other participants were unsure.</p> <p>35.1.2 <b>Eric to send out an electronic communication requesting members to indicate if they will attend in August.</b> If there is a majority going, the next meeting will be on August 18<sup>th</sup>. Otherwise, communication will ensue to determine a suitable date/location/method.</p> <p><b>36. General Discussion</b></p> <p>36.1 It is important to use data when delivering a message, which is simple and easy for Canadians to understand. Commonly used sources are the Criminal Victimization Survey, and <i>cost of crime</i> data.</p> <p>36.2 What is the committees plan to deal with consent issues?</p> <p>36.3 This committee has the potential to be <i>the national voice for change</i>.</p> <p>36.4 This committee must ensure culturally-sensitive services are provided.</p> <p>36.5 The more framework in place for support of victims, the better assisted members are to do what they need to.</p> <p>36.6 Victims want to be dealt with fairly, with dignity and with compassion.</p> <p>36.7 Too many victims tie the criminal justice process to the grieving process.</p>
1030	- Break; Committee Group Photo & Tour of CPS Facilities -	





Speaker	Discussion
<p>1100</p> <p><i>Group Discussion</i></p>	<p><b>39. Group Discussion - Goals</b></p> <p>39.1 <i>Jocelyn Latulippe</i>: There seems to be distinct major components:</p> <p>1) External Aspects:     - Partnerships with external civilian organizations;   - Barriers;   - Outreach to minority groups.</p> <p>2) Internal Aspects:       - Education to members;   - Tools.</p> <p>3) Legislative Aspects:   - Existing;   - New.</p> <p>4) International/ National Aspect: - Review of best practices.</p> <p>39.2 We must promote some direction and initiatives across the country.</p> <p>39.3 Five or six major issues must be identified. If ideas are brainstormed, the mission statement can be drawn from this.</p> <p>39.3.1 The committee must expect consensus from all stakeholders will be rare;</p> <p>39.3.2 The Missing Persons Index suggested as a major issue;</p> <p>39.3.3 Suggested to look to best practices nationally and internationally;</p> <p>      39.3.3.1 The EU announced last spring, a minimum standard of service for victims of crime.</p> <p>39.3.4 Legislative piece discussed.</p> <p>      39.3.4.1 The problem is, every province has different legislation.</p> <p>      39.3.4.2 Communication to all policing on legislation is lacking;                   <i>Example</i>: A new search tool for missing children was just announced yesterday.</p> <p>39.4 The committee evaluated the IACP goals, and feel goals #1 - #4 may closely align with what this committee is trying to accomplish.</p> <p>39.4.1 <i>Tom Russell</i>: Caution to not use the words “best practices” as this may imply the practice has been formally evaluated. It was decided to use “effective practices” instead.</p> <p>39.4.2 <i>Janice Armstrong</i>: In relation to Goal #4, the legislation privacy piece needs to consider:</p> <p>      39.4.2.1 Protection for law enforcement when collecting data for good purposes; and</p> <p>      39.4.2.2 Personal exchange of information.</p> <p>      39.4.2.3 <i>Eric Jolliffe</i>: Creating an “Award” for national recognition would align with Goal #1. The International Committee has an award developed.</p> <p>      39.4.2.4 Must consider criteria, judging, and potential sponsor.</p>





Speaker	Discussion
<p>Group Discussion</p>	<p><b>39. Group Discussion – Goals (continued)</b></p> <p>39.5 The following draft of this committee’s goals is based on the modifications of the IAFF Goals #1-4, as discussed in 39.4, and further group discussion:</p> <p>The CACP Victims Committee shall accomplish the following goals:</p> <ul style="list-style-type: none"> <li>- To develop, gather and promote effective practices nationally and internationally. <ul style="list-style-type: none"> <li>- Potential deliverable: Award</li> </ul> </li> <li>- To evaluate and assess IACP current practices as a good foundation for a national guideline of police response.</li> <li>- To address the legislative privacy piece <ul style="list-style-type: none"> <li>- Protection for law enforcement when collecting data for good purposes</li> <li>- Act as a catalyst for change with legislation</li> </ul> </li> <li>- To focus national attention to the critical needs of victims</li> <li>- Lateral/internal evaluation of effective practices: <ul style="list-style-type: none"> <li>- Outreach to minority groups</li> <li>- Education to members</li> <li>- Other tools</li> </ul> </li> </ul> <p>39.6 A sub-committee needs to further develop the committee’s goals/mandate.</p> <p><b>39.6.1 Janice Armstrong, Tom Russell and Ken MacKay volunteer to be a part of this sub-committee. The committee will wordsmith and email drafts out to the group for discussion.</b></p> <p>39.7 <i>Janice Armstrong:</i> We need to ensure we define performance measures for each goal.</p> <p>39.8 <i>Trevor Daroux:</i> Look to existing verbage and goals; helpful not to reinvent.</p> <p>39.9 It was suggested the committee needs to determine its direction, before deciding who to invite on the committee.</p> <p>39.10 Ipsos Reid Polls suggest confidence in policing is down nationally; this is a good opportunity to help raise the bar again with the good work of this committee.</p> <p><b>40. Group Discussion – Mission Statement</b></p> <p>40.1 <i>Tom Russell:</i> We must build a mission statement that is reasonably broad to allow us to build the goals.</p> <p>40.2 <i>Trevor Daroux:</i> Should the statement include giving “victims a voice”?</p> <p>It was discussed this committee is for NGOs, victims, advocates and agencies to approach for insights and thoughts. Using this verbage might be in conflict, as the committee may be viewed as a police entity.</p> <p>40.3 The committee must be cautious with word usage to be sensitive to victims.</p> <p>40.4 A sub-committee needs to further develop the committee’s mission statement.</p> <p><b>40.4.1 Trevor Daroux, Lori Lynn Colbourne and Jocelyn Latulippe volunteer to be a part of this sub-committee. The committee will wordsmith and email drafts out to the group for discussion.</b></p>



Speaker	Discussion
<p><i>Group Discussion</i></p>	<p><b>41. General Discussion</b></p> <p>41.1 Consider how to engage victims that have limited finances. Sandra Wright was noted as a potential resource for information on funding.</p> <p>41.2 Peter advises of the CACP’s many publications and ways to communicate. A new website will be unveiled later this year, which will allow for national alerts. Each committee will have space on the site to post minutes, and other messaging. Peter advises that a forum is planned for each committee to converse and share information with each other.</p> <p>41.3 The committee acknowledges that the aboriginal community and victimization is important to address. Chief Stan Grier will be at the next meeting, and the committee is pleased to have his involvement.</p> <p>41.4 Sue advises she will send relevant public information to committee members in the interest of information sharing, including a chart with key national dates.</p> <p>41.5 The Adults Missing piece is also important to consider.</p>
	<p><b>42. Final Comments</b></p> <p>42.1 <i>Tom Russell:</i> This is one of the premier issues for police services across the country and to improve our own image in the public eye. If we lose that trust, we don’t have anything. We have an opportunity to make a meaningful difference. I am pleased to be on the committee and contributing.</p> <p>42.2 <i>Janice Armstrong:</i> I will work on the mandates, goals and objectives. I have lots of homework and ideas. I will also follow up to get a West Coast uni rep.</p> <p>42.3 <i>Trevor Daroux:</i> I am excited to be a part of this long overdue committee. Let’s keep going with the momentum and we can’t forget the importance of diversity. We have to stay grounded to make practical changes and not get caught up. We have to set up truly measurable goals to make a difference.</p> <p>42.4 <i>Lori Lynn Colbourne:</i> We are primed for change and have the right people at the table. I will work hard to stay on as part of this committee.</p> <p>42.5 <i>Tom Mansfield:</i> Thank you for the opportunity to represent Regina Police Service. It isn’t clear if I will stay on or if it will be Brent. I need to absorb and read the reams of information provided. It is clear the players are all dedicated and I look forward to the future of this committee.</p> <p>42.6 <i>Jocelyn Latulippe:</i> I am pleased to work with all of you. The mandate is a very important piece. Of all the CACP committees, this one will take an important place, as it touches all police services in all areas. There will be great expectations and attraction for our products. It is important to do a good job.</p> <p>42.7 <i>Jill Skinner:</i> This is important work, leading the way and connecting with the frontline.</p> <p>42.8 <i>Rick MacKay:</i> Thank you for the opportunity. I echo the comments of all.</p> <p><b>43. Next Meeting</b></p> <p>43.1 <i>Eric Jolliffe:</i> Will try to have Dr. Irvin Waller and/or Suzanne Wallace-Capretta.</p> <p>43.2 <i>Eric Jolliffe:</i> Will work on the “Award” deliverable.</p> <p>43.3 Email communication will be sent out to determine next meeting.</p>
<p>1200</p>	<p>- Day 2: Meeting End -</p>