



P.O. Box 1749
Halifax, Nova Scotia
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Item No. 9.1.1

**Board of Police Commissioners
June 19, 2017**

TO: Chair and Members of the HRM Board of Police Commissioners

SUBMITTED BY: *Original signed*

Chief J.M. Blais, Halifax Regional Police

Original signed

Chief Superintendent Lee M. Bergerman, Halifax District RCMP

DATE: June 14, 2017

SUBJECT: Police Diversity Working Group - Terms of Reference & Membership

ORIGIN

Motion of April 24, 2017 “THAT the Board of Police Commissioners refer this matter back to staff with the request to reconfigure the proposed HRM Police Diversity Advisory Committee into a committee of the Board of Police Commissioners.”

LEGISLATIVE AUTHORITY

Nova Scotia Police Act Section 55(3)(e) which states that a function of the board is to “(...) act as a conduit between the community and the police service providers”.

RECOMMENDATION

It is recommended that the Board of Police Commissioners approve the Terms of Reference and Membership for the Police Diversity Working Group, as outlined in Attachments 1 and 2 of this report.

BACKGROUND

At the March 20, 2017 and April 24, 2017 meetings of the Board of Police Commissioners, Halifax Regional Police staff brought forward a proposal for a Police Diversity Advisory Committee. This proposed committee was introduced with the intent to replace the disbanded Chief's Diversity Advisory Committee. Background on the Chief's Diversity Advisory Committee can be referenced in the Background section of the March 14, 2017 staff report (Attachment 3 of this report).

At the April 24, 2017 Board of Police Commissioners meeting, the Board approved a motion to refer the draft Terms of Reference back to staff with the request to reconfigure the proposed HRM Police Diversity Advisory Committee into a committee of the Board of Police Commissioners.

DISCUSSION

Staff with the Office of the Municipal Clerk reviewed the legislation (the *Police Act*, the *Police Board By-law* (P-100) and the *Halifax Regional Municipality Charter*) and determined that Boards and Committees of Council do not have the ability to form advisory committees. The Clerk's Office met with the Chair, Vice Chair, Legal Services and Halifax Regional Police to discuss the purpose and function of the proposed Police Diversity Advisory Committee, and determine a way forward for this initiative.

Being proposed in this report is the formation of the Police Diversity Working Group (PDWG), which will remain a body of the Halifax Regional Police (HRP) and the Halifax District RCMP, assisting police and the Board of Police Commissioners to fulfill section 55(3)(e) of the *Police Act*, which outlines a function of the Board acting as a conduit for the community and police service providers.

Membership of the Police Diversity Working Group is a partnership comprised of diverse community members supported by HRP and RCMP staff. The mandate of the PDWG, as outlined in the Terms of Reference (Attachment 1 of this report) "is dedicated to fostering police organizational change through inclusivity and respect while improving relationships between police and the communities of HRM through demographic, cultural and geographic representation."

The Board of Police Commissioners will be represented by one Commissioner of the Board, as appointed by the Board. Although other Board of Police Commissioners will not have voting privileges, they will be welcome to attend and participate in meetings of the PDWG and will be notified of meetings.

The proposed Terms of Reference and Membership are included as Attachments 1 and 2 of this report for consideration.

FINANCIAL IMPLICATIONS

There are no identified financial implications, outside of the 2017/18 Halifax Regional Police Operating Budget.

RISK CONSIDERATION

There are no significant risks associated with the recommendations in this Report.

COMMUNITY ENGAGEMENT

The establishment of the Police Diversity Working Group falls under Priority #4 of HRP's 10-Year Strategic Plan (entitled Partnerships and Integrated Community Relationships) with HRP's Vision & Strategic Impact statements as well as one of its core values which reads:

Our Vision: To build and maintain confidence, trust and safety in partnership with our communities.

Our Strategic Impact: To make ongoing and meaningful contributions to the well-being and safety of our communities.

Core Value - Relationships: Community relationships are the foundation from which we work.

It is expected that participation of the public in the PDWG would be broad-based and include community leaders having an interest in furthering PDWG's mandate. HRP, Halifax District RCMP and the HRM Board of Police Commissioners would be able to engage with the community to understand what issues citizens believe are of concern within their respective communities; HRP and the Halifax District RCMP would then ensure that proper consideration is taken to identify appropriate remedies in consultation with the HRM Board of Police Commissioners.

Meetings of the Police Diversity Working Group will be open to the public and approved minutes will be posted on the HRP website.

ENVIRONMENTAL IMPLICATIONS

There are no identified environmental implications.

ALTERNATIVES

The Board of Police Commissioners may choose to appoint more than one Commissioner to the Police Diversity Working Group.

ATTACHMENTS

- Attachment 1 Police Diversity Working Group – Terms of Reference
- Attachment 2 Police Diversity Working Group – Membership
- Attachment 3 Staff report dated March 14, 2017 re: Police Diversity Advisory Committee

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Cst. Amit Parasram, Diversity Equity Officer, Halifax Regional Police 902-229-2055

Report Approved by: Chief Jean-Michel Blais, Halifax Regional Police 902-490-6500

Police Diversity Working Group (PDWG)

Terms of Reference

Mandate:

The Police Diversity Working Group (PDWG) is established as a working group of Halifax Regional Police and the Halifax District Royal Canadian Mounted Police (RCMP). The PDWG will assist police and the Halifax Board of Police Commissioners (BOPC) by acting as a conduit for communication between the various communities of HRM, their police services and the Board, as set out in section 55(3)(e) of the Police Act. It is a partnership comprised of diverse community members and supported by HRP and the RCMP. The PDWG is dedicated to fostering police organizational change through inclusivity and respect while improving relationships between police and the communities of HRM through demographic, cultural and geographic representation.

Activities:

- The primary role of the PDWG is to provide recommendations for the consideration of police on strategies by which they can promote a service to its citizenry that is built on inclusivity, respect and trust through community relationships characterized by open, honest and constructive communication;
- The PDWG will act as a voice of the community to the BOPC, HRP and Halifax District RCMP while acting as an information conduit between the BOPC, police and the various demographic, cultural and geographic communities of HRM;
- The PDWG may act in an advisory capacity to police on matters related to community policing, diversity and inclusion. This includes, but is not limited to, recommendations on policies addressing diversity and inclusivity and recommendations on training initiatives and programming;
- The PDWG will provide advice and recommendations on education and awareness to police on matters relating to human rights and professional learning opportunities within the respective police organizations;
- The PDWG will strive to seek out representation that is reflective of the diverse demographic, cultural and geographic communities within HRM;
- The PDWG may act as a focus group for any community initiatives or ideas the Chief of Police or the Officer-in-charge may wish to bring to the group;
- The PDWG will employ a report-back function through a Management Response and Action Plan (MRAP).

Police Diversity Working Group (PDWG)

PDWG Membership

The Membership of the PDWG will consist of:

- One member of the Halifax Board of Police Commissioners, as appointed by the BOPC;
- The Chief of Police of HRP or their designate;
- The officer-in-charge of the Halifax District RCMP or their designate;
- The HRP Diversity Equity Officer;
- The 'H' Division RCMP Diversity Policing Coordinator;
- Various community members appointed in accordance with the HRM Public Appointment Policy;
 - Aboriginal Affairs
 - LGBT2Q+ community
 - African NS community (2 appointments)
 - French Canadian/Acadian community
 - Mental Health Awareness
 - HRM Islamic community
 - Immigration and Refugee Settlement
 - Lebanese community
 - Youth Representative (16 – 28 years of age)
- The HRM Manager of Diversity and Inclusion or their designate;
- The HRM Public Safety Advisor.

All members of the PDWG will have voting privileges.

All other members of the BOPC are considered non-members (no voting privileges) but are welcome to attend and participate in all meetings of the PDWG and will be notified of all meetings.

HRP and Halifax District RCMP staff may attend meetings as non-members (no voting privileges) as required to discuss, present, observe or consult with the PDWG.

Roles and Responsibilities

Chair and Vice Chair

A Chair and Vice Chair will be selected amongst the community members. They will be elected by the PDWG at the first meeting with quorum present. The Chair and Vice Chair may delegate their role to any member of PDWG to foster inclusivity and give the PDWG the ability to draw from various knowledge bases as required. They are to ensure that diversity of the PDWG is respected when making recommendations and setting meeting agendas. The Chair and/or Vice Chair set the meeting agendas, with input from police staff and PDWG members. There shall be a preference for community venues over police venues.

Police Diversity Working Group (PDWG)

Secretary

The Secretary, as provided by police, shall provide administrative support to the PDWG to ensure meetings are organized and the meeting agenda is set. The Secretary shall ensure that notes are taken and circulated. The Secretary shall ensure that reporting is completed and circulated within two weeks of each meeting. The secretary is considered a non-member and does not have voting privileges.

Members of the PDWG

Members of the PDWG are expected to participate in setting the meeting agenda, attending and contributing to same. Members shall provide recommendations as required and convey information from the community to the PDWG and vice versa.

Members wishing to step down, where practicable, are asked to notify the PDWG Chair or Vice Chair at the session preceding their last intended meeting. They are asked to identify and encourage individuals from their organization/demographic to apply for appointment to the PDWG, to allow the PDWG to continue in a functional capacity. Initial membership will be determined by police. Citizen vacancies will be filled in accordance with the HRM Public Appointment Policy. Recommendations for appointment of members will be brought to the BOPC for approval.

Quorum

A quorum of the PDWG consists of a simple majority (1/2 of appointed members plus one), which includes the Chair or Vice Chair, the Chief of Police and the Officer-in-charge, or their respective designates.

Meeting Frequency

The PDWG will meet quarterly (four times per year) unless there are no agenda items to review. Special meetings may be called as needed by the Chair, Vice Chair or members, through the Chair. All meetings will be open to the public.

Reporting

The Police Diversity Working Group reporting will consist of the following:

- Meeting notes and minutes;
- Decisions;
- Action items;
- Management Response and Action Plan (MRAP).

Minutes of meetings will be made public through the HRP website.



Police Diversity Working Group (PDWG)

Police Diversity Working Group membership (proposed):

	Name	Organization	Demographic
1	Chief J.M. Blais	HRP	HRM Police
2	C/Supt L. Bergerman	RCMP	HRM & Federal Police
3	TBD	HRM Police Board of Commissioners	HRM
4	Cst Amit Parasram	HRP – Diversity Equity Officer	HRM Police
5	Cpl Adam Jackson	RCMP – Diversity Policing Coordinator	RCMP- H Division
6	Tracey Jones-Grant	Manager, Diversity and Inclusion	HRM
7	Debbie Eisan	Mi'kmaw Native Friendship Society	Aboriginal Affairs
8	Kate Shewan	Youth Project	LGBT2Q+
9	Rev Dr L. Anderson	Emmanuel Baptist Church	African NS Community Pockwock
10	Martin Théberge or designate	Conseil Communautaire du Grand-Havre	French Canadian/Acadiens
11	Brad Rowe	Healthy Minds Cooperative	Mental Health Awareness
12	Imam Mohamed Yaffa	Centre for Islamic Development	HRM Islamic Community
13	TBD		African NS Community
14	TBD		Lebanese Community
15	Jennifer Watts	Director of Settlement and Integration ISANS	ISANS – Immigration and Refugee Settlement
16	Ted Upshaw	HRM	Public Safety Advisor HRM

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Item No. 6.1
Board of Police Commissioners
March 20, 2017
April 24, 2017

TO: Chair and Members of the HRM Board of Police Commissioners

SUBMITTED BY: Original signed

Chief Jean-Michel Blais, Halifax Regional Police

DATE: March 14, 2017

SUBJECT: Police Diversity Advisory Committee (PDAC)

ORIGIN

In May of 2016, Halifax Regional Police (HRP) reviewed the Chief's Diversity Advisory Committee (CDAC). The CDAC served as a community-based advisory committee to the Chief of HRP. The review identified that there is a need to revitalize that committee and include membership from Halifax District Royal Canadian Mounted Police (RCMP) and the Halifax Regional Municipality (HRM) Board of Police Commissioners. A new committee, the Police Diversity Advisory Committee (PDAC), is proposed to replace the CDAC.

LEGISLATIVE AUTHORITY

- *HRM Charter*, Section 21 respecting the procedures of Advisory Committees.

- HRM By-Law P-100 Respecting the Board of Police Commissioners for the Halifax Regional Municipality in particular section 8(2)(c): "The Board in accordance with the Nova Scotia Police Act and HRM Bylaws may in consultation with the Chief of Police, review priorities, goals, and objectives of the municipal police service."

RECOMMENDATION

It is recommended that the Board of Police Commissioners:

1. Review and make recommendation on the draft Terms of Reference of the HRM Police Diversity Advisory Committee; and
2. Appoint a Commissioner as a member of the Committee.

BACKGROUND

On December 22, 2003, The Nova Scotia Human Rights Commission (NSHRC) delivered a decision on a complaint filed on December 14, 1998, by Kirk Johnson against Cst. Michael Sanford and HRP. The finding was in favour of Mr. Johnson. In response to the decision, HRP commissioned two reports to provide HRM with a needs assessment of HRP's policies and practices on anti-racism education and diversity training. The first report was presented in December of 2004 by Das Management and Educational Services. The second was presented in January of 2005 by Perivale + Taylor. HRP responded to the recommendations in "A Principled Response for Action," identifying seven actions to bring about positive and meaningful change. The second of those actions revolved around proactive community outreach.

Within this action, HRP identified that there was a need to establish a community-based advisory committee to the Chief of Police, consisting of citizens from HRM's diverse communities. The Chief's Diversity Advisory Committee (CDAC) was formed as a result. Over the years, the CDAC met less and less and was finally disbanded.

The PDAC seeks to revitalize the CDAC. It recognizes that HRM is policed in partnership with Halifax District RCMP and that the HRM Board of Police Commissioners provides civilian governance and carries out an advisory role in respect to police matters within the communities served by HRP and the Halifax District RCMP respectively. The PDAC seeks to continue and expand upon the work of the CDAC, with representation from the aforementioned and new membership.

DISCUSSION

The PDAC seeks to build on the success of the CDAC and to improve on it. HRP recognizes that to maintain confidence, trust and safety within our communities there is a need for dialogue between the various communities and their police services. This allows police to identify areas of concern and develop strategies to best address them. The PDAC will act as a voice of the community to HRP, Halifax District RCMP and the HRM Board of Police Commissioners, while acting as an information conduit between the aforementioned entities. The PDAC will foster organizational change through inclusivity and respect, and by improving relationships between police and the communities of HRM through demographic, cultural and geographic representation.

FINANCIAL IMPLICATIONS

There are no identified financial implications at this this time.

RISK CONSIDERATION

The creation of the PDAC is meant to enhance HRP and Halifax District RCMP's contributions to the overall well-being of the communities they serve through direct engagement with community leaders. The risk level in this work is considered low for both HRP and HRM.

COMMUNITY ENGAGEMENT

The establishment of an HRP PDAC falls under Priority #4 of HRP's 10-Year Strategic Plan (entitled Partnerships and Integrated Community Relationships) with HRP's Vision & Strategic Impact statements as well as one of its core values which read:

Our Vision: To build and maintain confidence, trust and safety in partnership with our communities.

Our Strategic Impact: To make ongoing and meaningful contributions to the well-being and safety of our communities.

Core Value - Relationships: Community relationships are the foundation from which we work.

It is expected that participation of the public in the HRP PDAC would be broad-based and include community leaders having an interest in furthering PDAC's mandate. HRP, Halifax District RCMP and the HRM Board of Police Commissioners would be able to engage with the community to understand what issues citizens believe are of concern within their respective communities; HRP and the Halifax District RCMP would then ensure that proper consideration is taken to identify appropriate remedies in consultation with the HRM Board of Police Commissioners.

ENVIRONMENTAL IMPLICATIONS

There are no identified environmental implications.

ALTERNATIVES

The Board may choose to appoint a commissioner to sit on the committee on a revolving basis instead of appointing the same commissioner as it sees fit.

ATTACHMENTS

PDAC Terms of Reference and proposed membership list.

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Amit Parasram, Diversity Equity Officer HRP, 902-229-2055

Report Approved by: Original signed
Supt. Colleen Kelly, Halifax Regional Police, 902-490-5493

Appendix A – PDAC Terms of Reference - DRAFT**Terms of Reference (DRAFT)****Mandate:**

The Police Diversity Advisory Committee (PDAC) is a partnership with diverse community members, Halifax Regional Police (HRP), Halifax District Royal Canadian Mounted Police (RCMP), and the Halifax Regional Municipality (HRM) Board of Police Commissioners dedicated to fostering organizational change through inclusivity and respect, and to improving relationships between police and the communities of HRM through demographic, cultural and geographic representation.

Activities:

- The primary role of the PDAC is to provide recommendations for the consideration of the police, on strategies by which police can promote a service to its citizenry that is built on inclusivity, respect and integrity, through community relationships and open, honest and constructive communication;
- The PDAC will act as a voice of the community to HRP and Halifax District RCMP while acting as an information conduit between police and the various demographic, cultural and geographic communities of HRM;
- The PDAC may act in an advisory capacity to police on matters related to community policing, diversity and inclusion. This includes, but is not limited to, recommendations on policies addressing diversity and inclusivity and recommendations on training initiatives and programming;
- The PDAC will provide advice and recommendations on education and awareness to police on matters relating to Human Rights and professional learning opportunities within the respective organizations;
- The PDAC will strive to seek out representation that is reflective of the diverse demographic, cultural and geographic communities within HRM;
- PDAC will act as a conduit for communication between the various communities of HRM and the HRM Board of Police Commissioners;
- The PDAC may act as a focus group for any community initiatives or ideas the Chief of Police or the Officer-in-charge may wish to bring to the Committee;
- The PDAC will employ a report-back function through a Management Response and Action Plan (MRAP).

PDAC Membership

The Membership of the PDAC consists of:

- The Chief of Police of HRP;
- The Chief Superintendent of the Halifax District RCMP;
- A member of the HRM Board of Police Commissioners;
- The HRP Diversity Equity Officer;
- The H –Division RCMP Diversity Policing Coordinator;
- Various community members as invited by the Chief of Police or the Chief Superintendent of the Halifax District RCMP or their designates and those nominated by members of the CDAC;
- The HRM Manager of Diversity and Inclusion or their designate;
- The HRM Public Safety Advisor;
- One representative of the Halifax District RCMP;
- A secretary – as designated by either police service.

Roles and Responsibilities

Co-Chairs

Two Co-Chairs will be selected amongst the community members. The Co-Chairs will be elected by the Committee at the first meeting with all members present. Co-Chairs will alternate who will preside over the meeting. Co-Chairs may delegate their role to any member of PDAC so as to foster inclusivity and give the PDAC the ability to draw from various knowledge bases as required. They are to ensure that diversity of the Committee is respected when making recommendations and to set the meetings and meeting agenda. Meeting venues will be determined by the PDAC with a preference for community venues.

Secretary

The secretary shall support the PDAC to ensure meetings are organized and the meeting agenda is set. The Secretary shall ensure that notes are taken and circulated. The Secretary shall ensure that reporting is completed and circulated within two weeks of the meeting.

Members of the PDAC

Members of the PDAC are expected to participate in setting the meeting agenda and attending and contributing to same. Members shall provide recommendations as required and convey information from the community to the police and vice versa.

Members wishing to step down, where practicable, are asked to notify the PDAC at the session preceding their last intended meeting. They are asked to provide nominations for a successor to allow the PDAC to continue in a functional capacity.

Quorum

A quorum of the PDAC consists of two thirds (2/3) of the Board in attendance, plus one of the Co-Chairs, the Chief of Police and the Officer-in-charge or their designates.

Meeting Frequency

The PDAC will meet quarterly (four times per year), unless there are no agenda items to review. Special meetings may be called as needed by the Co-Chair, or members, through the Co-Chairs.

Reporting

PDAC reporting will consist of the following:

- Meeting notes;
- Decisions;
- Action items;
- Management Response and Action Plan (MRAP).

Appendix B – Proposed Members - **DRAFT**PDAC Committee Members: **DRAFT**

	Name	Organization	Demographic
1	Chief J.M. Blais	HRP	HRM Police
2	C/Supt L. Bergerman	RCMP	HRM & Federal Police
3	TBD	HRM Police Board of Commissioners	HRM
4	Cst Amit Parasram	HRP – Diversity Equity Officer	HRM Police
5	Cpl Adam Jackson	RCMP – Diversity Policing Coordinator	RCMP- H Division
6	Tracey Jones-Grant	HRM Diversity	HRM
7	Debbie Eisan	Mi'kmaw Native Friendship Society	Aboriginal Affairs
8	Kate Shewan	Youth Project	LGBT2Q+
9	Rev Dr L. Anderson	Emmanuel Baptist Church	African NS Community Pockwock
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