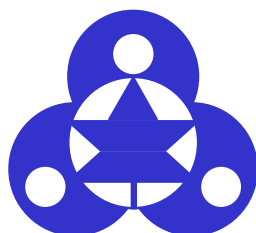
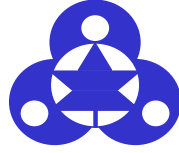

THE NATIONAL JOINT COMMITTEE OF SENIOR CRIMINAL JUSTICE OFFICIALS

(NJC)



**A GUIDE TO ORGANIZING
MEETINGS, WORKSHOPS AND CONFERENCES**



NATIONAL JOINT COMMITTEE OF SENIOR CRIMINAL JUSTICE OFFICIALS (NJC)

A GUIDE TO ORGANIZING MEETINGS, WORKSHOPS AND CONFERENCES

BACKGROUND

What is the National Joint Committee (NJC)?

The National Joint Committee (NJC) is an inter-agency, consultative, problem-solving group of senior criminal justice officials that was established in 1973 by the National Parole Board and the Canadian Association of Chiefs of Police. Sponsored by Public Safety Canada, **NJC is mandated to establish and maintain effective mechanisms of communication between organizations sharing in the responsibility to administer criminal justice.**

How is NJC organized?

NJC operates in five Regions in Canada (Pacific, Prairies, Ontario, Québec and Atlantic). **Each Region is subdivided into Zones.** There are approximately 25 NJC Zones active in Canada. **The organizational structure of NJC ensures that consultation, information exchange, joint training initiatives and problem solving on issues crossing organizational and jurisdictional boundaries occur at the national, regional and local levels.**

What kind of work does NJC do?

- ❖ Organizes and hosts inter-agency workshops on criminal justice;
- ❖ Delivers training seminars;
- ❖ Prepares and publishes papers on criminal justice issues of interest to the broader criminal justice community;
- ❖ Produces training manuals;
- ❖ Serves as a consultant to government on issues referred to it for consideration;
- ❖ Seeks to promote public awareness about criminal justice issues of concern to the community.

Pacific Region

The Pacific Region is divided into five Zones (**Fraser Valley, Interior, Northern, Vancouver and Vancouver Island**). Each of the Zones hosts annual workshops on issues of importance in the administration of criminal justice.

Pacific Region – Executive Committee

The **Pacific Region Executive Committee** has representation from the following agencies:

- ❖ The Criminal Justice Branch, Ministry of Attorney General (B.C.);
- ❖ The BC Association of Chiefs of Police;
- ❖ The BC Association of Municipal Chiefs of Police;
- ❖ BC Corrections;
- ❖ The RCMP;
- ❖ The Correctional Service of Canada; and
- ❖ The National Parole Board.

[THIS PAGE WILL CHANGE AS IT PERTAINS TO EACH REGION ACROSS CANADA]



NJC'S CONTACT AT PUBLIC SAFETY CANADA

Mr. David Arulpooranam
Program and Policy Coordinator
Corrections and Criminal Justice Directorate
Public Safety Canada
340 Laurier Avenue West
Ottawa, Ontario K1A 0P8
Tel: (613) 991-2828 / Fax: (613) 990-8295
Dave.Arulpooranam@PS.GC.CA

GUIDE TO ORGANIZING MEETINGS, WORKSHOPS AND CONFERENCES

When organizing any NJC function, it is important to remember the following:

- A. Every NJC function that entails a cost to Public Safety Canada requires:
1. PRIOR approval from the NJC Regional Chair; and
 2. PRIOR approval from Public Safety Canada in Ottawa.
- B. Partnering agencies should be included at all NJC workshops and conferences.

Whether organizing an NJC meeting for 12 people, a workshop for 75 people or a conference for 150, the steps required are generally the same.

Whose responsibility is it to organize NJC functions?

Depending on the nature of the function the following rules apply:

- ❖ **NJC Regional Chair** – responsible for organizing, or overseeing the organization of NJC Executive and/or Regional meetings, as well as providing **initial** approval for **all** NJC functions taking place within their Region.
- ❖ **NJC Zone Representatives** – responsible for organizing NJC workshops and/or conferences within their respective Zones after receiving approval from their Regional Chair and Public Safety Canada.
- ❖ **NJC Executive Members** – provide organizational support to both the Regional Chair and the Zone Representatives in planning of NJC-related functions.

ORGANIZING AN NJC FUNCTION

STEP ONE – BEFORE THE NJC FUNCTION TAKES PLACE

1. Request to Hold a Function Form

The Request to Hold a Function Form is the initial form required by Public Safety Canada outlining the nature of the NJC function, the partnering agencies involved and an estimate of the hospitality expenses to be incurred.


Hospitality: Food and beverages, including GST and 15% gratuity/service charge.

Request to Hold a Function Form: Initial Approval

- ❖ It is the responsibility of the function organizer to complete and submit the *Request to Hold a Function Form* to the Regional Chair for initial approval **at least two months prior to the date of the intended function**, as final approval from Public Safety Canada must also be obtained.

Request to Hold a Function Form (sample)

REQUEST TO HOLD A FUNCTION FORM

 <p>National Joint Committee of Senior Criminal Justice Officials Comité national mixte des hauts représentants officiels de la justice pénale</p>	<p>COMMITTEE - COMITÉ National Joint Committee (Pacific Region)</p>	
	<p>LOCATION OF FUNCTION EMPLACEMENT DE L'ÉVÈNEMENT Cowichan Bay, BC (city - ville) (province)</p>	<p>DATE OF FUNCTION DATE DE L'ÉVÈNEMENT October 17, 2006</p>
<p>PURPOSE OF FUNCTION – BUT DE L'ÉVÈNEMENT Vancouver Island Community Corrections – Police/Parole/Crown Workshop</p>		

NUMBER IN ATTENDANCE – NOMBRE DE PARTICIPANTS

FED GOVT EMPLOYEES – EMPLOYÉS DU GOUV. FÉDÉRAL ▶	25	OTHERS-AUTRES ▶	50	TOTAL ▶	75
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ESTIMATED COSTS (DETAILED INFORMATION) – FRAIS PRÉVUS (RENSEIGNEMENTS DÉTAILLÉS)

Travel (names of non-federal employees on travel status) Déplacement (noms des employés non fédéraux en déplacement)	Please provide names, addresses and phone numbers. Veuillez fournir noms, adresses et numéros de téléphone.			
Hotel Accommodation for non-federal employees on travel status (request government rates when reserving a block of rooms) Hébergement à l'hôtel pour les employés non fédéraux en déplacement (demandez le tarif du gouvernement lors de la réservation de chambres)	Number of nights _____ Nombre de nuits: _____			
Meals not provided at meeting Repas non fournis à la réunion	Breakfast – Petit déjeuner Lunch – Déjeuner Dinner – Souper			
Guest speakers (speakers fees, travel costs) Conférenciers assistant à l'événement (frais de conférenciers, frais de déplacement)	Please provide names, addresses and phone numbers. Veuillez fournir noms, adresses et numéros de téléphone.			
Meals provided to participants during meeting only Repas fourni aux participants pendant la réunion seulement	Coffee/tea/juice/snack Café/thé/jus/goutier	75 @ \$3.25	\$ 487	50
Number of individuals for each day Nombre de personnes pour chaque jour	Lunch – Déjeuner	75 @ \$13.95	\$1046	25
	Dinner – Souper			
	day) (# of individuals for each day) jour) (# de personnes pour chaque jour)			
Room Rental (cost associated with meeting) Location de salle (coût associée à la réunion)			\$200	00
Equipment rental (associated with meeting) Location d'équipement (associée à la réunion)				
Reception (cost associated with food): Alcohol not included Reception (cost associated with room rental)				
Miscellaneous Divers	TAX		\$364	09
EVENT COORDINATOR – COORDINATEUR D'ÉVÈNEMENT Dave Keating, Area Director, Vancouver Island Community Corrections		TOTAL COST	\$2100	00
ADDRESS – ADRESSE 104 – 60 Front Street, Nanaimo, BC		TELEPHONE – TÉLÉPHONE (250) 754-0265	FAX – TÉLÉCOPIEUR (250) 754-0266	

Note: Costs associated with guest speaker's travel (if any) and meeting room/equipment rental (if any) are governed by Treasury Board guidelines and **require prior approval from Public Safety Canada.**


See: "Contracts" and "Travel for Guest Speakers" for more information.

Event authorized by Regional Chair: **Doug LePard, Chair**
Événement autorisé par le président régional :

Signature: *Doug LePard*
Date: **September 19/06**

Request to Hold a Function Form: Final Approval

- ❖ Once the Regional Chair has given **initial approval** to go ahead with the function by signing off on the *Request to Hold a Function Form*, **it is the Regional Chair's responsibility to submit the Form to Public Safety Canada for final approval.**

Send to: Mr. David Arulpooranam 
Program and Policy Coordinator
Corrections and Criminal Justice Directorate
Public Safety Canada
340 Laurier Avenue West
Ottawa, Ontario K1A 0P8
Tel: (613) 991-2828 / Fax: (613) 990-8295

Dave.Arulpooranam@PS.GC.CA

Note to Chair:

- **Any NJC function bearing hospitality expenses under \$1500** requires that the **Regional Chair** submit the *Request to Hold a Function Form* to Public Safety Canada in Ottawa, no less than **one month** in advance of the intended function.
 - **Any NJC function bearing hospitality expenses over \$1500** requires that the **Regional Chair** submit the *Request to Hold a Function Form* to Public Safety Canada in Ottawa, no less than **two months** in advance of the intended function.
- ❖ The Regional Chair will be contacted (by e-mail) by Public Safety Canada's Program Manager, David Arulpooranam, confirming final approval to proceed with the planning of the intended function and setting out the maximum allowable limit for hospitality expenditures.
 - ❖ **It is the responsibility of the Regional Chair to then convey this information to the to the NJC function organizer**, so that the planning of the intended NJC function can proceed.

Note: Only after final approval is received from Public Safety Canada can the function organizer proceed with co-ordinating their function.

STEP TWO – AFTER THE NJC FUNCTION HAS TAKEN PLACE

2. Hospitality Expense Claim Form

The Hospitality Expense Claim Form is the final form required by Public Safety Canada and is **completed by the function organizer after the function has taken place**. It is the final total of hospitality expenses (food and beverages) incurred at an NJC function and sets out the following:

- The nature of the event;
- The number of people who attended;
- The names of the attendees **and** their respective agencies;
- The total cost of hospitality expenses (food and beverages);
- The *per capita* cost of hospitality expenses (food and beverages).

ALCOHOL

NOTE: Public Safety Canada will not reimburse any costs associated with alcohol.

Hospitality Expense Claim Form (sample)

Government of Canada / Gouvernement du Canada		HOSPITALITY EXPENSE CLAIM DEMANDE DE REMBOURSEMENT DES FRAIS D'ACCUEIL		Control No. - N° de contrôle			
Department - Ministère Public Safety & Emergency Preparedness Canada			Branch - Direction générale Correctional Service Canada – Vancouver Island Community Corrections				
Function - Événement Type - Genre NJC Workshop		Location - Lieu Cowichan Bay, BC		Date October 17, 2006			
Claimant - Demandeur Dave Keating		Financial Coding - Code financier					
Make payment to: / Faire le paiement à l'ordre de: The Tides Restaurant, 1749 Wilmont Road, Cowichan Bay, BC V0R 1N1							
Number in attendance - Nombre de participants							
Gov't of Canada Gouv. canadien	Other Autres	Total	Per Capita Cost Coût individuel	Total Cost Coût total	T.B. Guideline MAXIMUM Directives du CT	* Over Expenditures Dépenses excedentaires	Theatre Tickets Tour, etc. Billets de théâtre, excursions, etc
53	18	71	29.41	2088.24			
Purpose of hospitality - Objet des activités d'accueil Vanvouver Island NJC Workshop (draft agenda attached) Attended by CSC, Vancouver Island RCMP and Municipal Police Detachments, CrownCounsel							
* Reason for expenditure - Motif des dépenses Meet/Greet, health break refreshments and lunch.							
Names of persons attending (Attach list if necessary) Noms des participants (Joindre une liste au besoin)		Position or title Poste ou titre		Name of employer (Organization) Nom de l'employeur (Organisme)			
(see attached list)							
Signature of claimant - Signature du demandeur (Dave Keating's signature)		Date Oct. 30, 2006		Signature of authorizing officer - Signature du responsable		Date	

Reminder: A detailed list of attendees is required by Public Safety Canada for every NJC event and must be attached to all Hospitality Expense Claim Forms. See Appendix "D".

- ❖ A detailed list of attendees is also required by Public Safety Canada for every NJC event and must be attached to all *Hospitality Expense Claim Forms*. See Appendix “D”.
- ❖ Once the Hospitality Expense Claim Form has been completed by the function organizer, it is the responsibility of the **function organizer** to submit the following documentation to the NJC Regional Chair:

CHECKLIST

- ❑ Request to Hold a Function Form (previously approved by NJC Regional Chair)
- ❑ Hospitality Expense Claim Form
- ❑ Detailed list of function attendees
- ❑ Original invoices associated with function
- ❑ Final agenda for NJC event

- ❖ Once the documentation (noted above) has been received by the Regional Chair and the final total of all function expenses has been noted by the Chair for budgetary purposes, it is the responsibility of the **Regional Chair** to forward the documents noted above to Public Safety Canada for payment of the suppliers.

Send to: Mr. David Arulpooranam  Program and Policy Coordinator
 Corrections and Criminal Justice Directorate
 Public Safety Canada
 340 Laurier Avenue West
 Ottawa, Ontario K1A 0P8
 Tel: (613) 991-2828 / Fax: (613) 990-8295

Dave.Arulpooranam@PS.GC.CA

HOW LONG DOES IT TAKE FOR A SUPPLIER TO RECEIVE PAYMENT FROM PUBLIC SAFETY CANADA?

It should be noted that from the time Public Safety Canada receives the invoices to put forward for payment, it could take as long as 4 to 6 weeks for cheques to be issued to the suppliers. *For this reason, it is imperative that there is no delay by either the function organizer or the Regional Chair in submitting NJC function receipts and documentation for payment.*

CLAIMS THAT EXCEED THE PRE-APPROVED LIMIT

- ❖ Claims that exceed the pre-approved limit will not be reimbursed by Public Safety Canada.

CONTRACTS

Prior consent from Public Safety Canada is required before any contract or agreement is entered into by the NJC function organizer.

PUBLIC SAFETY CANADA HAS ADVISED:

Failure to secure prior approval from Public Safety Canada can result in Public Safety Canada's refusal of payment to the supplier.

- ❖ Any contracts associated with suppliers for NJC functions are governed by Treasury Board guidelines and are treated separately from costs associated with hospitality expenses.
- ❖ Examples of contract items that could come up when organizing NJC functions are: **conference room/equipment rental fees and printing of NJC material.**
- ❖ Should clarification be required by Public Safety Canada with respect to contracts, the NJC function organizer may be contacted by David Arulpooranam, Public Safety Canada, to provide follow up information:
 - Supplier name (company)
 - Supplier contact (name)
 - Supplier contact's phone and fax numbers
- ❖ **Any invoices associated with contracts should be billed to NJC and sent to the NJC function organizer.**

TRAVEL EXPENSES

NJC (PACIFIC) FUNCTION ATTENDEES

Though travel associated with **non-federal government** NJC function attendees is an allowable expense under Treasury Board guidelines, due to budgetary constraints, as a general rule, NJC (Pacific) operates under the assumption that function attendees will be responsible for their own travel expenses.

Exceptions to this rule are at the discretion of the Chair (Pacific Region).

Federal Government Employees

- ❖ All federal government employees are responsible for their own travel expenses associated with NJC function attendance.

NJC Function Attendees and Guest Speakers (Non-Federal Government Employees)

- ❖ Travel associated with **non-federal government function attendees and/or non-federal government guest speakers** is an allowable expense under Treasury Board guidelines. Travel associated with non-federal government employees and/or guest speakers **must be pre-approved by the NJC Regional Chair** well in advance of the intended function.
- ❖ It is the responsibility of the Regional Chair to contact **Public Safety Canada** to request that a **Letter of Agreement (LOA)** be issued to the non-federal government employee/guest speaker, setting out the maximum allowable expenses related to accommodations and travel. **The following information will be required by Public Safety Canada so that a Letter of Agreement can be issued to the traveller:**

See Appendix "E" for Travel Info Form

NJC FUNCTION ATTENDEE/GUEST SPEAKER TRAVEL INFORMATION (Non-Federal Government Employees)		
(NJC Event)		(Date of Event)
(Event Location)		Flight Estimate
(Name of Traveller/Title)		Lodging
(Address)		Food
		Taxi
(Phone)	(Fax)	Parking
(Additional Comments)		Mileage
		Incidentals
		Other
		Sub Total
(Event Co-ordinator)		
(Phone Number)		Total Travel Estimate

Note: It takes approximately 2 weeks for Public Safety Canada to issue a Letter of Agreement once this information has been received from the NJC Regional Chair.

NOTE TO REGIONAL CHAIR AND FUNCTION ORGANIZER:

Non-federal government employees and guest speakers travelling at the expense of NJC cannot travel without having been issued a Letter of Agreement (LOA) from Public Safety Canada.

FAILURE TO SECURE A LETTER OF AGREEMENT PRIOR TO THE ARRANGEMENT OF TRAVEL WILL RESULT IN THE REFUSAL OF REIMBURSEMENT BY PUBLIC SAFETY CANADA.

- ❖ Guest speakers (by way of Letter of Agreement) will be instructed to submit all invoices related to NJC travel to David Arulpooranam at Public Safety Canada, no later than 2 weeks after travel has occurred.

(For budgetary purposes, Mr. Galczynski has requested that he be made aware of these expense claims within two weeks of travel, as it leaves room for budgetary errors if outstanding travel expenses are not dealt with expeditiously.)

- ❖ **The Regional Chair** should follow up with Mr. Galczynski to record the exact amount of the travel expenditure in an effort to keep track of the Regional budget.

PRINTING COSTS ASSOCIATED WITH NJC MATERIALS

- ❖ As with all NJC expenses incurred within a Region, the **Regional Chair must provide initial approval for any printing costs** associated with NJC functions.
- ❖ Printing costs for NJC materials require a contract and **final approval from Public Safety Canada must be obtained prior to any printing services being performed by suppliers.**

DO NOT LEAVE PRINTING TASKS TO THE LAST MINUTE

Printing costs **over \$5000** will require a longer period of time to obtain approval from Public Safety Canada. Things such as last minute printing requests, holiday time and end of fiscal year time constraints could also pose difficulties when seeking Public Safety Canada approval. **Do not leave printing tasks to the last minute.**

STEPS REQUIRED TO RETAIN PRINTING SERVICES

1. **The Regional Chair or designate must forward a minimum of three (3) formal quotes** from three different printing suppliers (by fax or e-mail) to David Arulpooranam at Public Safety Canada. The quotes should outline in detail:
 - the name of the printing company;
 - contact information;
 - details of the work to be performed; and
 - the estimate quoted for each printing job.
2. **Once Public Safety Canada approves one of the quotes, all subsequent invoicing is out of NJC's hands. Public Safety Canada will contact the printing company directly and a Purchase Order will be issued.** The final invoice will go directly to Public Safety Canada in Ottawa where a cheque to the supplier will be issued once the work has been completed in full.

NOTE:

IT IS A TREASURY BOARD REQUIREMENT THAT ALL MATERIAL PRINTED FOR NJC IS TO BE DELIVERED TO A FEDERAL GOVERNMENT AGENCY.

NJC GIFTS AND HONORARIUMS

- ❖ Any gifts or honorariums to be purchased by NJC require prior approval from both the Regional Chair and Public Safety Canada.
- ❖ An e-mail to the attention of David Arulpooranam at Public Safety Canada, requesting approval for the purchase of gifts or honorariums, should include the following information:
 - Who the gift is being purchased for;
 - For what reason is the gift being purchased;
 - What the gift is;
 - Total amount of the gift (not to exceed \$100)

NOTE

IT IS PROHIBITED TO PURCHASE ALCOHOL OR GIFT CERTIFICATES FOR USE AS GIFTS OR HONORARIUMS .

NJC REGIONAL BUDGETS

- ❖ Typically, it is at the National Spring Meeting of NJC Officials where Regional budgets are discussed and allocated. At this meeting, the **Regional Chair** will present his/her Regional budgetary requirements in conjunction with a preliminary plan of what major functions will be taking place within the different Zones within his/her Region.

TRACKING OF BUDGET

- ❖ Public Safety Canada will keep a detailed accounting of all Regional budgets and expenditures.
- ❖ **It is imperative that the Regional Chair also keep a detailed accounting of all NJC expenditures within his/her Region over the course of a fiscal year. See Appendix "G" for NJC Regional Expense Chart.**

Sample Tally Sheet of Regional Expenditures

Nature of Event	Date	Location	# in attendance	Expenses
What Works Organizing Meeting	April 4, 2006	Vancouver 865 Hornby	12	254.64
Executive Committee Meeting	April 6, 2006	Vancouver 865 Hornby	10	187.14
Pacific Region NJC Meeting	April 21, 2006	Vancouver (VPD Cambie)	13	378.18
NJC National Meeting	May 10-12, 2006	Niagara Falls		0
Printing of NJC Pacific Brochures	June 12, 2006	Samco Printers Vancouver		315.12
Executive Committee Meeting	June 16, 2006	Vancouver 865 Hornby	7	132.60
Northern Seminar Police/Parole Workshop	June 20, 2006	Prince George	54	738.30 food 297.83 flight
Police/Parole/Crown Workshop	June 28, 2006	Vancouver	175	499.91
Printing of NJC Pocket Folders (1000)	July, 2006	Allegra Printers Vancouver		1670.81
Lunch meeting with NJC Exec Re: June meeting of Experts	August 14, 2006	Vancouver	5	106.61
Presentation to BCCJA Executive on <i>Partnerships</i> (Justice Institute)	September 21, 2006	New Westminster	10	0
What Works Partnership Panel Meeting	October 13, 2007	Vancouver	6	73.43
NJC Regional Workshop (Cowichan Bay)	October 17, 2006	Cowichan Bay	75	2,088.24
NJC Regional Meeting	October 18, 2006	Cowichan Bay	25	702.72
Re-Printing of NJC Pocket Folders (1000)	November 1, 2007	Allegra Printers Vancouver		780.75
NJC (Pacific) Executive Meeting	November 10, 2006	Vancouver (Cambie Street)	15	222.93
What Works Conference	November 21-24	Ottawa		0
NJC Semi- Annual National Meeting	November 24, 2006	Ottawa		0
NJC Executive Meeting	January 12, 2007	RCMP E-Division Vancouver	12	0 Costs assumed by RCMP
Printing of Additional NJC (Pacific) Brochures (1500) Printing of NJC (Pacific) Note Pads (500)	Feb 28, 2007	Samco Printers Vancouver		1494.60
NJC (Pacific) met with CSC D/C Anne Kelly	March 16, 2007	Vancouver PD Cambie Street	8	110.08
BUDGET SPENT TO END OF FISCAL				\$10,053.89

NJC REPORTS

- ❖ It is the responsibility of the NJC Regional Chair to draft the Region's *Semi-Annual* and *Annual Reports*, as well as provide an update for inclusion in the *National Joint Committee's Annual Report* distributed on a national level at fiscal year end.
- ❖ The *Regional Semi-Annual and Annual Reports* are brief summaries of Regional Zone activities that have taken place over the course of a fiscal year and which are documented in a 3 or 4 page report. (An example of possible discussion items are listed in the template below.)

NJC Regional Annual Report (Sample Template)

(INSERT REGION)

**National Joint Committee
Annual Report (Insert fiscal year)**

I. **Introduction**

II. **(Insert Region) Membership**

INSERT EXECUTIVE COMMITTEE MEMBERSHIP LIST

III. **Overview of Activities (Insert fiscal year)**

IV. **Key Initiatives in the (Insert Region)**

Submitted by: **(Insert Regional Chair Contact Information)**

Date: **(Insert Date)**

An example of the *Pacific Region's 2005/2006 Annual Report* is attached as *Appendix "H"*.

SUMMARY OF THE REGIONAL CHAIR'S RESPONSIBILITIES

The NJC Regional Chair:

- ❖ Oversees the organization of NJC Executive and/or Regional meetings;
- ❖ Provides initial approval within his/her Region for all NJC functions and expenses incurred with respect to those functions and forwards all documentation to Public Safety Canada for final approval;
- ❖ Confirms with the function organizer when final approval has been given by Public Safety Canada, so that the planning of the intended NJC function can proceed;
- ❖ After the NJC function takes place, responsible for forwarding all documentation to Public Safety Canada for payment of suppliers;
- ❖ Provides initial approval for travel associated with non-federal government employees and/or guest speakers and contacts Public Safety Canada to request the issuance of a Letter of Agreement;
- ❖ Follows up with Public Safety Canada after travel has occurred to record the exact amount of the expenditure associated with non-federal government travel;
- ❖ Provides initial approval for any printing costs of materials associated with NJC functions and forwards quotes to Public Safety Canada for final approval;
- ❖ Provides initial approval for any gifts or honorariums to be purchased by their Region and request final approval from Public Safety Canada;
- ❖ Keeps a detailed accounting of all NJC expenditures within his/her Region over the course of a fiscal year;
- ❖ Drafts the Region's *Semi-Annual* and *Annual Reports*, as well as provides an update for inclusion in the *National Joint Committee's Annual Report* to be distributed on a national level at fiscal year end.

(Each Regional Zone's Membership List to be inserted here.)

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NJC FUNCTION ATTENDANCE SHEET

Function:

Date:

	NAME OF ATTENDEE	AGENCY	(Check One)		TITLE	PHONE #	E-Mail
			Federal	Provincial			
1.							
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NJC FUNCTION ATTENDEE/GUEST SPEAKER TRAVEL INFORMATION (Non-Federal Government Employees)		
(NJC Event)		(Date of Event)
(Event Location)		Estimate
(Name of Guest Speaker/Title)		Flight
(Address)		Lodging
		Food
		Taxi
(Phone)	(Fax)	Parking
(Additional Comments)		Mileage
		Incidentals
		Other
		Sub Total
(Event Co-ordinator)		
(Phone Number)		Total Estimate



Public Safety and Emergency
Preparedness Canada

Sécurité publique et
Protection civile Canada

340 Laurier Avenue West
Ottawa, Ontario K1A 0P8

August 26, 2005

Gregory J. Fitch
A/Director
Regional Vice Chair
Criminal Appeals and Special Prosecutions
Criminal Justice Branch
Ministry of Attorney General
6th Floor – 865 Hornby Street
Vancouver, British Columbia
V6Z 2G3

Dear Mr. Fitch:

This letter is to advise you that the Department of Public Safety and Emergency Preparedness Canada agrees to reimburse you up to \$1,500.00, upon submission of original receipts and in accordance with the attached Treasury Board guidelines, to cover costs related to transportation, accommodations, meals, and incidentals to attend the NJC National Meeting in Ottawa, Ontario from November 17th to 18th, 2005. Any meals provided at the meetings will not be reimbursed.

The *Privacy Act* applies to all personal information recorded in any form by the contractor/agency/consultant, etc., in connection with any services rendered pursuant to this agreement.

Pursuant to Section 38 of the *Parliament of Canada Act*, it is an explicit condition of this agreement that no Member of the House of Commons shall be admitted to any share or part of this agreement or to any benefit to arise there from.

It is agreed and understood that the liability of the Department of Public Safety and Emergency Preparedness Canada is limited to the reimbursement of those travel expenses listed above, for this event only. Upon completion of your travel, please forward your claim, including original receipts to the attention of Sandra Hadden, Department of Public Safety and Emergency Canada at the above address, [please reference 500032106 on your claim.](#)

Sincerely,

Robert B. Cormier, Ph.D.
Senior Director
Research and Community Development

Canada

TRAVEL AND LIVING GUIDELINES

Travel and living expenses are to be claimed at actual cost but not to exceed the guidelines as stated herein.

MEALS

At actual cost but not to exceed:

For travel status of less than one full calendar day,

Breakfast	12.20
Lunch	11.75
Dinner	32.65

For full calendar day status all meals \$56.60

Meals served in-flight and at conferences, meetings or workshops will not be reimbursed.

ACCOMMODATION

Commercial: Reimbursement at actual cost for the lowest negotiable rate for reasonable, non-luxury single commercial accommodation.

Private: \$50.00 per night

INCIDENTAL EXPENSE ALLOWANCE (for miscellaneous expenses)

Commercial and private accommodations: \$17.30 for each overnight stay

TRANSPORTATION

Reimbursed at actual cost for economy or coach travel by air, bus or rail.

Public transit, airport buses, etc., are to be used for local transportation where practical.

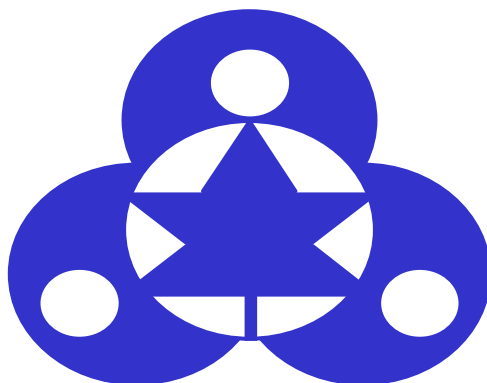
Economy vehicles are to be used when car rentals are required unless the number of passengers or load justifies a larger vehicle.

RECEIPTS AND VOUCHERS

Receipts and vouchers for accommodation and transportation are to be submitted with claims. No receipts or voucher is required for private accommodation.

ENTERTAINMENT IS NOT AN ALLOWABLE COST

**National Joint Committee of Senior
Criminal Justice Officials**



**Comité national mixte des hauts représentants
officiels de la justice pénale**

**Pacific Region Annual Report
2005/2006**

2006 03 31

I. Introduction

As Chair of the National Joint Committee (Pacific Region) I am pleased to submit our 2005/2006 Annual Report.

Fiscal 2005/2006 has been another busy and fruitful one for the Pacific Region. Highlights of our activities and accomplishments include the following:

- Release of a manual (electronic and hard copy) entitled, ***Community Protection and the Release of the Federally Incarcerated Detained Offender.***
- Partnering with Public Safety Emergency Preparedness Canada on the development of the “***What Works***” Conference in Ottawa in the fall of 2006 on issues relating to the systemic management of offenders detained until warrant expiry.
- Development and delivery of a Pacific Region web site – www.njcpacific.ca
- Well attended and received Police/Parole Workshops in all Regional Zones.
- Hosting first annual National Joint Committee (Pacific Region) Contact Reception to celebrate release of the 2005 Police/Parole Handbook.
- The Pacific Region was co-nominated by the Ministry of Attorney General and Ministry of Public Safety and Solicitor General (British Columbia) for a Premier’s Award in the Partnership category.

The activities of the Pacific Region are consistent with the Mission, Values and Mandate of the National Joint Committee. Participation from a broad cross-section of organizations which share in the responsibility to administer criminal justice was evident again 2005/2006. NJC (Pacific Region) continues to act on our adopted motto: **None of us is as smart as all of us.**

The Regional Executive Committee would like to thank the following individuals for their assistance and support throughout fiscal 05/06: Aimee Szymczak – Vancouver Police Department; Kathryn Robinson – Vancouver Parole, Correctional Service of Canada; Barb Tierney – Criminal Justice Branch, Ministry of Attorney General.

In addition, the Regional Executive would like to applaud and thank our Zone Chairs and the many criminal justice partners and representatives who have participated in our activities and contributed to the accomplishments of our Region.

II. Pacific Region Membership

The Executive Committee of the National Joint Committee (Pacific Region) is comprised of the following members:

Gregory J. Fitch, Q.C.
Regional Chair
Director, Criminal Appeals and Special
Prosecutions
Criminal Justice Branch
Ministry of Attorney General

Teal Maedel
Immediate Past Chair
Psychologist -Vancouver Parole
Correctional Service of Canada

Sgt. Matt Logan
Operational Psychologist
Behavioural Sciences Group
RCMP- E Division Major Crime Section

Ben Andersen
Chief Constable Oak Bay Police &
Pacific Region Canadian Association of
Chiefs of Police Representative

Brian Lang
Director, Community Corrections
Correctional Service of Canada

Deputy Chief Doug LePard
Regional Vice Chair
Vancouver Police Department

Evelyn Blair
Regional Manager Community
Relations and Training
National Parole Board Pacific

Ian MacKenzie
Chief Constable
Abbotsford Police Department

Steve Howell
Deputy Provincial Director
Community Corrections Division
Ministry of Public Safety and Solicitor
General

In September 2005, Greg Fitch, Q.C. assumed the role of Pacific Region Chair. At that time, Teal Maedel began a two year term as Immediate Past Chair. The Pacific Region NJC would like to extend our debt of gratitude to Teal for her visionary leadership and extraordinary commitment of time and energy during her tenure as Chair.

The Regional Executive group lost the services of R.E. (Bob) Brown this year who completed his two year term as Immediate Past Chair. The Regional Executive would also like to acknowledge the long-term, dedicated and outstanding contribution Bob Brown has made to the activities of the National Joint Committee.

The Region was fortunate to welcome Brian Lang to the Executive Committee in 2005/2006. Brian brings a wealth of experience and knowledge in the area of community corrections to NJC's Pacific Region. Welcome aboard Brian!

The Pacific Region Executive would also like to thank Debra Thomas, Vancouver Parole, Correctional Service of Canada, for her past service as our Recording Secretary.

III. Overview of Activities 2005/2006

NJC Pacific Region hosted 16 separate events in 2005/2006 involving approximately 817 participants (see Appendix "A").

As is evident from Appendix "A", activities in the form of Police/Parole/Crown counsel workshops occurred in all Zones in the Pacific Region. Topics highlighted in 05/06 included:

- Systemic management of offenders detained until warrant expiry
- Organized crime and gang related activities
- Behavioural progression and crime cycles
- Highlighting the innovative work of the RCMP's Behavioural Science Group (BSG) and its ISPIN (Integrated Sexual Predator Intelligence Network) and ISPO (Integrated Sexual Predator Observation Teams) programs
- Approaches to crystal methamphetamine usage
- Police/Parole training on supervising federal offenders released to the community

A total of six Zone workshops took place in the Pacific Region this fiscal year.

IV. Key Initiatives in the Pacific Region

The following summarizes some of the key activities undertaken in the Pacific Region and identifies ongoing initiatives that will be pursued or implemented in the coming fiscal year.

- (a) **Interagency Manual on the Investigation, Prosecution and Correctional Management of Dangerous and Long-Term Offenders** – this Manual, a fully electronic, searchable document is undergoing its first revision to take into account case law developments. The Pacific Region is pleased to report that the Manual is being translated by Public Safety Emergency Preparedness (Canada) and expanded to make it relevant on a national basis. Requests for copies of the Manual have been received by the Pacific Region from policing, prosecutorial and correctional organizations across the country. The Manual is currently featured on the websites of several criminal justice organizations in British Columbia. As discussed below, it is also available on the newly launched NJC (Pacific Region) website.
- (b) **Community Protection and the Release of the Federally Incarcerated Detained Offender** – This Manual, also converted to a pdf format and burned to a disc with electronic links to policy and legislation, has been the focus of the Pacific Region's energy for fiscal 2005/2006. The Manual discusses, from a British Columbia perspective, a systemic approach to offenders detained until warrant expiry. Highlighted in the manual are the responsibilities of the High Risk Recognizance Advisory Committee (HRRAC) which contributes to public safety by assisting justice agencies to determine whether an offender's presence in the community warrants further court ordered supervision through application for a s. 810.1 or s. 810.2 recognizance. HRRAC has representation from the Abbotsford Police Service; the Corrections Branch of the Ministry of Public Safety and Solicitor General; the Correctional Service of Canada; the Criminal Justice Branch, Ministry of Attorney General; Forensic Psychiatric Services Commission; Police Services Division, Ministry of Public Safety and Solicitor General; the RCMP; the Vancouver Police Department; and the Victim Safety Unit. Where a recognizance application will be made, the offenders are brought

forward prior to the expiration of their sentences to ensure that the recognizance order, or interim terms designed to promote public safety, are in place until the recognizance application can be dealt with. This pre-release process involves cooperation and an exchange of information as between the Correctional Service of Canada, the National Parole Board, the Crown's office and police forces throughout the province. The report also addresses community support available for offenders released to the community having been detained until warrant expiry.

The Province of British Columbia is considering the centralization of intake for all potential s. 810.1 and s. 810.2 recognizance applications such that police report preparation would be co-ordinated through the RCMP's Behavioural Science Group and the application itself dealt with by experienced Crown counsel in either the Abbotsford or Chilliwack offices (where most federal penitentiaries in British Columbia are located). The report examines the benefits of pre-release centralization from a policing and prosecutorial perspective.

The report also identifies, for future discussion, the adaptation of the process in place in British Columbia for: (1) high-risk offenders on statutory release who prove to be management problems in the community; and (2) long-term offenders coming to the end of their long-term supervision orders.

Close to 200 copies of this Manual and/or disc have been distributed to the following agencies or organizations: The British Columbia Association of Municipal Chiefs of Police; the Canadian Association of Chiefs of Police; the Police Services Division of the Ministry of Public Safety and Solicitor General; the National Joint Committee of Senior Criminal Justice Officials, Public Safety and Emergency Preparedness Canada; the Correctional Service of Canada (Pacific Region, other CSC Regions and CSC National Headquarters); the National Parole Board (Pacific Region, other NPB Regions and National Parole Board Headquarters); the Criminal Justice Branch of the Ministry of Attorney General; the Corrections Branch of the Ministry of Public Safety and Solicitor General; Circles of Support and Accountability (COSA); and all representatives to the Federal/Provincial/Territorial Heads of Prosecution (HOP) Committee.

With respect to Heads of Prosecution, it is noted that the establishment of a best practices strategy for the management of federally incarcerated offenders detained until warrant expiry has been identified as a priority item.

- (c) **The "What Works" Conference Proposal** – As noted above, NJC is collaborating with Public Safety Emergency Preparedness (Canada) in the design and delivery of the third "What Works" conference in Ottawa in the fall of 2006. The Pacific Region is playing a key role in the organization of this event in conjunction with PSEPC and, more recently, the Centre for Criminal Law Reform and Criminal Law Policy at the University of British Columbia. Meetings have been scheduled in Vancouver in April and June to prepare for this event. It is hoped that the June meeting will involve a variety of individuals from across Canada to participate in a national pre-conference strategy session. The Pacific Region is grateful for the assistance it has been given in this regard by the Centre for Criminal Law Reform and Criminal Law Policy and PSEPC.
- (d) **NJC (Pacific Region) Website** – With the kind assistance of the Vancouver Police Department, the Pacific Region has developed its own website hosted on the Vancouver

Police Department's server. The website address is www.njcpacific.ca . The following web-based manuals and documents are housed on this site:

- *NJC (Pacific Region) Inter-Agency Manual on the Investigation, Prosecution and Correctional Management of Dangerous and Long Term Offenders*
- *NJC (Pacific Region) Manual entitled, Community Protection and the Release of the Federally Incarcerated Detained Offender*
- *The 2005 Police/Parole Handbook*
- *NJC Annual Reports*
- Information concerning the February 2005 Conference hosted by the Pacific Region in Richmond, BC, entitled, *Community Protection is Paramount: Coordinating the System's Response to High-Risk Offenders.*

The Pacific Region would like to thank the Vancouver Police Department and Deputy Chief Doug LePard, our Regional Vice-Chair, for their assistance in the creation of this website.

The Pacific Region is also in the process of revising its educational material for public dissemination and is designing Pacific Region NJC folders so documents can be delivered to requested parties in a way which clearly identifies them as an NJC (Pacific Region) product.

- (e) **Contact Reception to Celebrate Release of the 2005 Police/Parole Handbook** – A Contact Reception was held on September 22, 2005 between 5:00 and 8:00 p.m. to celebrate release of the 2005 Police/Parole Handbook. This reception was catered, to great acclaim, by the staff and residents of Belkin House, a halfway house located in downtown Vancouver. The function was attended by over 100 people. Speakers included Pacific Region Chairs and Vice-Chairs, past and present, along with Don Demers, Correctional Service of Canada's Pacific Deputy Commissioner. The Contact Party was such a success that the Pacific Region plans to host it as an annual event.
- (f) **Police/Parole Workshops** – As noted above, six Zone Police/Parole workshops were held in the Region in 2005/2006 attracting 545 attendees.
- (g) **Pacific Region Budget Report** – Although final budget numbers are not available, it is anticipated that the Pacific Region will spend approximately \$11,000 dollars in fiscal 2005/2006. The Pacific Region is grateful to our National Chair, Pierre Sangollo, to the National Co-ordinator, Dariusz Galczynski, and to the Chairs of the other four NJC Regions for ensuring that money available to NJC as a whole be reallocated in 05/06 to support Pacific Region activities.

V. Documents Produced by NJC (Pacific Region) in 2005/2006

The Pacific Region is proud to report that the following documents or articles were released in 2005/2006:

- Manual on *Community Protection and the Release of the Federally Incarcerated Detained Offender*
- Pacific Region *Police/Parole Handbook*
- *In Praise of a Partnered Approach to Community Corrections: A Canadian Perspective* – This is a chapter prepared for a book on international trends in community corrections being coordinated by the International Centre for Criminal Law Reform and Criminal Justice Policy
- “Community Protection Requires Inspiration, Leadership and Cooperation”, *Blue Line: Canada’s National Law Enforcement Magazine*, November 2005
- Conference Proposal on the Systemic Management of Federally Incarcerated Offenders Detained Until Warrant Expiry
- NJC Executive Members are also pursuing with the Editor of *Canadian Government Executive Magazine* an article on the activities of the National Joint Committee.

Submitted by: Gregory J. Fitch, Q.C.
Director, Criminal Appeals and
Special Prosecutions and
Chair, National Joint Committee (Pacific Region)

March 15, 2006

ANNUAL REPORT - APPENDIX "A"

	Function	Date	Location	Numbers
1.	Executive Committee Meeting	May 24, 2005	Vancouver	12
2.	Police/Parole and ISPIN ² Training Workshop	June 15, 2005	Vancouver	75
3.	Presentation to BCACP ³ on Inter-Agency Cooperation in Addressing High-Risk Offenders and Organized Crime	June 15, 2005	Prince George	50
4.	Police/Parole Workshop	June 21, 2005	Terrace	50
5.	Executive Committee Meeting	September 22, 2005	Vancouver	10
6.	Contact Party: Launch of the Pacific Region 2005 Police/Parole Handbook	September 22, 2005	Vancouver	100
7.	Police/Parole and ISPIN Training Workshop	October 5, 2005	Vernon	80
8.	Regional Committee Meeting	October 6, 2005	Vernon	15
9.	Crown/Police Liaison Committee Meeting: NJC Initiated Discussion of Systemic Coordination for Pre-Release Process in Relation to Federally Incarcerated Offenders Detained Until Warrant Expiry	October 27, 2005	Victoria	25
10.	Police/Parole and ISPIN Training Workshop	November 3, 2005	Victoria	62
11.	Presentation to CSC Pacific Regional Management Committee	November 15, 2005	Abbotsford	20
12.	NJC National Meeting	November 17-18, 2005	Ottawa	31
13.	NJC Executive Meeting	December 6, 2005	Vancouver	10
14.	NJC – What Works Organizing Meeting	February 2, 2006	Vancouver	7
15.	Police/Parole Workshop	February 9, 2006	New Westminster, Justice Institute	211
16.	Police/Parole Workshop	February 23, 2006	Nanaimo	59
Total Number of Functions = 16				
Total Number of Attendees = 817				

² ISPIN– Integrated Sexual Predator Intelligence Network. This initiative is one component of the PASTE (Partnership, Assessment, Selection, Training, Enforcement) initiative undertaken by the RCMP's Behavioural Science Group to identify offenders who pose the highest risk to the community and allocate enforcement dollars to community protection.

³ BCACP – British Columbia Association of Chiefs of Police.