

Sub. # 124.


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COMPLETED NOVEMBER 14, 1997

evaluation 1997

Vancouver Police and Native Liaison Society

Missing Women Commission of Inquiry	
EXHIBIT No: 124	
Date:	April 3, 2012
	Registrar

**VANCOUVER POLICE AND NATIVE LIAISON SOCIETY
SUMMARY OF EVALUATION**

POSITIVE ASPECTS

The Office has an exclusive definition of community; however, this office is targeting a specific group, the urban native community.

The Office effectively uses the available resources to advise the community of its location.

The Office meets all five of the five evaluation criteria for the establishment of a Neighbourhood Safety Office.

Office hours are published and Office is open on a regular basis

The Office is a registered society.

The Office has equipment available to support its programs.

The Office makes referrals to outside agencies, which is a demonstration of *community partnerships*.

The Office takes referrals from outside agencies, which is a demonstration of *community partnerships*.

The Office has an extensive resource base at their fingertips that can be used to assist their community and clients.

The Office uses available resources well to communicate its location.

The Office has effectively identified issues affecting the community.

The Office does provide a small number of services that do fit the definition of *crime prevention*.

The Office is directly linked to the community by the work it's staff and Constables do within the community.

The Office has formed effective *partnerships* with several community groups or organizations.

The Office has obtained an ideal rent-free space located inside the Vancouver Police building at 312 Main Street.

All of the Office volunteers are from within the community.

The Office has delegated specific responsibilities to volunteers.

The Office has a job description for its Coordinator.

The Constables have become important *links* between the urban native community and the VPD.

The Constables have developed a high level of trust within the urban native community.

Casinos were evaluated and abandoned for moral reasons.

The Coordinator is not burdened with fundraising activities.

The Office is conducting an update of its staff positions.

The Office has a detailed and effective manual data capture system.

CONCERNS

In the context of a Neighbourhood Safety Office serving the urban first nations community, the office needs to define its boundaries.

The Office is overly reliant on paid staff to run its programs and services.

The Office has no VPD phone lines.

The Office cannot provide documentation to support its indemnification by the city for the programs or services that it offers.

In the context of a Neighbourhood Safety Office serving the urban first nations community this Office defined itself as a victim assistance service.

An examination of the programs put forward by the office during our visit revealed that the majorities are *victim service* oriented.

In order to be considered for further funding under this specific program the office needs to develop the following for each initiative; a set of goals and/or objectives; an implementation plan; and a method of evaluation.

In order to be considered for further funding under this program, this Office needs to implement *Community Based Initiatives*.

The Office is overly reliant on paid staff to run its programs and services.

The Office did not hold any public forums last year.

The Office needs to examine innovative ways of attracting community volunteers.

The Coordinator needs to devote a portion of her time and energy towards the design, implementation and evaluation of community based crime prevention initiatives.

The Constables need to redefine their role to include participation in the *crime prevention* aspect of this office.

The Office's Board/Committee was not evaluated because insufficient information was provided.

The Office needs to seek out *sustainable* alternate sources of long term funding both inside and outside the community.

The Board/Committee must undertake fundraising efforts in order to be sustainable.

The Office needs to build structure into *programs/services/initiatives* based on; goals and objectives, implementation plans; and outcome measures.

Evaluation of *programs/services/initiatives* must be undertaken to establish their sustainability and relevance.

CONFIDENTIAL**IN ATTENDANCE:**

Freda Ens
Morris Bates
Marilyn

The evaluation of this office was undertaken with information provided from a variety of sources. A primary component of this evaluation was a meeting conducted at the Vancouver Police And Native Liaison Society on 97-09-22 by Ken Lemckert and Melita Vidovic. At this time, representatives of the office were asked a total of forty-one questions pertaining to the office and its operations. Financial documents and other pertinent material were obtained at that time. The office was evaluated against principles outlined or information provided in the following documentation:

- 1996 City of Vancouver-Ministry of Attorney General Community Safety Grants Application for Vancouver Police And Native Liaison Society 1996 (Appendix A)
- City of Vancouver - Ministry of Attorney General Definitions for 1997 (Appendix B)
- City of Vancouver - Ministry of Attorney General Funding criteria for 1996 (Appendix C)
- Vancouver Police Department Criteria for Establishment of Community Crime Prevention Office (Appendix D)
- Vancouver Police And Native Liaison Society Coordinators job description (Appendix E)
- Vancouver Police And Native Liaison Society Pamphlet (Appendix F)
- Vancouver Police And Native Liaison Society Financial Statements for 1996 (Appendix G)
- Vancouver Police And Native Liaison Society statistical intake sheet (Appendix H)



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The following broad categories were used to evaluate the office.

- Operational Integrity
- Community Links
- Sustainability/Flexibility
- Evaluation/Ability To Change

Notations:

All responses obtained from the meeting with the Vancouver Police and Native Liaison Society are included in the proceeding evaluation. The only editorial liberties that have been taken are where responses duplicate one another. The answers provided by the Vancouver Police and Native Liaison Society itself have been included verbatim. Only the responses of either Ken Lemckert or Melita Vidovic have been edited where necessary. The following method has been chosen to differentiate between the source of the responses:

Bold	Ken Lemckert
Plain	Melita Vidovic
<i>Italics</i>	Vancouver Police And Native Liaison Society

PREFACE

The Vancouver Police And Native Liaison Society Office was evaluated from the Crime Prevention aspect of this office only. The majority of the programs this Office offers are Victim Assistance oriented. Crime prevention programs play a minor role in the operations of this office. The office has expressed a need for some form of crime prevention activities but appears to be having difficulty translating these into structured programs as opposed to a component of its general office services.



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BACKGROUND OFFICE INFORMATION

1. What does the office consider to be its working parameters/geographic boundaries?

RESPONSES

- No boundaries

CONCERNS

In the context of a Neighbourhood Safety Office serving the urban first nations community, the office needs to define its boundaries. The Office needs to work in partnership with other Offices on programs/services/initiative for natives within their geographical area. The boundaries may not necessarily reflect a specific neighbourhood, but the Office must recognize the boundaries of other Offices when operating programs in their geographical area.

" The Office already does work in *partnership* with police or services from outside jurisdictions when it receives calls that originate outside of the City of Vancouver. The Office needs to translate this model to its relations with other Neighbourhood Safety Offices.

2. What is the definition of community used by this office?

RESPONSES

- All of Vancouver, as well as a First Nations person in need, no boundaries
- Calls from Vancouver, Surrey, Prince Rupert, Edmonton, Saskatchewan, RE: Missing person - will help anyone who calls
- No boundaries although majority of clients are within 10 minute radius
- Word 'liaison' gets stretched (liaison means 'victim assistance')
- Thought of as a 'mini police office' (police issues) based on the kinds of calls / requests for help

POSITIVE ASPECTS

The Office has an exclusive definition of community; however, this office is targeting a specific group, the urban native community. This Office responds to



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the specific needs and cultural differences associated with this group.

The Office also advised that they do not limit their services to the aboriginal community. They have had incidents where non-natives have come in and asked for assistance, and that assistance was rendered.¹

3. How is the community advised of your location?

RESPONSES

- **Word of mouth**
- **Brochures**
- **Business cards**
- **No money for advertising**
- **Posters**
- **(Hispanic, Oriental, etc. too)**

POSITIVE ASPECTS

The Office effectively uses the available resources to advise the community of its location. The Office has an established reputation within the urban native community that is demonstrated by the high numbers of individuals who use its services. They have not found it necessary to spend any money to advertise their location.

4. Why was your office formed?

RESPONSES

- **First Storefront ever in Canada**
- **To provide a culturally sensitive service for First Nations peoples**
- **Victim assistance slant / mandate**
- **Work with prostitutes and trans-gendered people**
- **Take time to develop trust / build relationship with clients**

POSITIVE ASPECTS

The Office meets four of the five evaluation criteria for the establishment of a Neighbourhood Safety Office.²

¹ Victim services for a Filipino and an Oriental individual

² Evaluated against 5 of the 7 criteria stated in the Vancouver Police Department Criteria for Establishment of Community Crime Prevention Offices. (Appendix D)



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- I. The Office has community support from its stated community (urban native community).
- II. The location of the office is logical in relation to the largest concentration of natives within the city of Vancouver.
- III. The neighbourhood suffers from severe crime problems mainly attributed to its proximity to the DTES.
- IV. The Office has an advisory committee that is reasonably representative of the community.

CONCERNS

We cannot evaluate fiscal control as the Office has failed to provide its financial statements.

5. What are your hours of operation?

RESPONSES

- Monday to Friday 8:30 a.m. to 4:30 p.m.
- Freda takes home visits
- Constables are on 24 hours a day
- Real people show up at their homes and talk to them when not in the office

POSITIVE ASPECTS

The office hours are published and the Office is open on a regular basis. Office hours are set on a monthly basis based on paid staff or Constables availability.

CONCERNS

The Office is overly reliant on paid staff to run its programs and services. The Office should consider the use of volunteers to extend the office hours. Volunteers could provide limited after hours service. This Office should look to other offices in District 2 that use volunteers successfully to provide after hours service (e.g. Gastown, Britannia, and Strathcona). The Office must keep in mind the following principles laid out in the General Funding criteria for 1996³.

- *Developing and delivering needed safety programs in partnership with the Vancouver Police Department, government*

³ City of Vancouver and Attorney General Community Safety Funding Program criteria (Appendix C)



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agencies, schools, the business community and social service agencies at large;

- *Serving as a vehicle for increased communication between community members and their police to build trust and understanding;*
- *Encouraging citizens to take action needed to help make their communities safer.*

If the Office has exhausted its pool of community volunteers, it should consider exploring other avenues to obtain volunteer support e.g. graduate or university students, other native agencies, etc.

6. What is the legal status of your office?

a) If a Society, how long have you had this status?

b) If not a "Society" do you plan to apply for such status in the future?

RESPONSES

- Yes is a society since March 16, 1988
- Non-profit

POSITIVE ASPECTS

The Office is a registered society.

7. What kind of equipment is available in your office (i.e., fax, computer, Internet, etc.)?

RESPONSES

- Fax machine
- Photocopier
- Pentium (5)
- No VPD lines
- 3 telephone lines
- Typewriter
- No internet access

POSITIVE ASPECTS

The Office has equipment available to support its programs.



CONFIDENTIAL**CONCERNS**

The Office has no VPD phone lines. These are routinely provided to other offices and should also be provided in this case.

8. Do you make referrals to outside agencies? a) If yes, to which agencies?

RESPONSES

- RCMP
- Native Court Workers
- Provincial Courts
- Transition Houses
- Treatment Centres
- Private Counselors
- Vancouver Aboriginal Justice Society
- DERA
- Police Complaints Committee
- Victims of Incest and Child Abuse
- Vancouver Native Housing
- She Way
- Crabtree Corner
- Carnegie
- Yes, but this is difficult because a number of people do not want to use these other services
- DEYAS

POSITIVE ASPECTS

The Office makes referrals to outside agencies, which is a demonstration of *community partnerships*⁴.

9. Do you take referrals from outside agencies?

a) If yes, from which agencies?

RESPONSES

- Yes, all from above and also
- Vancouver School Board - First Nations Support Workers
- Victim Witness
- Family Services

⁴ City of Vancouver - Ministry of Attorney General Definitions for 1997 (Appendix B)



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The Office takes referrals from outside agencies, which is a demonstration of *community partnerships*⁵.

10. How do you find out about resources or external *programs/services/initiative* to assist with your community and/or clients?

RESPONSES

- Redbook
- Word of Mouth
- Contacts - Networking
- Members of various boards

POSITIVE ASPECTS

The Office has an extensive resource base at their fingertips that can be used to assist their community and clients.

11. What are your feelings about the NIST concept in your area?

RESPONSES

- N/A

NOT EVALUATED

The Office does not have representation on a NIST because it does not represent a particular neighbourhood.

12. Can you provide us with a copy of your indemnification agreement?

RESPONSES

- No indemnification with city - are covered because work in same building as VPD

CONCERNS

The Office cannot provide documentation to support its indemnification by the city for the programs or services that it offers. This Office does not believe that it has an agreement. This issue needs to be addressed immediately.

⁵ City of Vancouver - Ministry of Attorney General Definitions for 1997 (Appendix B)



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PROGRAM/SERVICES

1. Do you make a distinction between programs and services?
a) If so, what distinction do you make?

RESPONSES

- No distinction. See ourselves as a victims assistance service

CONCERNS

In the context of a Neighbourhood Safety Office serving the urban first nations community this Office defined itself as a victim assistance service. If they plan on continuing to offer a crime prevention aspect, they must devote more time and effort to developing crime prevention programs/services/initiatives. Programs and services are defined as:

Programs are target specific in nature with measurable objectives and results.⁶

Services are generic in nature and not specific to one office.⁷ Services include such things as the taking of reports, providing training for a specific program, drop-in assistance and referrals to other agencies and organizations.

2. What programs/services/initiatives do you currently offer?

RESPONSES

- Specialized Victims Assistance
- Police Reports
- Victim Impact Statements
- Information sessions to the students
- Cultural sensitivity to police / recruits
- Victim Counseling
- Trust
- Emotional Support - 85%
 - memorial

⁶ Yaletown Office

⁷ Yaletown Office



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- **food shelter for out of towners**
- **Clothing Exchange**
- **Job Training Programs**
- **AIDS / HIV+ Outreach Worker**
- **Presentation at J.I. - Help First Nations Kids develop better relationship with the police**
- **Speaking at conferences**

CONCERNS

An examination of the programs put forward by the office during our visit revealed that the majorities are victim service oriented. Only some of the programs/services/initiatives have a crime prevention aspect to them. These crime prevention aspects need to be formalized and structured⁸ in order to meet the criteria for funding by the Community Safety Funding Program.

PROGRAM	DOES IT CONTAIN A CRIME PREVENTION ASPECT	DOES IT CONTAIN A VICTIM SERVICES ASPECT
Specialized victims assistance	No	Yes
Police reports	No	Yes
Victim impact statements	No	Yes
Information sessions to students.	Yes	Yes
Cultural sensitivity to students	Yes	Yes
Victim Counseling	Yes, broadly speaking, empowering victims to report abuse may be considered crime prevention	Yes

⁸ Structured based on; goals and objectives; implementation plan; and outcome measures.



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Trust	Yes, broadly speaking, general term but connected to cultural sensitivity and presentations to natives	Yes
Emotional Support	No	Yes
Clothing Exchange	Yes, broadly speaking, if directed at people who are committing crimes to fulfill basic needs	Yes
Job Training programs	Yes, broadly speaking, if directed at people who are committing crimes to fulfill basic needs	Yes
AIDS / HIV+ Outreach Worker	No	Yes

When asked to provide a description of the services and/or programs offered by the office on their 1996 grant application, the office provided;⁹

- Establishing a Vancouver Police Native Liaison storefront accessible to the Native community living in or frequenting the Eastside of Vancouver;
- Assisting in the reporting of crime (s) by victims and witnesses;
- Assisting in the prevention of crimes such as sexual assault, common assault and family violence through crime prevention education and intervention. I.e. limited counseling, problem identification and appropriate referral and follow up;
- Improving communications and rapport between police and native people, reducing fear of crime and the reporting of crime;
- Enhancing police awareness of emerging native community issues in the downtown core;
- Providing a community based comprehensive approach of referral and assistance for the native victim; and

⁹ 1996 City of Vancouver-Ministry of Attorney General Community Safety Grants Application for 1996 (Appendix A)



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- Increasing native involvement in crime prevention strategies through program volunteer participation, training, and community crime prevention.

These appear to be generalized goals and objectives for the Office. This Office needs to link specific structured *programs/services/initiative*¹⁰ to accomplish these goals and objectives. In some cases, their general office services meet the needs of these goals and objectives but not in all. The Office has not answered the question posed on the 1996 grant application correctly. They have not provided any information outlining specific programs/services/initiatives, which they offer, nor have they provided the goals, implementation plans, or measurable objectives for each program/service.

From the list above, the following points may possibly (and not exclusively) be addressed with *community based Crime Prevention Initiatives*;

- Enhance police awareness of emerging native community issues in the downtown core;
- Increase native involvement in crime prevention strategies through program volunteer participation, training and community crime prevention;
- Reduce the fear of crime / the fear associated with reporting crime;
- Assist in the prevention of crimes such as sexual assault, common assault and family violence through crime prevention education;

In order to be considered for further funding under this specific program the office needs to develop the following for each initiative; a set of goals and/or objectives; an implementation plan; and a method of evaluation. e.g.

Goal	<ul style="list-style-type: none"> • Reduce fear of reporting crimes to police;
Implementation Plan	<ul style="list-style-type: none"> • Use volunteers from the community to educate police to make them culturally aware and sensitive; • Use assigned Constables to educate the community as to role of the police in investigating crime;

¹⁰ City of Vancouver - Ministry of Attorney General Definitions for 1997 (Appendix B)



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- Assist in the reporting of crime by victims and witnesses through the use of volunteers at the storefront; and
- Make the storefront more accessible to members of the native community through the use of additional community volunteers.

- Measurable Objectives**
- A measurable increase in crimes reported to the police from the native community measured through VPD Crime Analysis Unit statistics

This example incorporates several of the Office's stated goals and/or objectives into a crime prevention program. The program would have relevance as it addresses a pre-existing issue within the target (Urban Native) community. It is community based as it relies upon volunteer participation for all aspects of its operation. This Initiative would fit within the City of Vancouver and Ministry of Attorney General Community Safety Funding Program Criteria.

3. How is the community informed about the *programs/services/initiatives* that are offered?

RESPONSES

- **Presentation to Groups**
- **Student placements - Social workers, criminology students, CST.'s**
- **PACE 2**
- **Langara Native education**
- **Cops do placement here**
- **Job Training Programs**

POSITIVE ASPECTS

The Office uses available resources well to communicate its location. Most of this is at little or no cost to the office.

4. What are the top 5 problems identified in your community?

RESPONSES

1. **Child Apprehension (Re: Single moms)**
2. **Sexual Abuse (historical) + recent = 90%**
3. **Sexual Abuse (recent)**
4. **Spousal Assault**

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5. Missing Persons

- ~~PID~~ - 2 hours
- versus Indian Child - 3 months

POSITIVE ASPECTS

The office has effectively identified issues affecting the community. They do not limit their scope of problems to the criminal realm.

5. What *programs/services/initiatives* are in place to respond to your top 5 problems?

RESPONSES

- General Services
- Provide emotional support will refer to another service or program

POSITIVE ASPECTS

The Office does provide a small number of services that do fit the definition of crime prevention. E.g. Cultural diversity training offered to police. A relationship between a culturally aware police officer and the native community could translate into a reduction in the fear associated with reporting crime.

CONCERNS

In order to be considered for further funding under this program, this Office needs to implement *Community Based Initiatives* in order to address;

- "Increasing native involvement in crime prevention strategies through program volunteer participation, training, and community crime prevention"¹¹;
- "reducing the fear of crime / the fear associated with reporting crime"¹²; and
- Other such stated issues.

Programs targeting specific problems may be designed using *Problem Oriented Policing* techniques or other problem solving models. The impetus for these solutions must originate and be supported from within the community in order to be sustainable.

¹¹ 1996 City of Vancouver-Ministry of Attorney General Community Safety Grants Application for 1996 (Appendix A)

¹² Same



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Programs/services/initiatives must follow the guidelines laid out in the COV - AG's Community Safety Funding Program Guidelines.

Programs/services/initiatives will not be relevant unless they link to or address a pre-existing problem or issue, or change an attitude or perception of crime in the community.

6. Have any programs been discontinued?

a) If so, why?

RESPONSES

- **Pathways to Empowerment**
 - **For Women**
 - **Tailored workshops for women**
 - **Support Network**
 - **Lost funding from Health Canada**
- **Youth worker - split before here + Vancouver Aboriginal Center**

NOT EVALUATED

Pathways to Empowerment Program content not provided. Program content is individualized to the needs of its participants.

7. Please provide examples of programs that the office wanted to introduce?

RESPONSES

- **Youth Programs - crafts, intervention prior to street proof - lack of support (volunteers / staff)**
- **Men's Pathways to Empowerment - Lack of staff / money**
- **Wanted to have office open in evenings + weekends for clients**
- **Thinking about opening on Saturday per month, one evening per week for clients who work**
- **Mothers wanted program for their kids**

CONCERNS

The Office is overly reliant on paid staff to run its programs and services. The Office should consider the use of volunteers to extend the office hours. Volunteers could provide limited after hours service. This Office should look to other offices in District 2 that use volunteers successfully to provide after hours service (e.g. Gastown, Britannia, and Strathcona). See question 5 page 6 for



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further details.

8. How are you linked with the community?

RESPONSES

- Walk about in the area, etc.
- Have all agencies in the community attend memorials

POSITIVE ASPECTS

The Office is directly *linked* to the community by the work it's staff and Constables do within the community. The high quality of victim assistance this office provides has won them numerous accolades.

9. How often do you hold community meetings?

RESPONSES

- N/A

CONCERNS

The Office did not hold any public forums last year. The Office needs to re-evaluate the use of community forums. Forums are a vehicle for the Office to identify problems; gather information; educate members of the community; and enhancing the accessibility to the VPD. These are all stated as goals and/or objectives in the Office's 1996 grant application.

10. What community groups or organizations are in partnership with your office?

RESPONSES

- First Nation Wellness - Health Canada
- United Way
- Central City Mission
- Molson
- Starbucks
- VPD

POSITIVE ASPECTS

The Office has formed effective *partnerships* with several community groups or organizations. A *partnership* is defined as:

Partnership is the relationship of two or more entities who have voluntarily entered into a legal or moral contract. Partnership

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SOCIETY EVALUATION FOR 1997



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building involves bringing together equal parties in an arrangement to undertake joint action (e.g. implementation of programs and projects), sharing benefits and responsibilities.¹³

10. What level of community support exists? (Service in kind, etc.)?

RESPONSES

- Rent Free
- Constables
- Starbucks used to donate free coffee

POSITIVE ASPECTS

The Office has obtained an ideal rent-free space located inside the Vancouver Police building at 312 Main Street.

¹³ Source International Academy of the Environment <http://www.esanthony.com>



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COMMUNITY PARTICIPATION AND STAFFING

1. How many volunteers participate with your community office?

RESPONSES

- 10 at peak
- Volunteer incentive program for welfare recipients
- No liability insurance = no money
- \$50.00 / month for volunteering - guidelines have changed so numbers have decreased
- Ministry of Social Services initiated Welfare incentive program
- Summer students through Gov't but numbers change
- Right now we have 3 volunteers

CONCERNS

The Office needs to examine innovative ways of attracting community volunteers. The Office must keep in mind it's stated definition of community when seeking volunteers. The definition includes all aboriginal peoples within;

"All of Vancouver, as well as a First Nations person in need, no boundaries"

2. Are the volunteers from within the community?

RESPONSES

- Yes

POSITIVE ASPECTS

The Office presently only has three volunteers who are active. All of them are from within the community.

3. What is/are the role/(s) of your volunteers?

RESPONSES

- Front Desk / Reception
- Match skills to jobs



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- Faxing / Filing / Photocopying
- Court Accompaniment
- Provide support

POSITIVE ASPECTS

The Office has delegated specific responsibilities to volunteers.

4. How many salaried staff positions exist? How many "in kind" positions?

RESPONSES

- Director, Freda
- 2 - Victim Assistance
- Part time book keeper
- Aids and HIV+ Outreach worker funded by First Nations Wellness Society
- No "in-kind" positions

CONCERNS

The coordinator needs to devote a portion of her time and energy towards the design, implementation and evaluation of community based crime prevention initiatives. The coordinator's time is divided between victim assistance and crime prevention functions. The two victim assistance workers and the AIDS outreach worker are funded from other programs and are victim assistance oriented.

5. Is there a job description for the Coordinator position?

a) If yes, could you please provide us with one?

RESPONSES

- Job descriptions are in the process of being revised. Current ones are out of date

POSITIVE ASPECTS

The Office has a job description for its coordinator¹⁴.

6. What training is provided to your staff and volunteers?

a) Who provides this training?

¹⁴ Vancouver Police And Native Liaison Society Coordinators job description (Appendix E)



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**City of Vancouver - Ministry of Attorney
General
Funding Criteria for 1996
Appendix C**



**VANCOUVER POLICE AND NATIVE LIAISON
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CITY OF VANCOUVER AND MINISTRY OF ATTORNEY GENERAL COMMUNITY SAFETY FUNDING PROGRAM

The Community Safety funding program is to assist communities and volunteer agencies to develop or enhance crime prevention and community safety programs in cooperation with the Vancouver Police Department. Grants will be available to qualifying organizations in the range of \$10,000 to \$30,000 dollars.

A Community Safety Office (C.S.O.) is a place where citizens work in conjunction with members of the Vancouver Police Department to address crime, disorder and public safety issues in their community by:

- developing and delivering needed safety programs with the Vancouver Police Department or other government agencies where appropriate;
- serving as a vehicle for increased communication between community members and their police to build trust and understanding;
- working closely with the police and community in formulating strategies to alleviate identified crime and disorder problems; and
- encouraging citizens to take action needed to help make their communities safer.

BASIC ELIGIBILITY

- The grant application must be sponsored by a registered non-profit society in good standing with the Registrar of Companies. Groups that have not yet acquired non-profit status, should apply under the auspices of an existing non-profit society willing to act as sponsor.
- The Safety Office (CSO) must have an independent active governing body composed of volunteers. This body can be the Board of Directors of a registered non-profit organization or an Advisory Committee. Its main responsibility must be program and policy development, and acquisition of other funds. The Board/Advisory Committee is held responsible for the effectiveness of services provided and financial accountability for funds received from all sources.
- All organizations receiving funds from this program are required to have the following or similar clauses in their constitution and by-laws:
 - a) Staff members cannot be voting members of the Board of Directors/Advisory Committee
 - b) No director shall be remunerated for being or acting as a director, but a director may be reimbursed for all expenses necessary and reasonably incurred by him/her while engaged in the affairs of the society.
- The organization should not act in the capacity of a funding body for, or make grants to any other group or organization from funds received under this program.
- The organization must extend its services to the general public in the City of Vancouver, and shall not exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.

PROGRAM CONSIDERATION

Priority will be given to programs which meet the following guidelines :

- Increases community involvement and coordination of community safety services with a primary emphasis on the prevention of crime;
- Identifies issues and concerns in communities that relate to public safety;
- facilitates community wide responsibility and ownership over crime prevention;
- enhances cooperative efforts of police and community volunteers to work collaboratively to address public safety issues;
- reflects shared financial support by government, business and/or community contributions;
- does not duplicate other existing programs or activities.

In considering project proposals, these factors will be taken into account:

- the probable impact of the proposed program on crime and safety in the community;
- the proposed project has local community relevance and support;
- the ability of the community safety office to provide an evaluation addressing the impact of the project on the level of crime and safety in the community;
- the ability of the community safety office to carry out the program in the specified time frame and demonstrate how. Successful programs may qualify for funding in subsequent years.
- its service delivery can meet the needs of the diverse population in the neighbourhood;
- the evidence of contributions from other sources including community volunteers, private and public contributions.
- the program addresses a need or service gap in a given geographical area;
- the degree to which the CSO is able to provide administrative services for the project;
- the long term potential and willingness of the community to continue this activity;
- the CSO is encouraged to develop a three year strategic plan for the operation and financing of the organization.

DOCUMENTS REQUIRED (please enclose the following documents with your application)

- The signed original of the completed application.
- List of Board of Directors/Advisory Committee of the CSO (including position held, address and phone number)
- CSO's most recent audited statements. If audited statements are not available, submit your most recent financial statements endorsed by two signing officers of the Board of Directors/Advisory Committee. The inclusion of these documents is a supplement to your application and not a substitute for completion of the financial information sections of the form.
- Minutes of your most recent Board meeting.
- If the CSO application is sponsored by another non-profit organization, the above required documentation from the sponsoring organization should also be submitted.
- Supporting letters of endorsement from relevant agencies and organizations.

Return the completed application form, and attachments to:

Joint Provincial/Municipal Community Safety Grant Program
 Ministry of Attorney General
 207 - 815 Hornby Street, Vancouver, BC V6Z 2E6
DEADLINE : All applications must be received by December 3, 1996