



Board of Police Commissioners

AGENDA

Monday, June 22, 2020

1:30 P.M.

VIDEO/TELECONFERENCING

Commission Members:

Commissioner Jim MacLeod, Chair

Commissioner Steve Gillespie

Commissioner George MacDonald

Citizen Appointee - Commissioner Lloyd Bailey

Citizen Appointee – Commissioner Dale Deering-Bert, Vice-Chair

Citizen Appointee – Commissioner Helen Luedee

Provincial Appointee – Commissioner Joseph Gillis

Cape Breton Regional Municipality

Board of Police Commissioners

Agenda

Monday, June 22, 2020

1:30 p.m.

Video/Teleconferencing

Roll Call

1. **Approval of Minutes:** (previously distributed)
 - **February 12, 2020**
2. **Approval of Agenda** (motion required)
3. **Police-Public Interactions:** Acting Police Chief Robert Walsh (See page 3)
4. **COVID-19 Response Overview:** Acting Police Chief Robert Walsh (See page 4)
5. **Revised Police Services Budget 2020-2021:** Acting Police Chief Robert Walsh (See page 5)
6. **Police Review – Terms of Reference:** Marie Walsh, Chief Administrative Officer (See page 6)
7. **CBRPS Divisional Reports:** Staff Sergeant Joe Farrell and Staff Sergeant Bill Turner (See page 21)

Adjournment

CAPE BRETON REGIONAL
POLICE

"SERVING WITH YOU - FOR YOU"



Telephone: 902-563-5102
Fax: 902-567-2266
E-mail: Robert.Walsh@cbrps.ca

**Deputy Chief
Robert J. Walsh**
865 Grand Lake Road
Sydney, Nova Scotia
B1P 6W2

June 17, 2020

Commissioner Bailey:

In preparation for the Police Commission meeting, the Clerk's Office made me aware of your request for information regarding current public scrutiny on the accountability and transparency of police services. I thank you for your compliments on our leadership at the CBRPS during this time and welcome the opportunity to provide some clarification around training and service delivery.

Many people are hurt and angry right now and police are at the forefront of this conversation. It's important to understand that Canadian policing approaches are very different from the United States and for many years have focused more on community engagement and well-being and proactive crime prevention. I am very proud of this police service and the professional service we provide when interacting with our citizens.

Our officers are well trained professionals, who we hold to very high standards. The police academy provides extensive training focused on de-escalation theory and scenarios and in accordance with provincial regulations and standards, we complete annual recertification on the Use of Force Model, de-escalation techniques and physical restraints, including the full range of available use of force options from low-level empty-hand tactics through to intermediate weapons and then lethal force as the last resort. Our Training section also monitors what's happening in policing and consults with subject matter experts to identify any additional opportunities for training to make sure our officers have the appropriate and relevant resources they need to meet the evolving demands of public safety. This includes, for example, cultural sensitivity and human rights training, as well as ethical responsibilities, all of which have been incorporated in recent years.

I appreciate your concern for the readiness of our officers prior to arriving on the scene of an incident and assure that our calls for service are all triaged by certified dispatch operators who are professionally trained to ask the appropriate questions to inform officers of what they need to know as they respond.

We are accountable to the public we serve, at all times and under all circumstances. We have very good relationships with our community, built on trust, and for that we continue to receive support and encouragement.

Sincerely,

Deputy Chief Robert J. Walsh

Deputy Chief Robert J. Walsh



COVID-19 RESPONSE OVERVIEW

- We continue providing police services throughout the pandemic with some precautionary measures in place to protect the wellbeing of our community and limit the spread of COVID-19.
 - Implemented screening measures through dispatch to ask questions and identify any symptomatic individuals or households we may be responding to so we can prepare with protective gear and measures.
 - Secured required Personal Protective Equipment for all staff to carry out duties safely in conjunction with CBRM OHS and the Nova Scotia Emergency Operations Centre for law enforcement, based on best practices identified in consultation with Dr. Strang.
 - During the time period of provincial stay-at-home restrictions:
 - Priority given to emergency service calls. Addressed calls by telephone where possible to limit physical interactions with assistance from a call-back unit for members not able to be on the front line.
 - Civilian staff and others able to work from home did so and we made scheduling adjustments and rotations to maintain a reserve of healthy staff on the front lines and in specialized sections. Staff returned to the office and regular duties June 8th.
 - Buildings closed to the public effective March 16th and in-person services including criminal record checks, fingerprinting, motor vehicle accident reports and fine payments were temporarily suspended. Buildings are scheduled to reopen July 2nd.
 - Contingency plans are at the ready to adjust to any future pandemic-related impacts to our staffing so we can ensure continued police service.

- Calls for service March 1st through to May 31st = 16, 306
 - Slightly below average each month, but steady – majority for assist citizen and compliance / property checks.
 - 2,258 COVID-related calls to Dispatch; 780 referred to police (re: enforcement of public health measures) – an average of 11 additional calls (9% increase) per day to police.
 - Routine police calls decreased significantly in April simultaneous to an increase in COVID-related. COVID calls have tapered since lifting of restrictions and police calls for service continue to increase.

- Ticketed a total of 107 violations under the provincial State of Emergency to date, the majority of which were for social distancing. There have been no violations in June; public health measures for self-isolation, social distancing and gathering limits outside of household bubbles remain in effect.

- Managed 39 referrals from the Public Health Agency of Canada under the Quarantine Act; 32 have since expired and we continue to monitor the remaining 7 for self-isolation. No complaints or violations on any of these referrals to date.

- Ongoing collaboration with the Department of Justice and Nova Scotia Chiefs of Police for consistent police, procedures and response among law enforcement.

- Cost reductions: less than forecasted overtime, decreased fuel consumption, reduced travel, meeting expenses and training.

POLICE SERVICES BUDGET 2020-21	Projected Operating Results Police and 911 2019-20	2019-20 Budget (Police and 911)	Budget 2019-20 911 Comm Centre	2019-20 Police Budget (Excluding 911)	2020-21 Budget Requested	Adjustment	Revised Budget 2020-21	Increase (Decrease)
WAGES, SALARIES & BENEFITS								
6000 WAGES/SALARIES	\$ 21,688,034	\$ 23,415,661	\$ (1,147,165)	\$ 22,268,496	\$ 22,936,266	\$ (416,667)	\$ 22,519,599	\$ 251,104
6010 BENEFITS	4,759,215	4,292,509	(223,597)	4,068,912	4,285,758	(83,333)	4,202,425	133,513
TOTAL WAGES, SALARIES & BENEFITS	26,427,250	27,708,169	(1,370,762)	26,337,407	27,222,024	(500,000)	26,722,024	384,617
6011 WAGES, SALARIES & BENEFIT RECOVERY								
PROVINCIAL (19 Officers)	(1,900,000)	(1,900,000)	-	(1,900,000)	(1,900,000)	-	(1,900,000)	-
MEMBERTOU POLICING	(937,831)	(925,714)	-	(925,714)	(1,117,964)	-	(1,117,964)	(192,250)
OTHER PARTNERSHIPS	(871,738)	(890,000)	-	(890,000)	(890,000)	-	(890,000)	-
Total 6011 WAGES/BENEFIT RECOVERY	(3,709,569)	(3,715,714)	-	(3,715,714)	(3,907,964)	-	(3,907,964)	(192,250)
TOTAL WAGES, SALARIES & BENEFITS, NET OF RECOVERY	22,717,681	23,992,455	(1,370,762)	22,621,693	23,314,060	(500,000)	22,814,060	192,367
6020 TRAINING/EDUCATION	129,083	177,520	(7,500)	170,020	170,020	(85,010)	85,010	(85,010)
6030 TRAVEL/CONFERENCES	72,007	105,000	(2,500)	102,500	87,500	(65,625)	21,875	(80,625)
6040 PROF MEM/DUES & FEES	2,180	5,000	-	5,000	5,000	-	5,000	-
6050 OFFICE SUPPLIES	34,654	48,000	(3,000)	45,000	45,000	-	45,000	-
6060 OFFICE EQUIPMENT	55,479	55,000	(10,000)	45,000	30,000	-	30,000	(15,000)
6070 PHOTOCOPY SUPPLIES	19,405	18,000	-	18,000	18,000	-	18,000	-
6080 ADVERTISING	2,236	5,000	-	5,000	5,000	-	5,000	-
6090 POSTAGE & COURIER	14,782	7,000	-	7,000	12,000	-	12,000	5,000
6110 TELEPHONE/FAX	313,455	275,000	(92,200)	182,800	182,800	-	182,800	-
6120 PUBL./SUBSCRIPTIONS	4,735	4,000	-	4,000	6,000	-	6,000	2,000
6130 COMPUTER HARDWARE	77,578	132,000	(5,000)	127,000	217,000	-	217,000	90,000
6140 COMPUTER SOFTWARE	259,792	240,000	(163,000)	77,000	107,000	-	107,000	30,000
6150 MEETING EXPENSES	7,310	17,000	(500)	16,500	11,500	-	11,500	(5,000)
6160 LIABILITY INSURANCE*	1,299	-	-	-	-	-	-	-
6170 PROMOTION	10,506	11,000	-	11,000	11,000	-	11,000	-
6180 OTHER COST RECOVERY MEMBERTOU	-	(144,698)	-	(144,698)	(144,698)	-	(144,698)	-
7000 HEAT	52,363	47,000	-	47,000	50,000	-	50,000	3,000
7010 ELECTRICAL	106,682	115,000	(9,650)	105,350	110,350	-	110,350	5,000
7020 WATER	6,136	8,000	-	8,000	10,000	-	10,000	2,000
7030 BLDG/FACILITY MAINT	81,319	83,000	-	83,000	83,000	-	83,000	-
7040 BLDG/FACILITY REPAIR	14,723	15,000	-	15,000	15,000	-	15,000	-
7050 BLDG/FACILITY INS	-	-	-	-	-	-	-	-
7060 BLDG/FACILITY RENOV	60,428	20,000	(5,000)	15,000	15,000	2,500	17,500	2,500
7070 BLDG/FACILITY RENTAL	63,850	64,000	(39,000)	25,000	25,000	-	25,000	-
7110 SECURITY	1,351	3,700	-	3,700	3,700	-	3,700	-
7500 VEHICLE/EQUIP MAINTENANCE	13,287	10,000	-	10,000	10,000	-	10,000	-
7505 GASOLINE & DIESEL	350,108	405,000	-	405,000	405,000	(60,750)	344,250	(60,750)
7510 VEH/EQUIP REPAIRS	384,722	287,717	-	287,717	287,717	-	287,717	-
7520 VEH/EQUIP INSURANCE	-	-	-	-	-	-	-	-
7530 VEH/EQUIP REPLACEMENT	467,464	580,000	-	580,000	580,000	-	580,000	-
7540 VEH/EQUIP RENTAL	-	2,000	-	2,000	2,000	-	2,000	-
7550 VEH/EQUIP TOWING	365	5,000	-	5,000	5,000	-	5,000	-
7560 VEH/EQUIP GEN SUPPL	-	-	-	-	-	-	-	-
8000 OPERATIONAL EQUIP	99,292	135,000	-	135,000	120,000	-	120,000	(15,000)
8010 OPERATIONAL MAT/SUPP	89,231	135,000	-	135,000	120,000	36,000	156,000	21,000
8020 MAINTENANCE EQUIP.	4,878	7,570	-	7,570	7,570	-	7,570	-
8030 MAINTENANCE MAT/SUPP	-	-	-	-	-	-	-	-
8040 COMM EQUIPMENT LINES	6,505	7,500	(7,500)	-	-	-	-	-
8090 UNIFORMS/CLOTHING	221,015	200,000	-	200,000	175,000	-	175,000	(25,000)
8100 PROFESSIONAL SERVICE	198,495	95,000	(10,000)	85,000	130,000	-	130,000	45,000
8110 CONTRACTS & AGREEMENTS	138,536	137,000	(17,000)	120,000	28,000	-	28,000	(92,000)
8120 LEASES	-	-	-	-	-	-	-	-
8125 MAJOR INVESTIGATIONS	69,468	129,168	-	129,168	129,168	-	129,168	-
8130 LICENSES/PERMITS	-	3,000	(3,000)	-	-	-	-	-
8150 GRANTS/SUBS TO ORG	170,199	170,000	-	170,000	50,000	-	50,000	(120,000)
Requested Budget	\$ 26,322,598	\$ 27,611,932	\$ (1,745,612)	\$ 25,866,320	\$ 26,438,687	\$ (672,885)	\$ 25,765,802	\$ (100,518)
% Increase (Decrease)								-0.4%



TO: CBRM Board of Police Commissioners

FROM: Marie J. Walsh, CAO

SUBJECT: Police Review – Terms of Reference

DATE: June 17,2020

The recent Viability Study conducted by Grant Thornton and approved by Council contained Strategic, Operational and Policy related recommendations. One of the operational recommendations was to assess potential options for improving efficiencies of the Cape Breton Regional Police Service. Since this Study, staff formed a committee to develop a terms of reference. As a result CBRPS have issued a Request for Proposal for such a study. The terms of reference include, but are not limited to: looking at appropriate levels and types of staffing, shift schedules and policies, overtime causes and triggers, opportunities for civilianization, structure, future costs etc.

Sincerely,

Original signed by:

Marie Walsh, CPA
CAO

CBRM

Cape Breton Regional Municipality

A Community of Communities



REQUEST FOR PROPOSAL

CBRM_P08-2020

OPERATIONAL REVIEW OF POLICE SERVICES

Closing: THURSDAY, JULY 9, 2020 at 3:00 pm local time

~~Cape Breton Regional Municipality
Procurement Section
Suite 102, 1st Floor
320 Esplanade
Sydney, NS B1P 7B9~~



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

MANDATORY REQUIREMENT CHECK LIST

PRIOR TO SUBMISSION PLEASE CHECK THAT YOU HAVE SUBMITTED A COPY OF THE FOLLOWING DOCUMENTS

- SCHEDULE "A" – MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE
- SCHEDULE "B" – TRADE AGREEMENTS ACKNOWLEDGEMENT
- DUE TO COVID-19 PRECAUTIONS, SUBMISSIONS FOR THIS PROPOSAL WILL ONLY BE ACCEPTED BY EMAIL TO [PURCHASE@CBRM.NS.CA](mailto:purchase@cbrm.ns.ca) & MUST INCLUDE ALL ITEMS LISTED UNDER THIS CHECK LIST
- RECEIVED ADDENDA NO. _____ TO NO. _____ INCLUSIVE WERE CAREFULLY EXAMINED

DATED THIS _____ DAY OF _____, 2020.

COMPANY NAME: _____

ADDRESS: _____

CITY/ PROVINCE: _____ POSTAL CODE: _____

PHONE NO.: _____ FAX NO.: _____

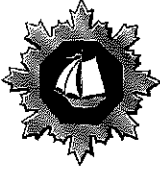
EMAIL ADDRESS: _____

WEBSITE: _____

CONTACT NAME (please print): _____

TITLE (please print): _____ PHONE NO.: _____

THE FOLLOWING INFORMATION MUST BE COMPLETED TO ENSURE ACCEPTANCE. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN DISQUALIFICATION OF YOUR BID.



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

INSTRUCTIONS TO BIDDERS

REQUEST FOR PROPOSAL OPERATIONAL REVIEW OF POLICE SERVICES

Closing: Submit to the undersigned up to 3:00 P.M., THURSDAY, JULY 9, 2020, the bid must be returned in a sealed envelope in ~~TRIPPLICATE (3) COPIES~~ and must clearly designate ~~CBRM_P08-2020~~ to the Procurement Section, Financial Services Suite 102, 320 Esplanade, Sydney, N. S. B1P 7B9.

NOTE: FAXED / ELECTRONIC submissions are NOT acceptable and will not be considered

Questions & Clarifications: Any clarification required by a proponent must be requested in writing to the responsible Buyer indicated in the Solicitation. Such requests must be provided in due time before the closing date in order to allow proper consideration and a reply. The response to a request for clarifications submitted by any Proponent will be posted on the Nova Scotia Government Website as an Addendum.

Withdrawal or Modification of Bid: Proponents may withdraw, replace or modify their bid up until the specified closing time, provided that this is done in writing. Any modification or replacement of a bid must be done in the same format as defined in the Solicitation. **NOTE: FAXED / ELECTRONIC modifications are acceptable**

Addenda: All addenda must be acknowledged in bid submission; proponents must monitor the Nova Scotia Government Tenders Website for any addenda that may be issued. CBRM staff no longer maintains plan takers lists, and no longer have knowledge of who has downloaded opportunities.

<http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx>

Opening: ~~Public opening will occur immediately following the time of closing in the first floor boardroom of the Civic Centre, 320 Esplanade, Sydney, N. S.~~ The determining clock for authentication of date and time is the computer (network time), located in the Procurement Office, Suite 102.

Tenders requiring bid deposit: If a tender requires a non-refundable bid deposit only those companies who have complied with this request will be considered for acceptance.

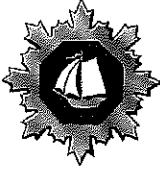
TENDER CONTENTS:

(Section Applies to: Construction Contracts, Services & Sale of Municipal Property ONLY!)

Bid Security: Each tender must be accompanied by a certified cheque payable to the Cape Breton Regional Municipality or a Bid Bond on CCDC Form 220 for ten (10) percent of the tendered sum. Any withdrawal of the successful tender shall constitute forfeiture of the bid deposit.

Performance Security: A Performance Bond in the amount of fifty (50) percent contract price and Labour and Material Payment Bond in the amount of fifty (50) percent of the contract price will be required upon notification of award and before the signing date of the contract or issue of the Purchase Order.

Alternate Securities Acceptable: As an alternate to the Security Deposit and the Consent of Surety requirements stated herein, Contractors may submit a ten (10) percent bid security certified cheque, and subsequently upon notification of award, an additional ten (10) percent contract security certified cheque, in lieu of contract stated bonding.



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

Accompanying Documents: All bids must include the following documents:

- "Check List" Completed in full /Signed /Dated(Including acknowledgement of addenda)
- The signed **Schedule "A"** Municipal By-Law Compliance form attached to the tender documents.
- A letter of Good Standing/Clearance from the Workers' Compensation Board of Nova Scotia
- Proof of current and valid Workplace Safety Certificate of Recognition(COR) from an authorized institution(East Coast Mobile Medical, HSE Integrated Limited, Nova Scotia Construction Safety Association (NSCSA), Nova Scotia Trucking Safety Association, Occupational Health and Educational Services 2002 Inc, Safety Services Nova Scotia or equivalent)
- Completed/signed **Appendix "A"** Consultant, Contractor, Supplier Health & Safety Questionnaire.
- General liability insurance.

Prior to Contract Award – In accordance with section nine (9) of the CBRM Procurement Policy, the successful tenderer may be required to provide an approved Commercial Property Zoning Confirmation, issued by CBRM's Development Officer, prior to award of contract.

Following completion of the tendered work, letters of clearance from both organizations, dated no earlier than the final day worked on the project, must be submitted with the final invoice for the project. This will form a condition of the tender in addition to any other conditions within the contract documents and specifications.

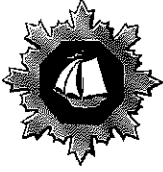
POLICY:

- Canadian Free Trade Agreement (CFTA), Atlantic Procurement Agreement (APA) and The Cape Breton Regional Municipality Procurement Policy are the governing documents used for all tenders. Copies of these documents are available from the Financial Services Department, Procurement Section, Suite 102, 320 Esplanade Sydney, N.S. or by phoning (902) 563-5015
- Where identical goods and/or services are available, from a Cape Breton Regional Supplier, and a supplier from outside the regional area, the following shall apply:
 - Regional suppliers qualify for the 5% price preference if they are a commercial or residential taxpayer registered with the Registry of Joint Stocks of Nova Scotia whose primary business address is within the district boundaries of the Cape Breton Regional Municipality and the assessed property is the registered business address of the bidder.
 - Due to restrictions imposed by the Atlantic Procurement Agreement on the MASH sector within the Province of Nova Scotia, local Bidder Preference may only be applied on goods, services, and construction whose price does not exceed the following threshold; \$25,000 on Goods, \$50,000 Services and \$100,000 on Construction.
- Successful bidder will be required to follow CBRM protocol as designated by Purchasing Department for delivery and invoicing.
- Payment: Any supplier having an account due to the Cape Breton Regional Municipality, which is in arrears, will have such arrears deducted from payments being made to the supplier.

The Cape Breton Regional Municipality reserves the right to reject any or all tenders or to accept any tender or part thereof considered to be in its best interest.

Donna M. Murphy

Donna M. Murphy, Procurement Officer
Financial Services



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES
320 ESPLANADE, SUITE 102
SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

SCHEDULE "A"

MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE

This document forms part of and is incorporated in to the Tender. Bidders convicted of violations of any Cape Breton Regional Municipal By-Laws or found in contravention of the Dangerous and Unsightly Provision of the *Municipal Government Act*, S.N.S. 1998, c. 18 shall be precluded from bidding on the tender. Successful bidders who subsequently are found guilty of violation of any Cape Breton Regional Municipal By-Laws or are found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 shall have the tenders revoked and shall be precluded from bidding on subsequent tenders for a period of thirty-six months.

_____ (hereinafter referred to as "The Bidder") does hereby certify that the Bidder has not been found guilty of violation of any Cape Breton Regional Municipal By-Laws and has not been found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 and furthermore hereby agrees to comply with all Cape Breton Regional Municipal By-Laws and the Dangerous and Unsightly provision of the *Municipal Government Act*, S.N.S. 1998, c. 18. The Bidder understands and agrees that any finding of guilt or contravention of any Cape Breton Regional Municipal By-Laws and provisions will result in the Tender being revoked and the Bidder being precluded from bidding on any subsequent Tender for a period of thirty-six months.

Witness

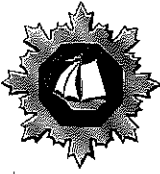
Bidder

CBRM INTERNAL USE ONLY

Approved by: _____

Title: _____

Date: _____



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

SCHEDULE "B"

TRADE AGREEMENTS ACKNOWLEDGEMENT

All Public Sector Entities in Nova Scotia have trade agreement obligations under the Public Procurement Act. Trade agreements play a vital role in our economy. They create market access for our goods and services by reducing barriers to, among others things, labour mobility, investments, energy, agriculture, and government procurement. Agreements can be comprehensive, covering a number of different issues, or more concentrated, covering individual issues. Each agreement has unique language, exemptions, rules, and requirements.

Municipalities, Academic Institutions, School Boards, Health Authorities (MASH) and Crown Corporations that have their own procurement groups and policies must ensure they are consistent with the principles of the Province of Nova Scotia Procurement Policy, and the obligations of the Public Procurement Act.

Trade Agreements that impact government procurement in Nova Scotia include the Canadian Free Trade Agreement and the Atlantic Procurement Agreement (APA). The CFTA includes all provinces, Northwest Territories, Yukon, and the Federal Government as well as their respective MASH sectors and Crown Corporations.

The APA is an agreement among Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland and Labrador and their respective MASH sectors and Crown Corporations. The key to being compliant with multiple trade agreements is to ensure you are meeting the obligations of the one with the lowest thresholds, which in this case is the APA. Table A outlines the thresholds for these two agreements.

TABLE A – Domestic Agreements

Agreement	Coverage	MASH
Atlantic Procurement Agreement (APA) Signed 1992; updated 1996 & 2008	Equal access to Atlantic suppliers. Includes NS, NB, PEI, & NFLD, their respective MASH and Crowns	Goods: \$25K+ Services: \$50K+ Construction: \$100K+
Canadian Free Trade Agreement	Equal access to Canadian suppliers. Includes all CDN Provinces, NWT, YUK, their respective MASH and Crowns, and the Federal Government	Goods: \$100K+ Services: \$100K + Construction: \$250K+

_____ (hereinafter referred to as "The Bidder") does hereby acknowledges the understanding that this tender falls under the Domestic Trade Agreements, Atlantic Procurement Agreement (APA) and Agreement on Internal Trade. As part of these agreements and under the Nova Scotia Public Procurement Act, CBRM is included as part of the MASH Sector. This document forms part of and is incorporated into the Tender.

Witness

Bidder

CONTEXT

CAPE BRETON REGIONAL MUNICIPALITY

Cape Breton Regional Municipality (CBRM) is Nova Scotia's second largest municipality, and the third largest urban area in Atlantic Canada, spanning 2,500 square kilometres across the eastern side of Cape Breton Island. The municipality was created in 1995 through amalgamation of eight municipalities in Cape Breton County and is home to a population of approximately 94,000.

The CBRM is the economic centre of Cape Breton, home to a concentration of government services, social enterprise, private sector businesses and post-secondary educational institutions, including Cape Breton University, the Nova Scotia Community College Marconi Campus and the Canadian Coast Guard College. The geographical boundaries of CBRM also encompass two First Nation Communities. Rural resources include agriculture, fishing, mining and forestry. Its home to numerous cultural landmarks and tourist attractions, including the Fortress of Louisbourg, Savoy Theatre, Celtic Colours International Festival and the Port of Sydney which attracts more than 70 cruise ships per season.

The Municipality is governed by a Mayor and 12 Councillors elected to represent separate districts; the current government was elected in 2016 and their term of office ends in October 2020. The administration of the CBRM is comprised of a number of municipal departments, each responsible for the delivery of specialized services including: Police, Fire, Public Works, Transit, Water and Waste, Planning, Building Inspections, Finance, Tax and Water, Human Resources, Legal and Recreation. These are coordinated through the office of the Chief Administrative Officer who reports back to Council.

CAPE BRETON REGIONAL POLICE SERVICE

The Cape Breton Regional Police Service (CBRPS) provides policing for all communities within the CBRM and all areas of the Cape Breton County, managing approximately 70,000 annual calls for service.

The service has nearly 15 different specialized sections and teams – including: K9, Traffic Safety, Public Safety, Emergency Response, Marine & Dive, Forensic Identification, Polygraph, Major Crime investigators, Civilian Records & Analyst, and a Lock-Up facility – making it one of the few full-service police agencies in the province. Operating on a community-based model of policing, the CBRPS values the role that community partners play in the balance between enforcement and prevention and works with the people it serves towards achieving a shared goal of building safe and healthy communities.

The CBRPS operates with a complement of 200 sworn officers, including management, 30 civilian staff and a \$26.5 million budget, of which approximately 90% is allocated towards wages and other mandatory requirements to carry out policing duties – including vehicles, fuel, uniforms, officer safety and training. The CBRM provides funding for 167 positions; the additional 33 are funded through nearly \$4 million in cost-recovery partnerships, including: the Government of Nova Scotia, through the Boots on the Street program; the RCMP, through the Integrated Traffic Unit; the Cape Breton-Victoria Regional Centre for Education, for School Liaison Officers and through an MOU with the Governments of Canada and Nova Scotia to provide policing services to the Membertou First Nation. The community of Eskasoni First Nation, as well as provincial roads and highways are policed by the RCMP.

SCOPE OF WORK

Perform a comprehensive operational review and evaluation of the Cape Breton Regional Police Service (CBRPS) including:

- a) Organizational structure, span of control, and staffing: appropriate level and type of (sworn officers and civilians) now and into the future, relevant to demands – population, geographic area, demographics, calls for service.
- b) Shift Schedules: Assess structures, policies and options to improve efficiency and achieve savings.
- c) Overtime: Identify causes and triggers, including a review of policies and management of sick time and accommodated duties to identify best practices for overtime management.
- d) Civilianization: identify other opportunities to further civilianization, identify potential savings, and address any related implementation issues and strategies.
- e) Operations: Assess process efficiency, resource redundancy, and equipment or technology opportunities.
- f) Administration: Examine work conducted by all non-core services and review processes, and assess fees for service, with a goal of identifying potential efficiency gains.
- g) Policing Costs: Review current and prospected costs of delivering policing services, with recommendations on expenditure levels and future cost-savings opportunities.

The analysis will focus on overall efficiency. The review will include (at minimum):

- a) Interviews with Municipal and Police service staff, Municipal Councillors and key stakeholders (internal and external);
- b) Field visits;
- c) Benchmark comparison with other cities of similar size.

REPORT

Provide a final report, which will combine the information collected, and provide recommendations for an implementation plan to develop a sustainable framework for service delivery. The recommendations should be prioritized and include costs/savings associated with each recommendation.

PROJECT BUDGET

The Budget for this project is estimated, and in any event, shall not exceed \$100,000 (exclusive of Harmonized Sales Tax (HST)). Prices shall include costs for out of town travel, related meals and accommodations for the duration of the project and shall not be considered an allowable disbursement. The proposal price will be a fixed price for completion of the work described. Adjustments to prices will only be considered based on increases to the Scope of Work.

Note: CBRM shall hold back 20% of the Proposal Price pending receipt of a satisfactory FINAL Report. FINAL Report must be completed no later than November 30, 2020.

PROPOSAL EVALUATION CRITERIA

Proponents must provide a response to each of the following evaluation criteria:

Understanding of the project requirements

Provide an overview (maximum one page) that articulates your understanding of and familiarity with the role of policing services in Nova Scotia, including specific responsibilities, opportunities and challenges facing communities outside of HRM.

Experience and capabilities

Provide details demonstrating the history and experience of the Bidder for up to three projects of similar size and complexity, specifically listing projects involving reviews of police agencies for municipal, provincial, state, federal governments. Demonstrated experience with Canadian municipal governments would be considered an asset. Include a current reference for each with contact information.

Description of the project team

Provide a description of your firm's Project Team for this assignment, identifying the Team Lead. Indicate each person's anticipated role/title and their area(s) of expertise relevant to this project. For each member of the project team, please detail their specific experience with comparable projects. Resumes should be attached. A schedule of planned input hours and associated hourly rates for each team member must also be included.

Approach/Methodology

Provide an overview (maximum three pages) of your approach/methodology for this project. Be sure to highlight what you believe to be unique and/or added-value attributes.

Be sure to describe your firm's approach and team organization during the performance of the Work so that the evaluation committee has a clear understanding of the methods the Bidder will use in the delivery of this project. The description of the Bidder's proposed approach/methodology to the Project should include:

- (a) a description of the Bidder's understanding of the Scope of Work and vision, and how these will be achieved;
- (b) a detailed proposal of what will be delivered by the Bidder, including the expected outcome and benefits to the Municipality;
- (c) a complete definition of the process that will be employed to meet the objectives of this Project, (e.g., approach to be taken, etc.);
- (d) a detailed Project Plan that reflects the proposed approach to the Work. All major start dates, end dates, review and approval points and major milestone dates should be shown. The plan should identify interim and final deliverables and their respective delivery dates, in consideration of stages identified, and the information provided in the Work Plan;
- (e) identification of all facts and assumptions made by the Bidder in developing the Submission and the relevance that these facts and assumptions have had on the proposed methodology and team composition (e.g., data availability, level of involvement of municipal staff, etc.);

- (f) a detailed description of any information, resources, or services required to be provided by the CBRM in addition to the items listed in “Key Policies and Resource Materials” section of this proposal document.

Work Plan and Schedule

Provide a work plan that identifies project components and schedule in Gantt chart (or similar) format. Ensure the work plan clearly details and describes key aspects of the proposed approach, including but not limited to the planned number of interviews, time for research and analysis, format and planned presentation of final report, etc.

PROPOSAL EVALUATION

Understanding Project Requirements	10
Experience/Capabilities of the Firm/Project team	30
Approach/ Methodology	30
References for similar type engagements	15
Workplan Schedule	5
Price	10

KEY POLICIES AND RESOURCE MATERIALS AVAILABLE

- CBPRS 2018-2021 Strategic Plan.
- Collective Agreement
- Operating Budget and Financial Results
- Operational Policies



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES
 320 ESPLANADE, SUITE 102
 SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 FAX: 902-539-9964 EMAIL: purchase@cbrm.ns.ca

PROPOSAL PRICING

TENDER #	DATE	CLOSING DATE	PROCUREMENT OFFICER
CBRM_P08-2020	May 26, 2020	July 9, 2020	Donna M. Murphy
<u>OPERATIONAL REVIEW OF POLICE SERVICES</u>			
TOTAL PRICE, INCLUSIVE OF ALL FEES AND EXPENSES			\$ _____
SUBTOTAL:			\$.
HST:			\$.
TOTAL:			\$.

Company: _____

Authorized Signature: _____



Cape Breton Regional Municipality

COVID-19 Protocol for Contractors and Suppliers

Date: April 20, 2020

Any contractor or supplier hired by Cape Breton Regional Municipality (CBRM) must adhere to the following protocols while working within and CBRM owned facility, or any CBRM owned property:

- Contractors and Suppliers must have their own COVID-19 Pandemic Plans prior to starting any work for CBRM. It must be available upon request.
- Contractors or suppliers must seek approval prior to visiting and CBRM owned facility or property. Approval will be granted by the Manager/Director responsible for the specific site.
- Contractors and suppliers shall only carry out work in approved areas during approved times. Any changes to work scope, schedule or location of work must be pre-approved by CBRM.
- Anyone who has travelled outside of Canada or Nova Scotia cannot carry out work at a CBRM facility or property until they have completed 14 days of self-isolation, measured from the date of their return to the Province. Any exemptions will have to be granted by Public Health.
- When carrying out work within a CBRM facility, the Supplier or Contractor may only utilize up to 5 individuals to carry out the work. Outdoor construction sites are exempt from this requirement.
- Supplier and Contractors **must** practice physical distancing of 2 meters(6 feet).
- Number of in person meetings should be limited. If required, they should be 5 people or fewer, while maintaining physical distancing protocol. Use of teleconference and videoconference for meetings is encouraged.
- The Supplier or Contractor must supply all employees with necessary materials to carry out regular disinfections of tools, equipment, and work areas. Where work is being carried out in a facility or area or worksite that does not have a washroom, the contractor or Supplier must provide the necessary equipment to allow for regular handwashing.
- Suppliers and Contractors shall follow all guidance/requirements as issued by the Nova Scotia Medical Officer of Health and Public Health.
- All Contractors and Suppliers must, to the best of their ability, closely self-monitor their health, and if their status changes then they must follow Public Health protocols. (e.g. contact 811)

- Should any contractor or supplier exhibit any symptoms of COVID-19 during the period they are providing services to CBRM, or within the 2 weeks following, they must advise CBRM immediately.



Company Name:

Date:

Work Location:

Name(s) of Employee(s):

2020 novel coronavirus (COVID-19) self-assessment

1. Are feeling unwell with any of the following symptoms:

- Fever, new cough or difficulty breathing (or a combination of these symptoms)?
- Muscle aches, fatigue, headache, sore throat, runny nose or diarrhea?

2. And have experienced any of the following:

- Have you travelled outside of Canada or Nova Scotia in the last 14 days?
- Have you been in close contact (within 2 meters) with someone with a confirmed case of COVID-19?
- Have you been in close contact (within 2 metres) with someone who has returned from another country in the past 14 days and who has a fever higher than 38°C, a new cough or a cough that's getting worse?

If you answered Yes to any of the following, contact 811. CBRM will have to restrict you from entering our buildings to provide service at this time.

If you answered no to all questions above, CBRM requests you to practice the following on our sites:

- Wash your hand with soap and water or hand sanitizer upon entry to our facilities
- Practice social distancing (2m or 6 feet)
- Practice good hygiene practices (coughing into sleeves, etc)



**Divisional Report
March 1, 2020 – June 12, 2020**

Calls responded to by the CBRPS:

March 1, 2020 to June 12, 2020

Area	Calls	Reportable
North Division	2587	1274
Central Division	6288	2746
East Division	4634	2011
CBRPS Total	13,509	6031

March 1, 2019 to May 31, 2019

Area	Calls	Reportable
North Division	3018	1064
Central Division	5668	2746
East Division	3162	1202
CBRPS Total	11,848	5012

HIGHLIGHTS AND INITIATIVES

- The majority of time and resources during this reporting period were spent on Covid-19 operations.

Training:

- Drone training and certification, Sydney (2)
- Infectious Disease and Pandemic Preparedness, CPKN Online Training – (training completed by ½ membership to date) Ongoing Training
- Personal Protection Strategies for Infection Prevention and Control, CPKN Online Training – (training completed by ½ membership to date) Ongoing Training
- Racially Bias Policing, CPKN Online Training, recent posting, all membership to complete
- Police Ethics and Accountability, CPKN Online Training, recent posting, all membership to complete

- C8 re-certification, Sydney (29 of 50 have been re-certified to date)
- Criminal Analyst has completed seven online courses through CPKN to date

Patrols:

- Attended calls relating to incidents of Assault, Suspicious Fires, Theft, Vandalism, Deceased Persons, Missing Persons, Break and Enter, Motor Vehicle Accidents, Domestic, and impaired driving complaints.
- Addressed citizen complaints regarding speeding, dirt bikes and ATVs', and mischief.
- Several checks being conducted on a daily basis in relation to high risk offenders on conditional sentence orders and release orders through the courts.
- Assisted investigative units with vehicle stops

Lockup:

March	April	May	Total
105	115	136	356

Membertou:

- Provided police services throughout the pandemic and responded to 1370 calls for service and laid 57 charges.
- Membertou business community ceased business operations on March 16 due to Covid-19 with the exception of essential services. Membertou has since entered into Phase one of the recovery process.
- Assisted with the Healing Walk
- Carried out foot patrols and property checks on all businesses to ensure compliance with Covid-19 conditions directed by Dr. Strang.

K-9 Unit:

- Responded to 82 calls for K-9 service including, Alarms, Arrest Warrants, Assault/Threat, Break and Enter, Domestic Assault/Threat, Missing Persons, Motor Vehicle Collisions, Robbery, Weapons complaint, assist patrol members, Street Crime Unit and ERT.
 - Located / arrested 7 persons, located 6 articles, and issued 3 Summary Offence Tickets.
- Assisted patrols with 168 calls for service and 21 alarms

OPERATIONAL SUPPORT

Traffic Safety Unit:

- Police continue to enforce traffic safety and even with less traffic during Covid-19 restrictions, 247 tickets have been issued since April 1st for violations under the Motor Vehicle Act – including impaired driving, speeding and stunting, failing to obey traffic signage and driving without valid documentation (license, registration, and insurance)
- Conducted targeted enforcement and directed patrols throughout CBRM after receiving numerous complaints of ATV's and dirt bikes causing property damage. There were 79 bikes checked with 9 tickets and several warnings issued. Police continue to proactively address this issue through awareness through media awareness and public education.
- Provided traffic control for the Take a Knee Demonstration in Sydney and the Healing Walk in Membertou
- Traffic Safety Unit continues to address public complaints concerning traffic related issues.

Street Crime/Drug Unit:

- Executed 5 warrants, laid 30 charges and seized over \$19,000 worth of drugs
- Assisted other sections of CBRPS in executing search warrants, conducting surveillance and making arrests.

Community Safety Enforcement Unit:

- Continued to monitor the downtown area in an effort to prevent illegal activity.
- Assisted other units with compliance checks and conducting surveillance on several files.
- Issued 9 Summary Offence Tickets under the Health Protection Act

Major Crime/Domestic Violence Unit:

- Assigned 17 new investigations and laid 39 criminal code charges, including Forcible Entry, Robbery, Major Assaults, Domestic Violence, Criminal Harassment, Uttering Threats, Weapon Violations, Breach Violations, and charges under the Youth Criminal Justice Act.
 - Currently managing 33 active investigations.
- Executed 8 search warrants and production orders along with sealing orders.
- Prepared Court documentation for upcoming trials.
- Reviewed 340 domestic-related files and received 202 domestic violence referrals, resulting in 115 Criminal charges.

General Investigation Section/Arson Investigator

- Assigned 61 new files for investigation, including sexual offences, weapon offences, assaults, possession of a firearm, extortion, as well as breaches of court orders. A total of 25 charges were laid.
- Currently managing 67 active investigations.
- Prepared and executed judicial authorizations related to their assigned investigations.
- Assisted other units with criminal code investigations.
- Mi'kmaw Family & Children Services liaison
- Police Liaison with Adult Restorative Justice Group.
- Assisted in implementation of Covid-19 protocol and social distancing checks and requests for assistance

Internet Child Exploitation Unit (ICE) / Computer Forensic Unit:

- Worked on 57 active investigations including child pornography, sexual assault and sexual interference.
- Assigned 37 new files for investigation
- Assisted other units with processing of electronic devices through digital forensics.

Forensic Identification Unit:

- Responded to 70 calls for service including: Arson, Armed Robbery, Deceased Persons, Photo array requests, Break & Enter, Assist Other Agency requests, Assault, , Motor Vehicle Accidents, Weapons Complaint, and Search Warrants.
- Maintained exhibit control for all evidence seized by the police service, and managed all photographic evidence.
- Conducted lab work associated with file exhibits submitted by Major Crime, General Investigation Unit, Arson Investigation Unit and Patrols for processing.
 - Conducted 3 fingerprint/footwear identifications
- Downloaded images to IDENT Database

Solid Waste:

- Investigated 124 complaints of illegal dumping
- Several interviews with suspects and/or witnesses were carried out.

Mental Health Liaison Officer:

- Acts as a liaison between the NSHA and the CBRPS to help address systemic issues and resolve particular situations involving individuals with mental health disorders.
- Assisted officers with cases involving emotionally disturbed persons and incidents involving patients within the Cape Breton Regional Hospital.

