



PORT MOODY POLICE BOARD AGENDA

DRAFT

Date:	April 25, 2019
Location:	Port Moody Public Safety Building, 3 rd floor Boardroom, 5:00 pm

**Indicates Attachment*

C Cst. Fleugel to perform Oath of Office for Police Board Member Terry Hawes.

1. CALL TO ORDER
2. ADOPTION OF AGENDA*
 - **THAT the Agenda for the Police Board Meeting of 25 April 2019 be adopted.**
3. ADOPTION OF MINUTES*
 - **THAT the Minutes of the 04 March 2019 be approved.**
4. DELEGATIONS/PRESENTATIONS
 - Presentation by A/Insp, Thompson Item 6.1
5. STANDING ITEMS/UNFINISHED BUSINESS
 - 5.1 Community Concerns/Considerations (10 min)
 - **THAT (any) community concerns/considerations be received for information.**
 - 5.2 Canadian Association of Police Governance (CAPG)
 - I. CAPG 2019 Conference and AGM attendance – August 8 to 11, Calgary
(decision required).
 - II. CAPG 2020 Conference Sponsorship request (decision required)*.
6. NEW BUSINESS (10 min)
 - 6.1 PMPD – Online System for Police Information Checks*
 - **THAT the Discussion Paper ‘Moving to an Online System for Police Information Checks’ be received for information.**
 - 6.2 E-Comm Board of Directors Designate – 2019-2020 Term* (10 min)
 - **THAT the Port Moody Police Board approves the nomination of Jack McGee, West Vancouver Police Board, for the Class A shareholder groups representative for the E-Comm Board of Directors Designate – 2017 to 2018.**
7. REPORTS FROM COMMITTEE
 - 7.1 Governance Committee* (5 min)
 - **THAT the April 2019 Governance Committee Report be received and recommendations approved.**
 - 7.2 Finance Committee (1 min)
 - In Camera meeting item.

Port Moody Police Board Agenda

April 25, 2019

7.3 Human Resource Committee

(1 min)

- In Camera meeting item.

8. INFORMATION ITEMS*

(5 min)

- **THAT the information items below be received.**

8.1 Appreciation received;

8.2 Tri City News article.

8.3 Special Resolution to approve Legal Expenditure (*for record in minutes*)

9. PUBLIC INPUT

10. ADJOURNMENT

**PORT MOODY POLICE BOARD
MINUTES
Regular Meeting
Monday, March 4, 2019 5:00 p.m.
Public Safety Building, 3051 St. Johns Street
3rd Floor EOC Room
Port Moody, BC**

DRAFT

	Minutes of the PORT MOODY POLICE BOARD held 04 March 2019, at the Public Safety Building, 3051 St. Johns Street, Port Moody, British Columbia.	
PRESENT:	Mayor Rob Vagramov Dave Fox Mary Vellani Leah Zille (<i>via teleconference</i>)	
REGRETS:	Insp. Manj Kaila	
STAFF:	C Cst. David Fleugel, D/C Cst. Ken MacDonald, S/Sgt. Chris Thompson Rhonda Doig, Recording Secretary	
GUESTS:	Cst. Luke van Winkel, Cst. Ryan West, Cst. Jenn Ohashi (<i>departed 5:20 pm</i>), Virgelene Rutherford, City of Port Moody Kasey Krenn, Harris and Company	
CALL TO ORDER	1.	<u>CALL TO ORDER</u> Mayor Vagramov called the Regular meeting to order at 5:03 pm.
AGENDA for 04 March 2019	2.	<u>APPROVAL OF THE AGENDA</u> Moved, Seconded and Carried. THAT the Agenda for the Regular Meeting of the Port Moody Police Board held on 04 March 2019 be adopted.
MINUTES of the REGULAR MEETING held 04 February 2019	3.	<u>ADOPTION OF MINUTES</u> Moved, Seconded and Carried. THAT the Minutes of the Regular Meeting of the Port Moody Police Board held on 04 February 2019 be approved.
DELEGATIONS/ PRESENTATIONS	4.	<u>DELEGATIONS/PRESENTATIONS</u> Presentation: Cst. Jenn Ohashi; PMPD Mental Health Officer

Regular Meeting March 4, 2019

STANDING ITEMS/UNFINISHED BUSINESS	5.	<u>STANDING ITEMS/UNFINISHED BUSINESS</u>
Community Concerns/Considerations	5.1	Community Concerns/Considerations No community concerns/considerations.
NEW BUSINESS	6.	<u>NEW BUSINESS</u>
Canadian Association of Police Governance (CAPG)	6.1	<u>Canadian Association of Police Governance (CAPG)</u> 6.1. 2019 CAPG Membership Renewal Moved. Seconded and Carried. THAT the renewal of the Police Board's CAPG membership for the year 2019, in the amount of \$762, be approved; and THAT the 2019 CAPG Call for Resolutions be received.
GOVERNANCE COMMITTEE REPORT	7.	<u>REPORTS FROM COMMITTEE</u>
	7.1	Governance Committee Mary Vellani reviewed the March 2019 Governance Committee Report for information. Moved. Seconded and Carried. THAT the March 2019 Governance Committee Report be received.
FINANCE COMMITTEE	7.2	Finance Committee The March 2019 Finance Committee report was moved to the In Camera meeting.
HUMAN RESOURCE COMMITTEE	7.3	Human Resource Committee The March 2019 Human Resource Committee report was moved to the In Camera meeting.
INFORMATION ITEMS	8.	<u>INFORMATION ITEMS</u> 8.1 Correspondence received: City of Port Moody Council Nomination for the Port Moody Police Board 8.2 Correspondence received: Update from Jack McGee, Director & Independent Municipal Police Board Representative on E-Comm 911 Board. 8.3 Correspondence sent: Police Board request to meet with City Finance Committee.

Moved. Seconded and Carried.

THAT the Information Item be received.

PUBLIC INPUT

9. **PUBLIC INPUT**

No public input.

ADJOURNMENT

11. **ADJOURNMENT**

Motion to Adjourn 5:30 pm.

NEXT MEETING DATE

12. **NEXT MEETING DATE**

The next Regular Meeting of the Port Moody Police Board is scheduled to be held **April 1, 2019: 5:00 pm.**
Public Safety Building, 3rd Floor EOC Room, 3051 St. Johns Street, Port Moody, BC.

Mayor Rob Vagramov, Chair

Rhonda Doig, Recording Secretary



Sent Electronically

5.2.1
1

February 1, 2019

Mayor Robert Vagramov
Port Moody Police Board

Dear Mayor Vagramov,

Re: Victoria & Esquimalt Police Board potential to host CAPG 2020 Conference

I am writing today about the possibility of Victoria as the location for the CAPG 2020 annual conference. The Canadian Association of Chiefs of Police (CACP) will be in Victoria for their annual conference in 2020 and at the encouragement of their Chief Del Manak, we have pursued this as our ideal destination. There are benefits in having the CACP and CAPG located in the same city and it allows us to work on joint programming or even a combined social event. The economic gains to the host city are increased significantly when both of these national police associations are present with their delegates.

You are likely aware that CAPG does not receive any type of core funding and relies completely on membership dues, conferences and webinar revenue to operate at the same high level as our other national counterparts. We have a small amount of sponsorship at conferences outside of our membership's support but we pride ourselves on focusing first and foremost on the content of our programming and providing opportunities for rich dialogue and networking with fellow police governors.

We have received a commitment from the Victoria & Esquimalt Police Board to provide half of the funding that is required to host. This is why we are now turning to our membership in British Columbia to see if there is a willingness to contribute whatever amount you can so that we are able to raise the balance of \$15,000.

The \$30,000 is used for the following:

- \$5,000 sponsorship to launch a kick off breakfast at the CAPG Calgary 2019 conference
- \$15,000 to support the 2020 conference host evening
- \$10,000 to support speaker fees, travel and accommodation.

Putting on a first-rate experience for all delegates is our number one goal and with your help we will make Victoria a memorable event.

If you have any questions, please feel free to get in touch with me but I do look forward to your positive reply.

Sincerely,

Jennifer Malloy
Executive Director

Discussion Paper

Moving to an Online System for Police Information Checks

-
1. Introduction
 2. Problem to be Addressed
 3. System proposal
 4. Alternative option
 5. Cost and Revenue considerations
 6. Conclusion
-

1. Introduction

Police Information Checks (PICs) are a routine and expected service for all police departments. Members of the public are required to obtain PICs for any number of reasons, which can include employment, volunteerism and community service. Some PICs are needed for people wishing to work or volunteer with vulnerable persons (ie. children/youth).

PICs provide an employer or volunteer agency with basic confirmation that a person does or does not have a criminal record, or a background of concerning contact with the police. This information can be assessed by the employer or volunteer agency and determinations made as to the suitability of the candidate being considered for a position.

PICs fall into several categories – simple or complex; free or fee-based; fingerprints required or not required, to name a few of the options. Depending on the option and the results of the background work, PICs can take a few minutes to a few hours to complete.

Currently all PICs processed by the Port Moody Police Department (PMPD) are conducted during regular work hours by both front counter clerks.

In 2018, a total of 1,557 PICs were completed.

2. Problem to be Addressed: Effectiveness and Efficiency of Current PICs System

Currently, all PICs are completed manually. The PMPD provides a paper form that members of the public must pick up in person, or download via the internet, but requires manual completion by filling in all of the required information. That form must then be dropped off in

person at the PMPD front counter to begin the process. Front counter staff receives these completed documents and then undertake various steps to completing the background check and providing return information on the findings. Typically the completed PICs have to be picked up in person by the applicant. Sometimes they are also mailed.

By today's standards and expectations, and in comparison to the processes available in other regional police services, having a "manual" system is out-of-date and inconvenient. Given how busy people generally are, it can be difficult to make arrangements to attend in person. Most persons likely expect that technology would be in place that would allow this process to be easier and more efficient.

For front counter staff, it does take additional time to greet persons picking up or dropping off these related documents. Sometimes there can also be challenges for front counter staff to decipher various degrees of handwriting on the written forms.

Processing time for the PICs is another area of concern. In 2018, approximately 520 labour hours were used to process PICs. It is roughly averaged that a PIC will take 20 minutes to complete (some are a little shorter, but many are much longer due to complexities). This represents 15% of all front counter working hours being allotted to this single task.

This is further complicated by how much staff time is spent processing PICs for no charge, versus for a fee. In 2018 out of the 1,557 PICs handled, 992 of them were completed for no charge and 565 of them were completed for a fee.

Currently the PMPD does not charge a fee to complete PICs for volunteers from any organization (in Port Moody or elsewhere) or for persons needing PICs on behalf of the City of Port Moody. It is theorized that by allowing so many people to get PICs for free at the PMPD, this may increase our numbers being handled and increase the demand on our staff. Other police organizations do not process PICs for free and instead charge varying fee levels.

Off-setting this obvious cost in labour time is the reality that in many cases we do collect processing fees. In 2018 we collected \$27,500 in PICs fees. Arguably this collection of fees does off-set and negate the labour spent processing PICs both free and for a fee. Fee collection is standard throughout the industry in this area.

3. Proposal for the use of an online system for managing PICs

It is common place in this region for police services to have some sort of online system for managing PICs. This business case specifically looked at the system in place at the New Westminster Police Department (NWPD). NWPD was chosen as a comparator to the PMPD given their close proximity to us in the lower mainland, given that they are the next smallest

police service to us in the immediate region, and given that we have a natural connection with them by virtue of our shared ECOMM system. They also are similar by virtue of being an independent municipal police department.

NWPD transitioned to a fully online PICs system two years ago. They completed research that included choosing an online platform for PICs from two Canadian sources. Both companies that offer products in this area are based in Ontario and are widely used. NWPD chose to use the software platform offered by the company *Triton* (www.tritoncanada.ca).

NWPD was able to work with the company and create a template for PICs that was suitable by regional and BC standards. This template would be able to be used in exactly the same way at the PMPD without having to make any changes.

NWPD chooses to employ its own civilian staff to manage the software platform and complete the online submitted PICs. This approach could be done in the same fashion at the PMPD using the front counter staff or any other employee trained in the use of the program.

The software platform is easy to use and very intuitive, and entirely based on the electronic management of information. Because all submissions are received electronically, time is saved by not having to enter information manually into the police background checking systems (CPIC/PRIME). The nature of the software interface allows for increased efficiency in this regard. Records storage is also handled by the software platform, further reducing the time needed on these administrative requirements. IT support and any complaints on how the software system works is handled entirely by the company themselves. An electronically received PIC is generally completed within 5 minutes (instead of 20 minutes on average for the manual PIC process).

Another significant advantage is that in most cases the PICs submissions can be sent from anywhere, on any compatible electronic device (ie. computer, tablet, smartphone). This would be considerably more convenient for most persons. Once the PICs are completed, in the vast majority of cases, they are returned electronically to the applicant by email, which is considerably more efficient than the current system.

PMPD is positioned to be able to institute an identical system as is discussed above. There is a simple training program available at no cost that would ensure complete usability with very little training effort.

4. Alternative option – using another agency to complete PICs

In the case of NWPD, they are in a position to offer their resources for the completion of most routine PICs.

For a variety of reasons this option has been considered by PMPD management, and eliminated as desirable at this time.

5. Cost and Revenue Considerations

Moving to an online PICs system does not have any startup cost. The company that is recommended (based on the NWPD example) simply charges a straight fee of \$10 per PIC. There is no other cost, maintenance fee or overhead. All IT support is included.

This makes the online system of handling PICs both convenient and affordable. Many PICs already are completed for a fee, so this cost could become part of that fee structure.

Where the major change will need to be considered is for PICs that are currently being processed for no charge. Other jurisdictions, such as NWPD, no longer offer PICs for free. They either charge a full fee or a reduced fee, depending on what type of PICs are being requested. Typically for volunteers and students the PICs fees are much reduced.

The fee schedule can be determined based on local preference. The only constant is the \$10 fee to the software company. Today in the PMPD, we charge \$60 for a full fee PIC. The regional average is \$70. For volunteer and City PICs the PMPD is currently providing that service for no charge. In this same category the regional average is \$10.

If the PMPD adopts the use of an online PICs system, the lowest fee charged should be the \$10 user fee required by the software company. The system would be cost neutral with this approach.

Use of this system also creates the potential for revenue generation. NWPD has taken this approach and does offer its PICs service to anyone who wants to access it via the internet, in any BC jurisdiction. However, at this time the PMPD is best positioned to not take on additional out-of-jurisdiction work as the burden on staff may be unwieldy.

Lastly, one aspect of our current background check system that is not being proposed for change is in circumstances where persons require screening that includes fingerprinting. In 2018 we completed almost 300 of these specific checks and charged approximately \$17,000 in fees to provide the service. This service would need to continue unchanged as fingerprinting cannot be done remotely and persons must attend our building in order to have this process completed.

5. Conclusion

In conclusion the following recommendations are being made:

- Adopt an online software-based system to process PICs.
- Utilize the software platform available through Triton Canada.
- Make the online PICs available via our PMPD website and advertise through various forms of social media.
- Restructure the fee schedule to meet the regional average; specifically that regular PICs be charged at \$70 (online processing fee included) and that volunteer/City PICs only incur the minimum \$10 processing fee.
- Update and modernize policy to reflect these recommendations and fee structure changes.

Received via email 04 April 2019

Good Afternoon,

On behalf of Mayor Mary-Ann Booth, I am writing to advise that Jack McGee, a member of the West Vancouver Police Board has offered to stand again as the Independent Police Boards' designate on the E-Comm Board of Directors.

Could you please confer with your respective Police Board Chairs and members and let me know whether they are in agreement with Mr. McGee's reappointment?

Many thanks,
Sabia

Sabia Curran

Executive Assistant | Offices of the Mayor and Chief Administrative Officer | District of West Vancouver
t: 604-925-7012 | westvancouver.ca





PMPD BOARD COMMITTEE REPORT

COMMITTEE NAME:

Governance Committee

Co-Chairs:

Mary Vellani & David Fox

REPORTING DATE:

April 25th, 2019

COMMITTEE UPDATE:

1) Strategic Plan 2020-2022

- Kyle Stamm of Helios has suggested that within a \$10,000 budget can coordinate the preparation of the Port Moody Police Department Strategic Plan for 2020-2022. Need to discuss as a Board if we will be putting the Strategic Plan project out for tender (RFP).
- Documents from Kyle Stamm included in package for Board's review

2) New Member Orientation

- Suggest a joint orientation workshop style for new members to improve effectiveness and efficiency. Rotating through each Committee + tour of the department + discussion with the Chief and acting Chair on the same day & in the same location.

3) Risk Analysis

- Requested a risk registry/risk assessment to be prepared by Chief Fleugel for the Board using the red/yellow/green to ensure the Board has a good understanding of the risks and how to support the mitigation of those risks.
- Moved our Board Skills Assessment Matrix from April to a future date not yet determined as we are awaiting our new Board Members. We propose to wait for a 4 to 6 month period after they are on boarded.

RECOMMENDATIONS:

- 1) Review & Discussion
- 2) Review & Discussion
- 3) Review & Discussion

Port Moody Police Department Strategic Planning Proposal

Background

- The Port Moody Police Board would like to update the strategic plan for the next 3 years (2020, 2021, and 2023)
- The strategic planning process should engage the board, the police department and key community stakeholders
- The planning process should update the 2017-2019 plan

Key Deliverables

Helios Group will:

- Identify a planning process
- Confirm the strategic plan template
- Engage stakeholders as part of the planning process
- Support gathering of data to inform strategic planning
- Facilitate working sessions
- Draft key sections of the plan: Goals, priorities, objectives and measures

This proposal assumes the format of these deliverables will be largely similar to the deliverables prepared in 2017-2019.

Proposed Services

Helios proposes to develop strategic objectives with Council using a 6 step process.

Step	Activities	Outcome
1. Kickoff	<ul style="list-style-type: none"> • Meet with Board • Confirm participants for the strategic planning process (we are assuming board, police department and community stakeholders) • Confirm timing for planning activities • Establish a working group* that will be primarily involved in confirming the format and content of the plan <i>*We have assumed the working group will include the board, and representatives from the Police Department that will be responsible for execution of the strategy</i> 	<ul style="list-style-type: none"> • Planning Process • Identified Participants • Established working group
2. Plan format	<ul style="list-style-type: none"> • Survey working group <ul style="list-style-type: none"> ○ Does the current plan meet your needs? ○ Who do you expect to use the plan? ○ Does the plan meet their needs? ○ What process / tools were used to guide and measure execution of the plan? ○ What gaps do you see that you would like addressed? ○ What priorities would you like to see for 2020-2022? • Confirm desired format of plan for 2020-2022 	<ul style="list-style-type: none"> • Plan format



Step	Activities	Outcome
3. Scanning	<ul style="list-style-type: none"> Conduct a workshop (or interviews, or survey) to gather community stakeholder perspectives Gather performance metrics for the police department to enable assessment of the police department against its goals 	<ul style="list-style-type: none"> Information Inputs for Planning
4. Planning Workshop(s)	<p>Facilitated working session(s) with the working group to:</p> <ul style="list-style-type: none"> Confirm mandate of the police department Evaluate performance Identify possible goals for the next 3 years Select goals for the next 3 years Establish priorities for each goal Establish measures for each goal <p><i>Our facilitated working sessions rely on a mix of individual, group, and break out group exercises.</i></p>	<ul style="list-style-type: none"> Draft content for the strategic plan
5. Draft, Review and Revise	<ul style="list-style-type: none"> Draft all sections of the strategic plan based on session outputs Review and revise with working group (possibly stakeholders) 	<ul style="list-style-type: none"> Confirmed Plan
6. Publish	<ul style="list-style-type: none"> Provide draft plan to a graphics shop to publish 	Not included

Proposed Consultant & Rate

Kyle Stamm is the proposed lead consultant and is available at a Facilitation Corporate Services Arrangement rate of \$121 / hour + travel expenses.

Contract Price

Helios can offer a fixed price for the engagement, can work within a predefined budget, or can provide work on an hourly basis. A discovery session is required to determine a fixed price.

Recent Strategic Planning / Leadership Facilitation Experience

- BC Medical Services Commission – Strategic plan facilitation
- BC Liquor Distribution Branch – Strategic plan facilitation
- Auditor General For Local Government – Strategic plan facilitation
- City of Burnaby – Succession planning facilitation
- Ministry of Health, Mental Health and Addiction – Stakeholder engagement to inform planning
- Facilitation of multiple strategic plans for BC Municipalities

Recent Justice Experience

- Road Safety Strategy Facilitation: Vancouver Police Department, RCMP, Victoria Police Department
- Segregation Reform Facilitation: BC Corrections
- High Risk Chronic Offender Facilitation: BC Corrections, Corrections Canada, RCMP and others
- Downtown Community Court Strategy Facilitation: BC Corrections, Judiciary, City of Vancouver, PHSA and others

Kyle Stamm

Facilitator and Management Consultant

Expert Facilitator

Kyle is an expert facilitator and management consultant with 20 years of public sector facilitation experience. Kyle can help you use facilitation to:

- Engage your leaders, employees, customers and stakeholders
- Explore your most challenging problems
- Gather respectful, insightful, honest and objective feedback
- Agree on next steps and secure commitment to act

Sample Clients

Kyle has worked with many public sector organizations across Canada and in the US.

Sample BC Ministries

- Health
- Attorney General
- Mental Health & Addictions
- Citizens' Services
- Tourism Arts and Culture
- Agriculture
- Labor
- Public Safety & Solicitor General & EMBC

Sample BC Tribunals, Agencies, Crown Corporations and Local Governments

- Civil Resolution Tribunal
- Health Authorities
- Medical Services Commission
- Local Governments large and small e.g. Burnaby, Penticton, Burn's Lake, Auditor General For Local Government
- ICBC
- Office of the Seniors Advocate
- Premier's CCCAC
- Liquor Distribution Branch
- Financial Institutions Commission
- WorksafeBC

Example Facilitation Services

Kyle provides facilitation on a number of important topics. Sample sessions / engagements include:

Session Type	Description
Strategic planning	<ul style="list-style-type: none"> • Creating a strategic plan that links to tangible measureable actions • Engaging staff and leaders to define what the strategy means for them
Operations management	<ul style="list-style-type: none"> • Exploring and resolving operational issues
Lessons learned	<ul style="list-style-type: none"> • Identifying what works and opportunities to improve
Project Planning	<ul style="list-style-type: none"> • Describing project intent, scope, deliverables and key activities
Team Building	<ul style="list-style-type: none"> • Promoting constructive conflict, self awareness and growth
Stakeholder engagement	<ul style="list-style-type: none"> • Constructively engaging your customers and stakeholders
Organization assessment	<ul style="list-style-type: none"> • Assessing what works and identifying opportunities to improve
Process Improvement	<ul style="list-style-type: none"> • Improving how you satisfy your customers, stakeholders and employees

For more information about our services and how we can help you, please contact us at info@heliosgroup.ca

Kyle Stamm

Facilitator and Management Consultant



Facilitation Settings

Kyle has provided facilitation services in a number of different settings.

Setting	
In-person	<ul style="list-style-type: none"> In-person facilitation using on-screen presentations, flip charts, surveys, voting, individual / group activities
Remote	<ul style="list-style-type: none"> Teleconference, video-conference or screen-share sessions that use a simpler set of facilitation activities appropriate for the type of session
Large Groups	<ul style="list-style-type: none"> 20-100 person working sessions with coordinated activities to engage participants in large group, small group and individual activities.
Small Group	<ul style="list-style-type: none"> 5-20 person working sessions with engaging deep-dive discussions, individual, pair or break out group activities
Leadership	<ul style="list-style-type: none"> Senior executive working sessions
Front-line	<ul style="list-style-type: none"> Front-line, middle management or mixed sessions
External	<ul style="list-style-type: none"> Sessions to engage customers, suppliers, stakeholders, partners, or oversight organizations

Education, Training and Certifications

- Master of Science in Management Science and Business Administration, UBC
- Bachelor of Applied Science, UBC
- Canadian Operations Research Society Diploma
- Myers Briggs Type Indicator (MBTI) Certified Facilitator
- Certified Enterprise Architect
- Pragmatic Professional Coach (certification pending)

Client Feedback

We often receive feedback about our facilitation services. Here are some samples of the feedback:

- “You have an ability to connect things not obvious and to deliver or identify a difficult/contentious issue authentically, transparently and without offending anyone.”
- “In all the years I have been working on projects, you are one the most proficient, professional and capable individuals I have had the pleasure of working with.”
- “Your authenticity, ability to gain trust quickly and to engage and sustain an audience’s attention with your easy but effective style makes you a great facilitator.”

When appropriate, we survey workshop participants to understand what works and what we can improve. Our last three workshops revealed 94%, 100% and 98% of participants agreed the facilitation was effective, and/or would recommend the session to others.

For more information about our services and how we can help you, please contact us at info@heliosgroup.ca

From: Wendy Ewanuick <WEwanuick@portmoodypolice.com>
Date: Friday, Apr 12, 2019, 6:19 PM
To: #Members <#Members@portmoodypolice.com>
Subject: Appreciation

A woman called today and asked if I would send out an e-mail to thank the PMPD member who stopped and offered to help her with a flat tire on her car. Unfortunately she did not get his name, he was not in uniform but did show her his badge. It happened around noon over at Newport by the IGA. So on behalf of this woman THANK YOU for being so kind. 2019-04-12



April 6, 2019

Port Moody Police Board
c/o Ms. Rhonda Doig
3051 St. Johns Street
Port Moody BC V3H 2C4

Dear Police Board Members:

Re: BC Association of Police Boards 2019 Conference & AGM – Sponsorship

On behalf of the BC Association of Police Boards Executive and the 2019 Conference Committee, I wish to express our thanks to the Port Moody Police Board for your generous sponsorship of \$475.00 towards a meal break for the 2019 Conference and AGM.

Your sponsorship and support is appreciated and contributed to the success of this event.

Thank you once again.

Yours sincerely,

Mary Collins
President
BC Association of Police Boards

From: Rhonda Doig <rdoig@portmoodypolice.com>
Sent: Wednesday, April 3, 2019 1:59 PM
To: Leah Zille; David Fox; Mary Vellani
Cc: [REDACTED]
Subject: Police Board Special Resolution - Motion to approve legal expense

Hello Leah, Mary and Dave,

Upon consultation with Police Services, Leah (as rotating Chair this month) was advised that the Police Board seek legal advice regarding the Acting Mayor serving as Board Chair (or not). Therefore, we require a resolution to approve the legal expenditure.

Suggested:

THAT the Port Moody Police Board approves seeking legal advice regarding the issue of Acting Mayor serving as Chair of the Police Board; and

THAT all related legal expenditures be approved.

MOTION APPROVED. SECONDED and CARRIED – 03 April 2019

As per the Board's policy manual (page 37):

Whenever there is a matter of urgency, which requires the immediate attention of the Board, the Board Chair may, via telephone and/or e-mail polling, solicit a vote on a motion from the Board Members dealing with the matter. If passed by a majority of the Board Members during telephone and/or e-mail polling, the motion shall be valid and in effect as if passed at a meeting. The motion shall be recorded in the minutes of the next Regular Board meeting.